## Powerboard Files

The following Powerboard files are to be prepared and saved in the iLinc library by the IPER Course Manager:

### Table 1: Powerboard Files to be Entered in iLinc

<table>
<thead>
<tr>
<th>POWERBOARD TITLE/Filename</th>
<th>POWERBOARD CONTENT</th>
</tr>
</thead>
</table>
| PB 1.1—Sound check/technical issues | **Can everyone hear us?**  
Please confirm by replying through the iLinc Chat Tool, located in the bottom left section of your screen. Be sure to use the “Public” Tab of the Chat Tool.  
**Are you having any technical issues?**  
If you are having any technical issues, please let us know via the phone or notify us through the “Public” Tab of the Chat Tool. |
| PB 1.2—Session 1 Review | In Session 1, you learned about:  
• The IPER Project  
• Emergency management terms and the phases of emergency management  
• Emergency federal guidance  
• The REAP  
• Preparation for developing a REAP  
**NOTE TO COURSE MANAGER:** This is for the Q&A approach to the session review (where the Instructor poses a bullet as a question and then records the answer(s) below). When creating the Powerboard, be sure to leave enough room between the bullets so the Instructor can write the correct answers. |
| PB 2.1—Session 2 Review | In Session 2, you learned:  
• How to develop a REAP  
• How to maintain a REAP  
**NOTE TO COURSE MANAGER:** This is for the Q&A approach to the session review (where the Instructor poses a bullet as a question and then records the answer(s) below). When creating the Powerboard, be sure to leave enough room between the bullets so the Instructor can write the correct answers. |
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| **PB 3.1—Session 3 Review** | In Session 3, you learned:  
|                           | • How to assess the nature and severity of the damage  
|                           | • How to conduct the initial coordination meeting with your Assessment Team  
|                           | – Assessment Team roles and responsibilities  
|                           | – Tips for performing the damage assessment  
|                           | • How to document damage to records  
|                           | • The importance of communicating your findings  
|                           | • How to develop your response plan  
|                           | • How to implement your response plan  
|                           | **NOTE TO COURSE MANAGER:** This is for the Q&A approach to the session review (where the instructor poses a bullet as a question and then records the answer(s) below). When creating the Powerboard, be sure to leave enough room between the bullets so the instructor can write the correct answers. |

| **PB 4.1—Course Review** | In the *Records Emergency Planning and Response Webinar*, you learned:  
|                           | • What a REAP is and how to prepare for creating a REAP  
|                           | • How to develop a REAP  
|                           | • How to put your REAP into action and:  
|                           | – Assess the damage to records  
|                           | – Develop a response plan  
|                           | – Implement a response plan  
|                           | • Recovery procedures  
|                           | **NOTE TO COURSE MANAGER:** This is for the Q&A approach to the session review (where the Instructor poses a bullet as a question and then records the answer(s) below). When creating the Powerboard, be sure to leave enough room between the bullets so the Instructor can write the correct answers. |