



## 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*

POWERBOARD TITLE/FILENAME	POWERBOARD CONTENT
<p><b>PB 1.1</b>—Sound check/technical issues</p>	<p><b>Can everyone hear us?</b> 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.</p> <p><b>Are you having any technical issues?</b> 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.</p>
<p><b>PB 1.2</b>—Session 1 Review</p>	<p>In Session 1, you learned about:</p> <ul style="list-style-type: none"> <li>• The IPER Project</li> <li>• Essential records</li> <li>• Types of essential records</li> <li>• Identifying essential records</li> <li>• Essential functions</li> </ul> <p><i>NOTE TO VERNA: This is for the Q&amp;A approach to the session review. (Where the instructor poses a bullet as a question, 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.</i></p>
<p><b>PB 2.1</b>—Session 2 Review</p>	<p>In Session 2, you learned about:</p> <ul style="list-style-type: none"> <li>• Risk management key terms</li> <li>• Risk assessment <ul style="list-style-type: none"> <li>– Categories of risks</li> <li>– Factors to consider when identifying risks</li> <li>– Techniques for identifying risks</li> </ul> </li> <li>• Risk analysis</li> <li>• Prioritizing and documenting risks</li> </ul> <p><i>NOTE TO VERNA: This is for the Q&amp;A approach to the session review. (Where the instructor poses a bullet as a question, 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.</i></p>



*Table 1: Powerboard Files to be Entered in iLink, continued*

POWERBOARD TITLE/FILENAME	POWERBOARD CONTENT
<p><b>PB 3.1</b>—Session 3 Review</p>	<p>In Session 3, you learned about:</p> <ul style="list-style-type: none"> <li>• Strategies for handling risk</li> <li>• Preparedness and mitigation measures</li> <li>• Protecting copies of records</li> <li>• Formats for creating copies of essential records</li> <li>• Factors to consider when determining protection measures</li> </ul> <p>NOTE TO VERNA: This is for the Q&amp;A approach to the session review. (Where the instructor poses a bullet as a question, 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.</p>
<p><b>PB 4.1</b>—Course Review</p>	<p>In the <i>Essential Records Webinar</i>, you learned how to:</p> <ul style="list-style-type: none"> <li>• Identify records that need to be designated as essential</li> <li>• Identify and evaluate risks to essential records</li> <li>• Protect essential records</li> <li>• Ensure continued access to essential records during and after an emergency</li> <li>• Incorporate essential records into a COOP Plan by using the Essential Records Template</li> </ul> <p>NOTE TO VERNA: This is for the Q&amp;A approach to the session review. (Where the instructor poses a bullet as a question, 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.</p>