



Participant Materials Checklist

The following is a checklist of participant materials that need to be downloaded by the participant for each session:

Participant Guide

Read Me

Session 1

- Session 1 Participant Guide
- Session 1 Slides
- Session 1 Handouts
 - **Handout 1.1**—Essential Records
 - **Handout 1.2**—NIMS Resource Management Concepts and Principles
 - **Handout 1.3**—Potential Candidates for Essential Records Status
 - **Handout 1.4**—Examples of Information/Records, by Function, That Might Be Designated as Essential
 - **Handout 1.5**—Essential Records Questionnaire
 - **Handout 1.6**—The Division of Public Recreation (DPR) Overview
 - **Handout 1.7**—Determine Essential Functions and Identify Essential Records Activity
- Course Reference Documents
 - **Reference 01**—Resource Center, References, Reading List
 - **Reference 02**—Key Terms for the IPER Courses
 - **Reference 03**—Participant Webinar Reference Guide
- Instructor biographies

Session 2

- Session 2 Participant Guide
- Session 2 Slides



- Session 2 Handouts
 - **Handout 2.1**—Risk Assessment—Sample Hazards Inspection Checklist
 - **Handout 2.2**—Possible Hazards
 - **Handout 2.3**—Identify and Evaluate Risks Activity
- Reference(s):
 - **Reference 01**—Resource Center, References, Reading List
 - **Reference 02**—Key Terms for the IPER Courses
 - **Reference 03**—Participant Webinar Reference Guide

Session 3

- Session 3 Participant Guide
- Session 3 Slides
- Session 3 Handouts
 - **Handout 3.1**—Protection Strategies Based on Media Requirements
 - **Handout 3.2**—Determine Protection Strategies and Measures Activity
- Reference(s):
 - **Reference 01**—Resource Center, References, Reading List
 - **Reference 02**—Key Terms for the IPER Courses
 - **Reference 03**—Participant Webinar Reference Guide

Session 4

- Session 4 Participant Guide
- Session 4 Slides
- Session 4 Handouts
 - **Handout 4.1**—Access Priorities Table
 - **Handout 4.2**—Establishing a Duplication Schedule for Essential Records
 - **Handout 4.3**—Determine Timeframes for Accessibility Activity
 - **Handout 4.4**—Essential Records Template
- Reference(s):
 - **Reference 01**—Resource Center, References, Reading List
 - **Reference 02**—Key Terms for the IPER Courses
 - **Reference 03**—Participant Webinar Reference Guide