



## EMERGENCY PREPAREDNESS **TRAINING** FOR STATE AND LOCAL GOVERNMENTS

**FREE ONLINE  
TRAINING!**

# Records Emergency Planning and Response Webinar

**The Records Emergency Planning and Response Webinar is one of two courses developed by the Intergovernmental Preparedness for Essential Records (IPER) project. Teams in each state and territory will be delivering these webinars to state and local governments.**

### Who should take this course?

State, local, territorial, and tribal employees who are responsible for creating and maintaining government records of any kind and in any format, both paper and electronic:

- City and county clerks
- COOP and emergency preparedness personnel
- Recorders
- Information technology staff
- Administrators

### What is covered in this course?

This course prepares participants to:

- Understand the benefits of records emergency planning;
- Relate records emergency planning to COOP plans and procedures;
- Plan, develop, analyze, test a records emergency action plan;
- Assess the damage to records after an emergency and implement a response; and
- Identify federal, state, and local resources and the availability of intergovernmental personnel and support to assist when a disaster occurs.



## Records Emergency Planning and Response Webinar

- 7.5-hour course delivered in 4 sessions
- Offered as an instructor-led webinar with content specific to your state or territory
- Free of charge

**For IPER training in your state or territory,  
contact:**



## About the IPER Project Training Program

The **Intergovernmental Preparedness for Essential Records (IPER)** project, supported by \$2.6 million from the Federal Emergency Management Agency (FEMA), develops and delivers training to state and local governments designed to prepare them to protect records before, during, and after disasters and other emergencies. A special focus of this training is on those records that are **essential for the resumption of government operations** after a disaster. These essential records are a critical part of **continuity of operations (COOP)** planning. The IPER curriculum is based on existing National Archives training, but incorporates many adaptations that address specific procedures and needs in state and local governments.

Instructional teams in each state and territory have developed enhancements to provide specific guidance about regulations and support services available within their states or territories. These are available through the online **IPER Resource Center** that supports all of the courses. It allows students and other users to locate regulations, guidance, and assistance that is applicable in specific states or territories.

The two main IPER courses will each total 6 hours in length. The webinar versions are offered in 90-minute segments once per week for four weeks. Assignments to be completed between segments allow participants to apply what they learn directly to their work.

### OTHER IPER COURSES AVAILABLE

**Essential Records (ER)** (offered initially as an instructor-led webinar and later as a self-directed module via CD or online). This 7.5-hour course will prepare participants to

- identify an agency's essential records;
- analyze and prioritize records, assessing specific risks and identifying protection strategies;
- specify time frames for essential records availability in emergencies
- develop procedures to ensure access to and security of essential records;
- outline an essential records plan for inclusion in COOP;
- become familiar with federal, state, and local COOP regulations and procedures.

### Introduction to Records and Information

**Management** (available online). This 90-minute self-directed course

- provides a basic foundation for those unfamiliar with basic records management procedures before enrolling in the two main IPER courses, described below;
- familiarizes participants with basic terminology and prepare them to distinguish records from non-records;
- identifies maintenance strategies related to electronic records and special media; and
- demonstrates that sound records management procedures for records creation and maintenance are critical for ensuring that records survive disasters.

### To learn more

#### Contact the IPER staff:

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#### Visit the IPER website:

[www.StateArchivists.org/iper/](http://www.StateArchivists.org/iper/)

## About the Council of State Archivists

[www.StateArchivists.org](http://www.StateArchivists.org)



The Council of State Archivists (CoSA) is a national organization of the directors of the principal archival agencies in each state and territorial government. Working collectively through their membership in CoSA, the State Archivists encourage cooperation and promulgation of best practices, define and communicate archival and records concerns at a national level, and work with other organizations to ensure that the nation's documentary heritage is preserved and accessible.

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