Emergency Preparedness Procedures Flipbook

This sample Emergency Preparedness Flipbook is provided as an example of school-related resources to aid in preparing for and responding to incidents and disasters in the school. This flipbook contains relevant information for each classroom to include phone numbers, evacuation routes and emergency procedures. This is not required by law but is recommended as a Best Practice for schools and school districts to consider making this product or a similar product available to classroom teachers.

Cover + Tab + Divider Specifications:

- Closed size: 8.75" wide by 7.25" high, not including hanging tab
- Cover & Tab Material: Poly-board, .035" thick
- Hanging Tab Dimensions: 8.75" wide by 2.25" high Hanger: 2.25" x 8.5", red plastic, curved top corners, .5" hole in center .25" from top Front cover: 7.25" x 8.5", red plastic, curved bottom corners
- Plastic Divider: 7.25" x 8.5", curved bottom corner on left, 45 degree angle going inward on right starting at 3" down.
- Back Cover: 7.25" x 8.5", Green plastic, curved bottom corners
Pocket Set Options:

- Up to eight (8) tiered pockets, per section, in .5” increments can be accommodated in the guide. Allow ½” on back of pocket to enable insert of pages.
  - 3.5” x 8.625”
  - 4” x 8.625”
  - 4.5” x 8.625”
  - 5” x 8.625”
  - 5.5” x 8.625”
  - 6” x 8.625”
  - 6.5” x 8.625”
  - 7” x 8.625”

Insert Options:

- White 8.5” x 19.05mm (.75”) spiral coil
- Plastic sheets to insert each page into, sheets are .25” larger than the sheet for binding
  - Sheet 1: 3.5” x 8.5”
  - Sheet 2: 4” x 8.5”
  - Sheet 3: 4.5” x 8.5”
  - Sheet 4: 5” x 8.5”
  - Sheet 5: 5.5” x 8.5”
  - Sheet 6: 6” x 8.5”
  - Sheet 7: 6.5” x 8.5”
  - Sheet 8: 7” x 8.5”
  - Sheet 9: 3.5” x 8.5”
  - Sheet 10: 4” x 8.5”
  - Sheet 11: 4.5” x 8.5”
  - Sheet 12: 5” x 8.5”
  - Sheet 13: 5.5” x 8.5”
  - Sheet 14: 6” x 8.5”
  - Sheet 15: 6.5” x 8.5”
  - Sheet 16: 7” x 8.5”