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

DEPARTMENT of **EDUCATION**
Louisiana Believes

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"