

# Directions for Flip Chart

1. **Print Flip Chart Cover**
2. **Print Flip Chart Contents**
3. **Cut the Cover and cover protector at 6 inches**
4. **Cut the content pages as follows:**
  - a. **Accidents at School-Assault 6 inches**
  - b. **Bomb Threat-Earthquack-6.5 inches**
  - c. **Fire-Poisoning-7 inches**
  - d. **Rape/Sexual Abuse-Suicide Attempt-7.5 inches**
  - e. **Suicide Complete-Weather Emergencies-8 inches**
  - f. **Emergency Responsibilities-Evacuation-8.5 inches**
  - g. **Reverse Evacuation-Drop Cover and Hold-9 inches**
5. **Using a spiral binder, bind cover and pages together using a red 5/8" spiral ring**
6. **Print tabs using Avery 16283 Self-Adhesive Tabs**
7. **Offset tabs so that can be easily read**

*\*\*Tip-When setting up tabs for printing use the Text Direction tab (under Format) to arrange tabs so they can be easily from front or back*