

## **The Guide to Emergency Preparedness™ Frequently Asked Questions**

### **How many Guides do we want for our organization?**

Because the Guide is designed to be readily available as a quick-reference for your staff, you will want to place them throughout your building(s). Many school districts have two versions of the Guide in place. One is tailored to the educator and the other is more detailed for administrative use. Most often the educator's Guides are assigned to staff members at the beginning of the school year. Some districts choose to assign and place the Guide in each room, in a designated location. The administrative Guides are often distributed to superintendents, principals, assistant principals, nurses, counselors and other appropriate administrative staff. Most districts provide copies of the Guides to school board members and first responders. A few extra Guides are often kept in the school office to review with substitute educators and to use as training Guides when new staff members are in the building. You will want to carefully consider the number of Guides you plan to order to take advantage of the volume-based pricing structure.

### **How do we put our Guide to Emergency Preparedness™ together?**

Upon your decision to create the Guide for your organization, you will receive preproduction materials to assist you. We will send you an electronic text file that will serve as a starting point for compiling your text. When you send us your text file and logo or artwork, our graphics team will lay out the card sets and cover. You will be provided with proofs of the text and cover for your approval prior to production. You won't need to spend any time formatting the text or designing the cover. Design and format assistance are included in the cost of the Guide.

### **What is the turnaround time?**

Upon your approval of the cover and card set proofs, we will produce your Guides and they will arrive to you within four to six weeks. You will receive a product that is fully assembled and ready to put into service the moment it arrives. It is a good idea to request the wall mounts to arrive before the Guides so they can be installed in advance.

### **Who maintains the computer file for changes?**

We maintain your most recently published text in our computer archives. We can provide this file as an editable PDF or a Word document for noting changes. The edited file can be returned to us for updating. If you have minor changes you can also mark your changes on the card(s) and fax them to us. Upon receipt of your edits and order for revised cards, we will create proofs incorporating the changes and submit them back for approval. Upon your final approval we will print the revised card(s) and ship them to you in collated sets for easy installation.

### **What are the other benefits of the Guide?**

- The Guide is cost effective because it is inexpensive to update and built to last for years.
- You can be assured that the proper information is always available to all who need it.
- It functions well as a training resource and a reliable reference during drills.
- Once implemented the Guide will save you time by providing a uniform resource for all.
- It can help you satisfy OSHA requirements for safety information.
- The Guide is customized to meet *your* specific organization's needs.

**For further assistance answering any additional questions, please contact one of our account representatives at 800-637-8525.**