

# **Y.I.K.E.S. Emergency Response Guide**

## **Assembly Directions**

1. Print the Response Guide on 8 ½ by 14-inch paper. Using various colors will help make the layers more easily seen.
2. Stack the pages from front to back. Y.I.K.E.S. Emergency Response Guide cover will be on top and the last page is the Emergency Phone Lists
3. Slide each successive page down till the tab on the bottom shows. This will take about ½ inch per page.
4. When all the pages are arranged so that the tabs show, fold down or cut off the top just above the border.
5. Fasten across the top using staples, clips, rings, etc. to form your flip chart.

**Use the Emergency Response Guide by filling in your emergency response plans on the appropriate pages and then posting the Y.I.K.E.S. where it will be easily available in case of emergency.**