

How To Create Your Own Custom FlipChart

EMERGENCY PREPAREDNESS GUIDE

If you witness a person needing emergency medical assistance on clinic grounds:

Follow CODE NINE procedure

INTERNAL CODE NINE medical emergency inside the facility

EXTERNAL CODE NINE outside the facility including parking lot

1. Call 5777 from an internal phone to activate code nine (internal or external)
2. Provide operator with your name, location and brief description of incident
3. Switchboard will activate code nine team and overhead page
4. Stay with person and wait for code nine team to arrive
5. Assist team as directed.

MEDICAL EMERGENCY | CODE NINE

NEED FOR ASSISTANCE | CODE GREEN

DEPARTMENT OF CORRECTIONS ESCAPE | CODE TEN

INFANT OR CHILD ABDUCTION | CODE BABY

MISSING PATIENT | CODE ELLA

HAZARDOUS MATERIALS SPILLS

CARDIAC/RESPIRATORY ARREST | CODE BLUE

SEVERE WEATHER | CODE BLACK

SHELTER-IN-PLACE & EVACUATION

FIRE / SMOKE | CODE RED

UTILITY EMERGENCIES

INTERNAL / EXTERNAL DISASTER | CODE ORANGE

What Is A FlipChart?

- A FlipChart is an information organizer with either 12 or 16 clear vinyl sleeves, bound together, which is hung on a wall in a visible place
- It has a staggered tab layout, so the bottom inch of each tab can be easily viewed at once
- The FlipChart is ideal for emergency preparedness information, OSHA guidelines, policies and procedures, and quick reference guides.



How Do I Create A FlipChart?

STEP 1 OF 4:

Start with an empty FlipChart, the included template CD, and your information.

- Pop the template CD into your computer and select a template for your text. There is a separate file for each of the 12 or 16 pages.
- Open the file with "01" in the name (for the first page).

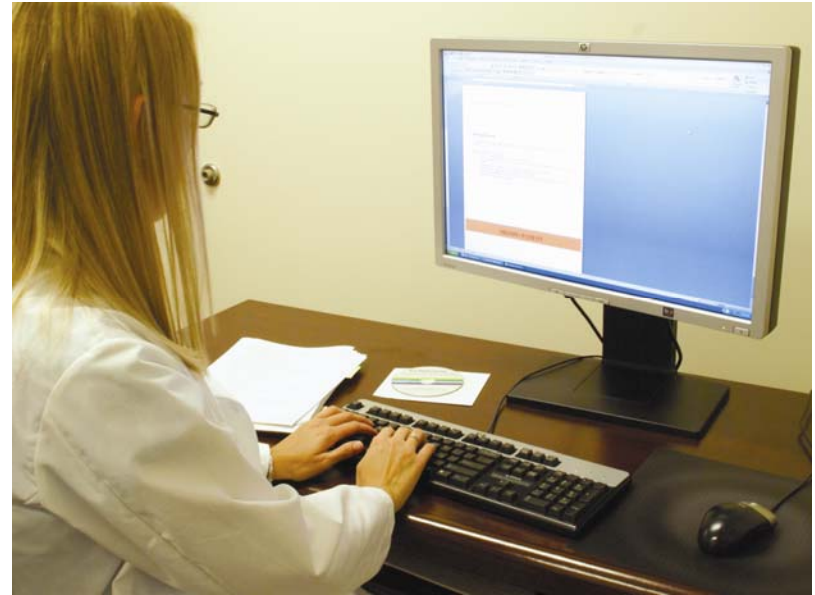


How Do I Create A FlipChart?

STEP 2 OF 4:

Type in your custom information, or copy from an existing electronic document.

- Type/copy the main text into the top Text Box. You can change the font and font color.
- Type/copy the header into the bottom Text Box. Make the header a short, recognizable name because the header will be the visible reference for the page. The font, font color, and background color of the header bar can be customized.
- Save each file on your computer for future edits.

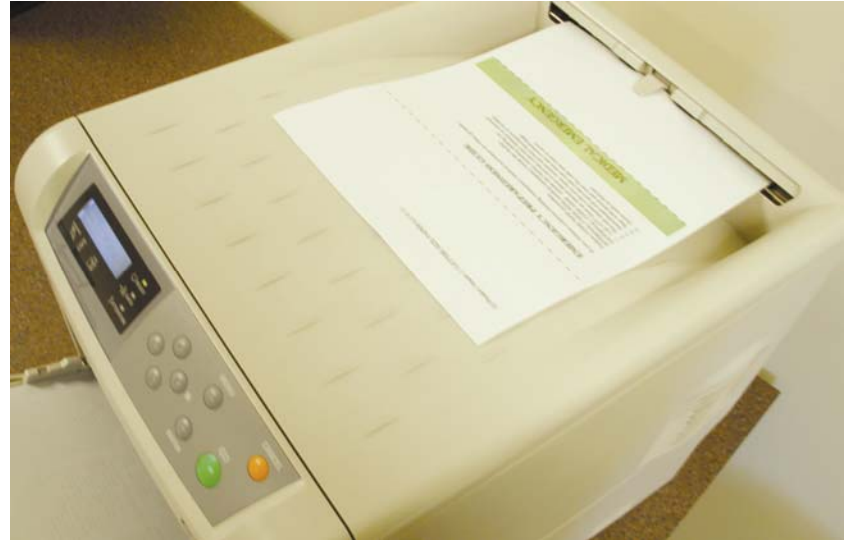


It's a good idea to include a version number or date on each page, to help keep track of edits.

How Do I Create A FlipChart?

STEP 3 OF 4:

Print on your own letter and legal size paper. (You will need both sizes of paper.)



How Do I Create A FlipChart?

STEP 4 OF 4:

Cut out each sheet on the printed cut lines. Then, insert each sheet into the appropriate sized sleeve in the FlipChart.





Hang your
finished
FlipChart
in an area
accessible for all
appropriate
staff