

1 Manual Overview 02-22-22: **Initial Design Parameters v3**

2 **Goals:** The manual is intended to be:

- 3 • A source of readily accessible, useful information for residents and
4 coordinators
- 5 • Internet-based and maintained, with simple transformation into paper
6 documents
- 7 • A “living document” – easily modified and updated

8 In order to achieve these objectives promptly and efficiently, the following
9 structures and procedures are to be adopted. Some will be in effect immediately,
10 others will be developed over the course of the project. Modifications will be made
11 as dictated by experience.

12 **Structure and Content**

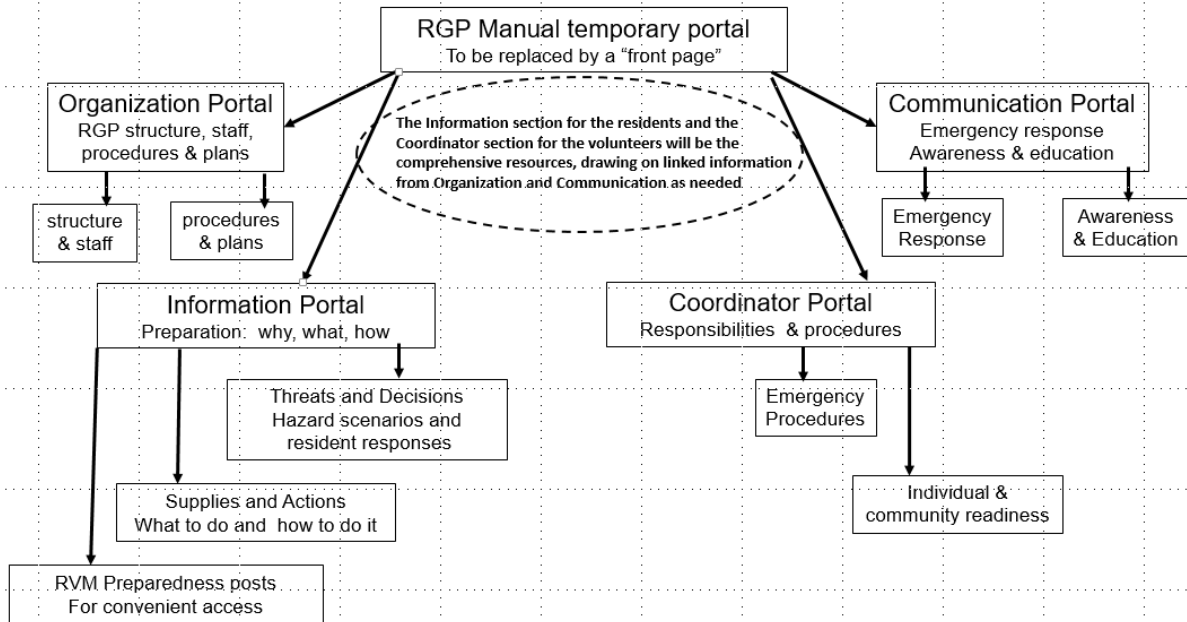
13 The major topics addressed and their organization are shown in the figure below.

14 The **Information** section is envisioned as being the largest component, providing
15 access to all of the information that a resident would need to prepare for and
16 respond to an emergency or disaster.

17 The **Coordinator Network** section is similarly designed to provide volunteers with
18 the information needed to meet their responsibilities.

19 The **Organization** and **Communication** sections will provide concise descriptions
20 of those aspects that can be incorporated into the other sections by linking. This
21 will reduce duplication, and allow the reader to follow the most efficient path to
22 assemble needed information.

Interim Manual Website Structure 02/22/22



23

24 **Format:**

25 Topics within the main headings will be developed in the format of 2-page (one
26 printed sheet) documents (which may be referred to as “Information tiles” or just
27 “tiles”). There will be three types of tiles: broad introductory overviews, primary
28 topical summaries, and secondary expansions-of-detail documents. These may be
29 further supported by background or resource documents in whatever format is
30 most effective.

- 31 • The text used for electronic links should also serve as an adequate
32 reference in a print version.
- 33 • Colors used should be able to be rendered in gray-scale or black and white
34 without loss of information.
- 35 • Standard formatting should identify source, date and version information.
- 36 • The initial web presence will be in the form of viewable and downloadable
37 PDFs
- 38 • Default font is Arial 12-pt

39

40

41