



SCHOOL EMERGENCY MANAGEMENT PLAN

Using the Microsoft Word Templates

The School Emergency Management Plan (EMP) Microsoft Word templates were created to allow users to modify the content or add their own relevant planning information. The templates include styles and automatically generated Table of Contents (TOC). Following are a few quick tips on how to use these features.

Styles

The automatic generation of the TOC is dependant on the consistent application of paragraph styles. The EMP documents use two styles (i.e., 01_Head 1, 01_Head 2) found throughout the document to create the automated TOC.

To add a new main section (Heading Level 1) that will show up in the TOC,

1. add a page break before the new section [**Select:** *Insert/Break/Page Break*]
2. type the name of the new heading
3. ensure you have the Styles and Formatting pallet open [**Select:** *Format/Styles and Formatting*]
4. while your cursor is in the new line of text, select “01_Head 1” in the Styles and Formatting pallet

Once the new section is created, you can add your content for the new section and format it appropriately by selecting the various Body, Heading, and Bullet styles provided. Any text using the “01_Head 2” style will show up as a subsection item in the TOC.

Table of Contents

Once you have finished creating your new content, you will need to update the TOC. To do this,

1. select the TOC field by selecting anywhere within the TOC
2. once selected, right-click and select “Update Field”
3. in the resulting window select “Update Entire Table”
note: if you modified content but have not added any new sections (01_Head 1) or subsections (01_Head 2) you can choose “Update Page Numbers Only”
4. once updated, you will need to reapply the table styles: 02_TOC 1 for main sections and 02_TOC 2 for subsections