

Emergency Preparedness Planning for an Evacuation

CRITICAL DOCUMENTS TO INCLUDE IN YOUR EMERGENCY BINDER (SCAN DOCUMENTS INTO A PASSWORD PROTECTED ENCRYPTED FLASH DRIVE)

Personal Documentation-Degrees, professional licenses, driver's license, marriage certificate, social security card, concealed carry permit, military documents, naturalization/immigration documents.

Medical Information-Advance Care Directives, immunization records, critical medical records, list of current medications and pharmacy, copies of both front and back insurance cards.

Insurance Policies-Life, Health, auto, and homeowners policies including contact information and policy numbers.

Property Documents- Property Deeds, loan documents, automobile titles.

Legal Documents-Contracts, adoption records, custody records, divorce papers, last will, and testament, living trust, or family trust documents, power of attorney, rent or lease agreement, contact information for attorney.

Financial- Savings bonds, stocks, and bonds, statements from investments firms, banking information, credit card numbers, (website, account information and passwords) retirement and pension.

Contact Information- written contact information for each member of your family, close relatives, and friends.

Pet Information-Pet license information along with vaccination records, and veterinary contact numbers.

Recent Photos-include a recent photo of each family member and pets. In the event you get separated from your loved one, a recent photo, may help locating him/her. They are also helping in identifying the deceased.

List of Firearms-Include a list of all firearms and be sure to include the serial numbers.

Password List- You will need a list of all of your passwords to gain access to your online life. You need to decide exactly how you want to handle storing passwords to prevent passwords from being compromised.

Family Keepsakes-Make a digital copy of meaningful family photos (wedding photos, baby pictures, special events) and other family memories that would be impossible to replace. Store them in a good quality flash drive with your documents.

Video Insurance Inventory-Create a video inventory of all your possessions for insurance purposes. Do a video walk through of your home, garage, and entire property. Be sure to capture brand names and serial numbers. Describe possessions while you are making the recording. Include anything of value such as art, jewelry, collections, firearms, etc. Remember to document cupboards, closets, and drawers. If you are unable to prove what you have, the insurance company may not pay. Store this video on a labeled flash drive. Update it annually or when you purchase an expensive item.

External Hard Drive-It is easy to store an amazing amount of information on one external hard drive. Make it a habit to make a special back up of your computer every 6 months.



EVACUATION PACKING LIST

| 15 MINUTES | 30 MINUTES |
|---|---|
| <ol style="list-style-type: none"> 1. WALLET, PURSE, KEYS, GLASSES 2. CELL PHONE, CHARGER 3. EMERGENCY CASH/CREDIT CARDS 4. PETS, LEASHES, CARRIER, MEDS 5. CLOTHES/ SHOES 6. BABY ITEMS IF APPLICABLE, IE DIAPERS, WIPES, FORMULA 7. HEARING AIDS/MEDICATIONS 8. CHECKBOOKS 9. SAFETY DEPOSIT BOX | <p>ITEMS FROM 15 MINUTES LIST; AND</p> <ol style="list-style-type: none"> 1. PILLOWS.SLEEPING BAGS/BLANKETS 2. ADDRESS BOOKS/PHONE LIST 3. JEWELRY & PERSONAL VALUABELS AND POSSESSIONS 4. FIRST AID KIT 5. BATTERY RADIO WITH EXTRA BATTERIES 6. TOILETRIES (TOILET PAPER/HAND WIPES/SOAP) 7. 3 DAYS WORTH OF CLOTHING 8. COMPUTER/LAPTOP 9. DRINKING WATER |
| 1 HOUR | 2 HOURS |
| <p>ITEMS FROM 15/30 MINUTE LIST</p> <ol style="list-style-type: none"> 1. COOLER WITH FOOD AND DRINKS 2. RECORDS AND FILES 3. 3 DAYS FOOD AND FOOD FOR DIETARY RESTRICTION 4. GLOVES/DUST MASKS 5. PAPER GOODS (PLATES, CUPS, UTENSILS) 6. SCHOOL OR WORK SUPPLIES 7. FILL GAS TANKS IN VEHICLES | <p>ITEMS FROM PREVIOUS LISTS</p> <ol style="list-style-type: none"> 1. PHOTOS ALBUMS, HOME VIDEOS 2. FRAMED PHOTOS 3. PACKED LUGGAGE 4. VALUABLE ITEMS, HEIRLOOMS 5. CAMERAS 6. SECONDARY VEHICLES 7. CAMPING EQUIPMENT/TENT |

DURING AN EVACUATION

1. CALL OR EMAIL THE OUT-OF STATE CONTACT IN YOUR FAMILY COMMUNICATIONS PLAN.
2. SECURE YOUR HOME BY CLOSING AND LOCKING DOORS AND WINDOWS.
3. UNPLUG ELECTRICAL EQUIPMENT SUCH AS RADIOS, TELEVISIONS, AND SMALL APPLIANCES.
4. **LEAVE A NOTE TELLING OTHERS WHEN YOU LEFT AND WHERE YOU ARE GOING.**
5. CHECK ON NEIGHBORS WHO MAY NEED A RIDE
6. FOLLOW RECOMMENDED EVACUATION ROUTES. DO NOT TAKE SHORTCUTS, THEY MAY BE BLOCKED.

STAY INFORMED

SMART PHONE TECHNOLOGY HAS MADE IT EASIER TO RECEIVE DISASTER ALERTS FOR FREE OF CHARGE.