



## PREPARE MY FAMILY

- Emergency Contacts
- Communicate & Reconvene
  - Select two meeting places (right outside your home / outside your neighborhood)
  - Choose an Out-of-State Contact
  - Emergency Radio Channel \_\_\_\_\_
- Escape Routes
- Safe Spots
- Family Photos
- First Aid & CPR
- C.E.R.T. Volunteer

## PREPARE MY HOME

- Secure Belongings
- Smoke Alarms
- Fire Extinguishers
- Utility Shut-Off (gas, water, power)
- Home Inventory
- Properly store hazardous materials
- Home Insurance

## GATHER SUPPLIES

- Emergency Prep Packs
  - 5-Day Emergency Prep Pack for each family member
  - Auto Prep Pack
  - Office Prep Pack
  - Bedside Prep Pack
  - Family First Aid
- Water (14 gallons per person)
  - Store some water that is portable (3-5 gallons per person)
  - Know how to purify water
  - Identify other sources of water in your home
- Food
  - 3-month supply of foods in your normal, daily, diet
  - One-year supply of basics
  - Learn ways to prepare and cook food without electricity
- Emergency Sanitation
  - Human Waste
  - Personal Hygiene
  - Garbage Disposal

## PREPARE TO EVACUATE

- Gather Family Members
  - Know emergency procedures for schools and employers
  - Make arrangements for elderly family member who are unable to travel independently
  - Ensure pets have a carrier, leash, and collar with ID tags
  - Utilize your meeting places and Out-of-State Contact
- What to Take
  - Grab and Go List
- Relocating
  - Maps – local street map / state freeway map
  - Choose several destinations in different directions with several routes
  - Keys – home, cars, destination locations
  - Cash – ATM machines most likely down and credit/debit cards not accepted

## PREPARE TO STAY

- Shelter-in-Place
  - Chemical Threat
  - Confined to your Home
  - Radiation Threat

# VITAL RECORDS and IMPORTANT DOCUMENTS

## PERSONAL INFORMATION

- Personal Information Summary
- Birth Certificates, Death Certificates, Marriage Certificates, Adoption Papers, Child Custody Docs
- Social Security Cards, Passports, Driver's License, Student ID's, Permanent Resident Card, Naturalization Papers
- Military / Veteran Papers
- Church Membership Records and Certificates
- Other (resume, diplomas, professional licenses, permits, etc.)

## INSURANCE

- Home Owner / Renter Insurance (copy of summary pages of insurance)
  - Copies of utility bills
- Auto / Recreational Vehicle Insurance (copy of auto insurance declaration pages – include boats, RV's, etc.)
  - Copies of Registration and Insurance ID card
- Health Insurance (copies of health insurance cards)
  - Prescriptions and Medications, Immunization records, Disability Insurance, Dental Insurance
- Life Insurance (copy of policy summary page)
- Other (business insurance, asset insurance i.e. jewelry, artwork, etc.)

## FINANCIAL

- Banking (copies of bank statement and credit/debit cards)
- Loans (mortgage, auto loan, student loans, etc.)
- Investments / Retirement
  - Stocks, bonds, CD's, Mutual Funds, IRA's, 401K, etc., Pension Docs, Social Security Earnings Statement
- Taxes (two years of tax return summary pages)
- Other (promissory notes, notes receivables, identity theft protection, child support, alimony, etc.)

## ASSETS

- Deeds / Titles
- Real Estate and Property Holdings
- Business
- Safe Deposit Box information / contents
- Copyrights, patents, employee contracts, etc.
- Appraisals
- Home Inventory
- Pictures of belongings (include outside of home, yard, garage contents, etc.)
- Family Photos / Genealogy records
- Other important information (flashdrive of computer files, business cards, etc.)

## FINAL PLANNING

- Wills, Trusts, and Living Wills
  - Directive to Physicians, Power of Attorney or Durable Power of Attorney
- Funeral and Burial Instructions
  - Cemetery plot (deed or receipt of purchase)
  - Donor Information
- Other information (letters to loved ones, etc.)