

Ready In 10

Quick Start



*In just one afternoon, you can **BE READY** to deal with any disaster or emergency in 10 minutes or less...*

Are you up to the challenge?

Janet & Laura Greenwald



Our mission is for every home to be ready to deal with nearly any disaster or emergency in ten minutes or less.

Before You Begin...

First, we'd like to explain something about Ready in 10. Ready in 10 isn't just a book, it's a complete disaster readiness system for you and your family. So when people purchase it, they don't just receive instructions – like the ones you'll see in this Quick Start Guide – they receive everything they need to actually be prepared. And that includes our Grab In and Go Vital Information Forms, Medical Forms, Ready In 10 Evacuation Plans, Home Inventory, Wallet Cards, Get Back to Life Plans – which they receive in one easy to use download or in the back of the book.

So the instructions that we're going to use in this book were actually designed for people who are filling those forms and plans as we go along. If you don't have the forms and plans, you can certainly grab some fresh three hole punch notebook paper and create your own "forms" as we go along. It's going to be a lot harder that way and the forms aren't going to look as neat and tidy when you put them in your notebook. And, if you don't have the electronic version, you won't be able to fill it out on your computer and save it, so you can edit it or reprint it anytime you want. But if you're in a hurry or don't want to get the system yet, get a pencil and notebook paper and go for it.

If you're ready to get Ready In 10 now, you can get an instant download of the entire system for \$9.95, or the Amazon edition of the book for \$19.95, from our website www.readyin10.org.

The Right Way To Plan

Imagine that you get a phone call that you've won a free trip to Hawaii. The catch is, you have to be packed, ready and standing at the gate at the airport in 45 minutes. Whether you're a planner by nature or not, you would hang up that phone, grab the nearest suitcase and tear through your house tossing everything you can think of into it, and throw it into the back seat of the car so you can grab that flight.

You get to your hotel, ready to run down to the sparkling, pristine beach only to discover that you have no swim suit, only flip flops, a hat and a half used tube of toothpaste!

That's how most people plan for disasters. They put it off and put it off, until a hurricane warning, a wildfire or a medical emergency rears its ugly head. Then they run through the house throwing things into a suitcase, car or duffel bag and end up with none of the tools or information they really need. Unlike our Hawaii example, not having what you need in an emergency, can literally be the difference between life and death.

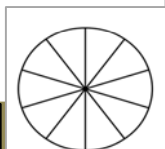
How do you keep yourself from ending up the same way?

By taking some time right NOW to decide three simple things. If a disaster serious enough to make you evacuate your home, were to strike right now :

- **Where would you go?**
- **Who is going with you?**
- **What do you need to take or have access to?**

In this Quick Start Guide, we'll take you through 10 steps that will turn the information you already have into a detailed disaster action plan, so that you and your family will be ready to deal with nearly any disaster or emergency in 10 minutes or less.

Ready? Then let's get started.





Step 1: Gather Your Documents & Information

As victims of disasters like Hurricane Katrina and earthquakes in Haiti, California and Italy have found, being without your birth certificate, bank account numbers or property deeds when you need them most, is a huge problem. So our first goal is to make your vital information and documents accessible to you while you're away from your home.

Who is going to be evacuating with you? Your spouse, your children? What about parents or relatives? Your first assignment is to gather all of the vital documents and information that you have for yourself and the loved ones who will be evacuating with you, and sort them into two piles.

What type of info and documents do you need to gather? Here is a list to get you started:

- ID: Driver's license/State ID, company or school ID, Medicare/Medicaid cards, health insurance cards and customer service numbers.
- Social security cards, social security/retirement or other benefit determination documents. Birth, marriage or divorce certificates.
- School enrollment records, immunization, transcripts and contact information for schools
- Financial information: bank account numbers, credit card/debit card numbers, credit limits & customer service numbers. Credit scores or reports. Investment account numbers, contact information for investment counselors, lawyer, accountant.
- Insurance and loan information for your car, home, business. Member numbers, customer service numbers and payment information or web addresses for online billing.
- Keys and information on any safe deposit boxes.

- Proof of insurance, ownership for your vehicles and other property.
- Deeds, mortgage, contact information for your mortgage company, representative and payment information.
- If you are a landlord, contact information for all of your tenants and their payment information. If you rent, contact information for your landlord and the address of where you send your rent.
- If you come across any medical history or records on your search, put them aside for now. We'll deal with them in Step 3.

Separate the information you gathered into two piles.

In the **first pile**, place documents that you will actually need to have with you or have access to.

In the **second pile**, place the documents that contain information that you need. For example, you would need to have a copy of the deed to your home, but you wouldn't need a stock certificate – just the account number and contact information for your broker.

In an upcoming step, we will be putting the documents and copies in at least **three** safe, waterproof locations that will be accessible to you during your evacuation.

For now, let's go on to Step 2.

Goal: Gather all your vital documents and information and sort into two piles, one if you need the actual document or two if you just need the info on it.





Step 2: Record Your Family's Vital Information

You've already gathered your information. Now it's time to put it work for you.

If you have Ready In 10, print a copy of the adult Grab It And Go Vital Information Form, otherwise, grab a clean piece of notebook paper.

Take all of the information that you gathered in Pile #2, along with your address books and any personal contact lists you have, and write down or fill in as much of the following information as possible.

Bank Accounts: Account Number, Branch, Type of Account, PIN, Website, Customer Service Number

CDs and Investment Accounts: Name of Broker, Institution, Type of Account, Maturity Date, Website, Customer Service Number

IRA/401K/Retirement Accounts: same info

Credit Cards: Company, Account Number, Website, User Name/PIN, Customer Service Number, Credit Limit

Mortgage Information: Company, Type, Interest Rate, Amount, Payment Address, Customer Service Number, Website, Term Length.

Rental Information: Landlord, Rent, Date Due, Lease Term, Where You Send Payment, Landlord Contact Info.

Student & Other Loans: Company, Type, Interest Rate, Amount, Payment Address, Customer Service Number, Website, Term Length

Insurance: Type, Agent Contact Info, Member Number, Group Policy Number, Website, Customer Service Number

Vital documents: Type of document, any identifying numbers and location

Storage Unit/Safe Deposit Box Information

Income Payments (ie. Social Security or Retirement Benefits): Type of benefit, amount, direct deposit/mail, customer service number, member number.

Memberships/Services: Member number, customer service numbers, passwords
Family Counselors like attorneys, brokers, financial counselors: names, contact information
Important Passwords

Once you're finished, either type and save the form to your computer, or if you're filling it in by hand, put it to the side.

Let's go on to Step 3.

What are the most important things you need to survive an emergency evacuation?

- Enough cash or access to cash to get you through the next several days
- Be able to prove your identify to get assistance, or money.
- Prove that you own your home, car and other property.
- Secure the things that are important to you, including vital documents, important photos/videos, home inventory of your possessions for insurance purposes.
- Birth, Death, Marriage certificates
- Easy access to your bank accounts, safe deposit accounts, direct deposits and investments

Goal: Fill in one Grab & Go Vital Information Form for each member of the family who will be evacuating.)





Step 3: Record Your Family's Medical Information

When an unconscious patient is brought in the emergency room, aside from obvious injuries, the doctors caring for him basically have no information about their patient. They have no idea what he might be allergic to, what medications he's taking or even the surgery he had the month before.

When it comes to you and your family, it's up to **you** to fill in that missing piece BEFORE emergencies occur.

If you have Ready In 10, print a copy of the adult Grab It And Go Medical Information Form, otherwise, grab a clean piece of notebook paper.

Start by gathering your address book, your insurance information and any medical records or documentation you have hanging around the house.

Before you fill in the form, close your eyes and imagine that you're sitting in the emergency room, with each person, who is evacuating with you. One by one, imagine that your spouse, each child, your parent has an injury, like a broken arm. The doctor – someone you've never seen before and who doesn't know your spouse or child's unique medical or emotional needs – walks through the door. What would you tell the doctor about them? What do you need the doctor to know?

Jot down all of the things that just went through your mind. Old injuries, allergies, surgeries, anything you think is important.

Now picture the same situation, only this time, your loved one is seriously injured and is about to be wheeled into a surgery, he or she might not survive. What does the doctor need to know, to help save your loved one's life?

Keeping all those notes in mind, begin creating or filling out a Grab It And Go Medical Form for yourself, your spouse, children and any other adults evacuating with you. Here is the information it should include:

- **The Person's Vital Information:** Name, Address/Phone, height/weight, blood type, religion, identifying marks
- **Emergency Contacts:** Name, all phone numbers, addresses, email etc for each contact
- **The Person's Employer:** Company name and contact information
- **Personal physicians and health care providers:** Include all contact information and specialties, for internists, any specialists that the person sees regularly or might be able to provide information in an emergency. Don't forget dentists or health counselors.
- **Health Insurance:** Member number, group policy number, agent, website, customer service number, any important information, include any additional supplemental policy information
- Prescription, Allergy & Chronic Condition Information
- The location of and contacts for any health directives, wills or health care wishes
- Recent medical procedures or tests
- Chronic conditions
- Surgeries
- Alternative Medicines and Other Substances Commonly Used
- Things I want an emergency physician to know about me
- Things I want an emergency physician to know about my medical history
- Any other notes, important numbers or wishes that need to be communicated

Goal: Fill in one Grab & Go Medical Information Form for each member of the family who will be evacuating.





Once the medical and vital information is complete, choose and name at least three emergency contacts for each person including:

- If you are married, include your spouse on your form and yourself on your spouse's form. For all of your emergency contacts, be thorough. Enter all of your home and cell numbers, your email address, IM address and where you can be found on specific days.
- Your next contact should be a nearby relative or good friend. Someone who will drop everything to be there with you. This should be someone who you would trust enough to make informed choices on your behalf, if necessary.
- Your final contact should be an out of town/out of state relative or friend. In case of regional emergency, even though you can't call within your local calling district, you can often call long distance. A distant friend can be a touch point for the entire family until communication is restored.

When you're finished, you should have one medical form for each person evacuating with you. Save them on your computer, or set them to the side.

Let's go on to Step 4.

Goal: Fill in one Grab & Go Medical Information Form for each member of the family who will be evacuating.





Step 4: Store Your Information and Plans

In Step 1 you gathered all of your vital documents and put the ones that you will actually need, in a separate pile. If there is anything else you thought of that needs to be in this pile like a safe deposit key, go get that as well.

Supplies: For this exercise you'll need a large plastic storage bin (as watertight as possible), a scanner or access to a printer/copier and a 1' or 2" ring bound notebook with tabs.

Your goal for this step, is to make these documents, your Grab and Go Forms and Ready In 10 Plans, completely accessible to you during an evacuation or an emergency. We're going to store these documents, or copies of them in at least **three** secure, damage-proof locations.

First, scan or make copies of each document.

Scanning is preferable, because you can save a scanned document on your computer, on a portable hard drive or online, making it even more accessible. But if you don't have access to a scanner, make at least two copies of each original document.

- The **originals** go in a safe deposit box or water/fireproof safe in your own city.
- Place one set of copies in your watertight Plastic Evacuation Bin. Only place the documents that you actually need, in this bin. You'll have access to copies of your vital documents in your safe deposit box, so don't take anything with you, that you would worry about, if it were lost.
- Place a second set of copies in a safe deposit box or water/fireproof safe in the city where you'll be evacuating, or with relatives in that location.

▪ If you're concerned about having copies of your vital information out of your sight, scan them instead and place the scans along with your Ready In 10 Document files on a password-protected flash drive or portable hard drive, and store that in the box instead.

▪ We also suggest placing one set of scanned documents and your completed Ready In 10 documents, on a password-protected online file repository or even the file directory of your family's personal web site. This way if you need a copy of your information or forms quickly, you can retrieve them from any Internet-enabled computer.

Second, we're going to create a Ready In 10 Notebook.

As you complete your Ready In 10 Forms and Plans, print out a copy, and place it in the ring bound notebook. Each form needs its own tab, so that you can easily find, or replace outdated pages. Any three-ring binder will do in a pinch, but we suggest using one that has a hard, washable, vinyl cover and pockets to catch papers, maps or any other items that can easily become lost.

You now have a Ready In 10 Notebook!

Once you've finished all of the steps and your information is complete, toss the notebook into your Plastic Evacuation Bin for safekeeping.

One important note: DO NOT put your or your family's social security numbers in your list of vital information, or in online files or folders, no matter how secure they are. If you have to have those numbers with you (and haven't memorized them), copy the originals and place the copies in a secure safe deposit box instead.

Let's go on to Step 5.

Goal: Store your information in three places: One copy online, one copy in a safe deposit box and one copy in your Ready In 10 Notebook.





Step 5: Create Your Family's Ready In 10 Plan

We have a question for you.

Where will you go when you evacuate?

As you think about the locations you'll use for your evacuation, consider :

- The people travelling with you
- How you'll get there (car, bus, plane)
- Any pets travelling with you
- Whether those locations will actually work for you – for instance are they close to stores or services your family might need, like pharmacies, clothing, banks and doctors

If you have Ready In 10, print a copy of the Evacuation Plan, otherwise, grab a clean piece of notebook paper.

Did you notice before that I said locations? We suggest that people have three different locations in mind, to give you a variety of choices, to keep you safe no matter what the circumstances you and your family might face.

Location One: In your immediate area if your home were evacuated but the area is still safe.

Location Two: In your city/state, if your neighborhood is affected but the state is still safe.

Location Three: Out of state, in case of regional disaster.

Go ahead and fill out your first draft.

Finished? Great!

Are you happy with the plans you made? If so, talk them over with your spouse and other people evacuating with you, to get their feedback.

Once the locations and plans are set, you will also be detailing the locations and basic information on your family's emergency wallet card and your family's wallet cards.

If you wish to, you can also give a card to the person you chose to be your out-of-area contact as well.

If you have pets evacuating with you, be sure to fill out the pet section, so that you will have all the information you need for them, like the name and numbers for the veterinarian, their licenses, and names/numbers of kennels in the location you are evacuating to and any prescriptions or special instructions you'll need until you return home.

Let's go on to Step 6.

The Ready in 10 Plan has two objectives:

To figure out the best location for your evacuation

To get you there safely

Goal: Fill in your Ready in 10 Evacuation Plan, detailing where will you go, where will you stay, and how will you get there.





Step 6: Turn Your Cell Phone Into A Mobile Command Center

Right after Hurricane Katrina and the Tsunami and other recent disasters, someone came up with the idea of putting an ICE entry, (short for In Case Of Emergency), on your cell phone, to make your emergency contacts stand out to emergency workers. Now most hospitals look for ICE entries on the cell phones of unconscious patients.

If a disaster struck right now, where you're sitting and the only thing you could grab was your cell phone, would you have everything you need to:

- Reach the people you love?
- Be able to communicate your vital emergency contacts to emergency personnel?
- Be able to communicate your basic medical information if you are injured and unable to speak for yourself?
- Survive using the information in your phone until you reach home, your loved ones or your pre-planned safe location?

With some thought and planning, you can turn your cell/smartphone into an emergency mobile command center. Not only that, we're going to give you, hospitals and emergency personnel the information necessary to save you or your family member's life, right in your ICE contacts.

Supplies: Your family's Grab It And Go Medical Forms and your Ready In 10 Evacuation Plan.

If you have a spouse, relatives or children who will be evacuating with you, update their cell phones first. Use the two main emergency contacts from each family member's Grab it and Go Medical form. Depending on the cell phone model, you should be able to put quite a bit of information right in each of those contacts. The contact name of course will be ICE, but you can put the contact's first name and relationship, (for example Cynthia – Mom) in the company name field, so a doctor reading it, would know that this contact is the patient's mother.

Play around with the other fields, until you fill in all the information you possibly can. For example:

- Your emergency contact's main phone number
- Cell number
- Work number
- Email Address
- IM, Twitter and Facebook address in case so you can send each other emergency messages or quick updates
- A direct URL link to a document containing the owner of the phone's full emergency contact information and basic medical history

If you have a smartphone, you can also save your Ready In 10 Plan as a file on your phone, or simply type the details of your family's evacuation locations into a second or third contact on their phones. This way, if disaster strikes while they're away from home, each member of the family will always have the locations, phone numbers and other vital information at their fingertips.

On your own phone, list your ICE contacts the same way. If you have a smartphone, you can also store copies of your family's medical history forms, checklists and Ready In 10 Plan, right on your phone. Since you are your family's Mobile Command Center, make sure you enter the cell numbers, email addresses, text addresses of the people evacuating with you and any other reference numbers you might need while evacuated.

Texting, or even using online sites like Facebook and Twitter, is a great way to touch base with your family members quickly, wherever they may be. And be sure to include any passwords you might need for web sites, online files, Twitter or Facebook.

There are more details on creating a Mobile Command Center in the full Ready In 10 Book. [Click here for a guide for entering emergency contacts on to your iPhone.](#)

Let's go on to Step 7.

Goal: Put the emergency information you and your family need into your cell phones and smartphones.





Step 7: Make Emergency Wallet Cards

No one will ever be able to forget the pictures of the thousands of people simply wandering after Katrina or the Haiti earthquake, because they became separated from their families or friends during the chaos of the disaster.

One of the best ways to prevent this from happening to your family, is to give each person evacuating with you their own Emergency Wallet Card. Traditionally wallet cards include a person's name, address and phone number, along with a few emergency contacts. But of course, we're about to kick it up a notch!

If you have your Ready In 10 wallet cards print them or open the file. Otherwise, you can use any kind of blank stiff paper and create your own cards. You'll probably want to do it on the computer so you can print multiple cards or edit the information and reprint if necessary.

Go ahead and fill in at least one card for yourself and each person evacuating with you. If you're making your own cards you need to include the card holder's name and emergency contacts, out of area emergency contacts, insurance information, emergency locations from your Evacuation plan, and a link to the card holder's basic medical history.

Once the cards are complete, print them out and put them into a plastic lanyard (around the neck) card holder, or a Shoewallet, and put them into your Plastic Evacuation Bin. Placing the wallet card into a card holder will not only keep it safe and dry, but make it easy to wear and locate during evacuation.

We always suggest using a Shoewallet, because they're so easy to wear and to use. A Shoewallet is a small wallet-like card holder that attaches to your shoe, belt or other clothing. It's thin, has a secure Velcro closure and also holds credit cards, ID and money. Shoewallets are also a great solution for children to use anytime that they're away from home.

And don't forget, wallet cards aren't just for emergencies. You can use them every time you run out to the store without ID, go jogging or tuck them in your kids backpacks, in a Shoewallet strapped to their shoe or tucked behind their iPod or cell phone case.

To learn more about Shoewallets, check them out [at this link](#) or on our website nokep.org/disasterproducts.htm

Let's go on to Step 8.

Goal: Create and print at least one wallet card for each member of the family and place it where it can be found in an emergency.





Step 8: Create Your Family's Ready in 10 Evacuation Checklist

Now that you know where you're going and how you're going to get there, it's time to put together your Ready in 10 Checklist. Your checklist should include everything that you and the people travelling with you can't do without, and can't easily replace, like contact lenses, or extra set of car keys.

If you have a Ready In 10 Checklist, print it out. Otherwise grab a clean sheet of notebook paper.

Go ahead and open the Checklist.

The first section on the list is for things you need to do before you leave the house, like turning off the water or unplugging appliances -- anything you would normally do before or after a disaster.

The next section is the checklist of items that you will be taking with you. On it, there is a place for the name of the item, its location and the person responsible for grabbing it and seeing that it finds its way into the box, suitcase or car. This way everyone will know who is responsible for what, instead of everyone grabbing for the same item and forgetting others.

In the full Ready In 10 Book is a list of items to get you started, but please make sure that your list reflects the needs of your family.

In the next section, list all the keepsakes you need to take with you. This includes photo albums/family histories, journals, diaries, a few favorite pieces of clothing and cherished books.

As you list each one, note where it is located. Can you find this item quickly? If you display it where you can see or use it, you'll be able to retrieve it when necessary.

Don't forget to ask the people evacuating with you for their list of 5-10 keepsakes and add them to your checklist.

Another thing to consider is the place to which you'll be evacuating. Is there anything that the location doesn't have that you'll need when you get there? Is there anything on your list, that you'll be able to get in that location, so you won't have to take it with you? If you'll be evacuating to the home of a relative, consider leaving a box of emergency items with them, the next time you visit.

The last section is a short list of Emergency Supplies, that you will need if you choose to remain in your home during an emergency.

Look over the list one more time to make sure that you have everything you'll need, print it out and place it in your Ready In 10 Notebook for safe keeping.

Let's go on to Step 9.

Goal: Fill in the Checklist to create a list of the critical items, you and your family need to take with you when you evacuate.





Step 9: Create A Get Back To Life Plan

Scene One:

You and your family are in your evacuation location two days after the hurricane subsides. The phone rings. It's a good friend of yours, who has just toured your neighborhood and is calling to tell you that your home is badly damaged and he doubts that you will be able to live in it for several months, if ever again. After you and your family hold each other and talk for a few days, you finally feel strong enough to open your Ready In 10 Notebook. There you find your Get Back To Life Plan and begin making calls to your insurance agent, your contractor and your boss. You call the local real estate agent in your evacuation city and ask her to begin looking for temporary housing, register your children in the local school, and begin calling the contacts you need (that you jotted down just in case), to help you settle in.

Getting settled is easier than you thought, since you have copies of all of the vital documents you need, like your birth certificates and property deeds in a safe deposit box at the local bank. It takes some time, but with hard work and a lot of courage, you and your family are back to living in a matter of weeks.

Scene Two:

You and your family are in your evacuation location two days after the hurricane subsides. The phone rings. It's a good friend of yours, who has just toured your neighborhood and is calling to tell you that your home is badly damaged and he doubts that you will be able to live in it for several months, if ever again. After you and your family hold each other and talk for a few days, you realize that you have no idea what you're going to do.

Same scenario, same challenges, **one difference**.

One path comes with a **plan** for finding your way back.

Facing a disaster without giving yourself a plan to recover from it, is like trying to build a house with no blueprint and no tools!

If you have a Get Back To Life Plan go ahead and print it out. Otherwise grab a clean piece of notebook paper. Here is a list of questions to guide you through the decisions you'll have to make as you create your plan.

- How will we handle our furniture or clothing needs?
- How will we handle our bank accounts, paying our monthly bills and receiving our paychecks? How much emergency cash do we need to have, while traveling?
- What are our credit card limits and toll free numbers for emergency increases?
- How will we work? Will we work remotely or have to look for new positions? What people or contacts can we call about temporary or permanent jobs?
- How will we handle our medical, dental and prescription needs while in the new location? What doctors and dentists can we use while there?
- How long can we stay in our evacuation location? If we need to remain evacuated longer, where will we go/stay? Who will our real estate contacts be, if we need to find new permanent or temporary housing?
- How are we going to secure the property or vehicles we had to leave behind?
- How will we take care of our pets, during the evacuation and until we find new permanent housing?
- How will we handle our transportation needs? What contacts will we need to purchase or lease vehicles?

Goal: Create a plan to follow if the evacuation lasts more than a week, along with a Quicklist of vital get back to life contacts.





- How will we handle our daycare needs? How will we handle getting our children into school if necessary? What schools or contacts will we need, to enroll them in a new school in a temporary or new location?
- How will we handle any special needs in our family?
- This is how we will handle the following potential problems...

Take a few moments to think about your answers, and do a draft in pencil. Once your plan is set, go ahead and fill in your answers.

In the second section, create the actual plan. Write out what you will do step by step.

In the final section, compile a list of real estate agents, financial contacts and jobs, schools, doctors and other professionals or information that you might need to establish yourself in the new city temporarily or permanently.

Your Ready in 10 Quicklist

Open your Ready In 10 Quicklist. Here, you'll find space to record any contacts that you might need in an emergency, that didn't make the cut on your vital information or medical forms. For example, you can include the names of people you deal with every day, like good friends or your favorite service people. If you're evacuated, you might have to call your plumber or neighbor before you return, to look for damage to your home or take care of emergency repairs.

When your Get Back To Life Plan and Quicklist are complete, print a copy and place it in the back of your Ready In 10 Notebook.

Let's go on to Step 10.

Goal: Create a plan to follow if the evacuation lasts more than a week, along with a Quicklist of vital get back to life contacts.





Step 10: Do a Home Inventory/Video Tour

Print out your Home Inventory List, or grab a couple of pieces of clean notebook paper.

The Home Inventory List, is a detailed look at the valued items in your home, along with a short description, the manufacturer, serial number and warranty information. Take your paper and a pencil along with you as you walk through your home, filling in the information about each valued item, as you pass it.

Once the list is complete, take a few moments to videotape a walking tour of your home, highlighting valuables, furniture or electronics that would be expensive to replace. If they are damaged in a disaster, you'll have proof of the item's original condition to give to the claims adjuster, as well as a way to jog your memory of the things that would need to be replaced. If you aren't able to videotape them, take photos instead.

When the form and walking tour are complete, place a copy of the home inventory in your Ready In 10 Notebook, and copies of the document with the walking tour in your safe deposit box locations, portable hard drive/flash drive or online file repository.

For more information on disaster preparedness go to www.readyin10.org/disasters, or keeping your family or hospital patients safe in an emergency, visit www.nokep.org.

To check out the rest of the books in our Answer Series, go to www.nokep.org/answerseries.htm

Putting It All Together

And that's it. You're done! Place your completed Notebook in your Plastic Evacuation bin, in a safe, easy to retrieve area of your home like your laundry room or garage. In that bin, you can also place items from your Ready In 10 Checklist like extra socks, an old pair of eyeglasses, an umbrella, pencils and paper, toiletries and a first aid kit. Any items that will give you a head start on packing, but won't go bad.

This is also be a great place to store your extra family photos or your emergency portable hard drive or flash drive. Not only will they already be in the plastic bin for easy evacuation, but you'll be able to find them if you need to look through the photos or update the information on your flash or hard drive.

If you've also saved electronic versions of the forms and plans on your computer, remember to save them in the safe locations you identified back in Step 4.

And don't forget, the full Ready In 10 Book has a lot more information, tips and tricks that you and your family need, to stay safe in emergencies. So as soon as you can, please take the time to read it. This is one time when saying it's a matter of life and death, is no exaggeration!

This Quick Start Guide is designed to give you a taste of the entire Ready In 10 System, not to replace it. So if you like what you see and want to put the real system to work for you, be sure to go to our web site now, www.readyin10.org and purchase the Instant Download (\$9.99) or the Workbook & System on Amazon (\$19.99) and get going on your family's disaster action plans today!

Goal: Create an inventory of the valued objects in your home and a walking tour, to quickly identify damaged items and speed up insurance reimbursements.

