





## 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 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:

- f , ' ' ULYHU↑V OLFHQVH 6WDWH ID, Medicare/Medicaid cards, health insurance cards and customer service numbers.

- f Social security cards, social security/retirement or other benefit determination documents. Birth, marriage or divorce certificates.

- f School enrollment records, immunization, transcripts and contact information for schools

- f 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.

- f Insurance and loan information for your car, home, business. Member numbers, customer service numbers and payment information or web addresses for online billing.

- f Keys and information on any safe deposit boxes.

- f Proof of insurance, ownership for your vehicles and other property.

- f Deeds, mortgage, contact information for your mortgage company, representative and payment information.

- f 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.

- ff you come across any medical history or records 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 KRPH EXW \RX ZRXOGQ↑W Q↑HHG D VWR 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.

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**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.



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Information

< R X ¶ Y H D O U H D G \ J D W K H U H G \ R X U L Q ¶  
time to put it work for you.

Supplies: The Grab It And Go Vital Information Form that came with Ready In 10. The file is called: ggaonefin.doc . There is also an additional file, ggatwofin.doc that you can use for another adult.

, I \ R X K D Y H Q ¶ W D O U H D G \ G A R I Q H V R  
And Go Vital Information Form ±Adult One .

You can either type the information directly into the form on the computer, or print it out and fill it in by K D Q G , I \ R X ¶ U H J R L Q J W R W \ S H W L Q W R W K H I R U P V D Y H L W Z L W K D C always have the original.

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

< R X S U R E D E O \ Z R Q ¶ W Q ¶ H G D O O R I  
everyone has three credit cards and two brokerage accounts ±but fill in as much information as you can for each section.

2 Q F H \ R X ¶ U H I L Q L V K H G H L W K H U V D  
F R P S X W H U R U L I \ R X ¶ U H I L O O L Q J L

/ H W ¶ V J R R Q W R 6 W H S

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: 5 HFRUG <RXU )DPLO\TV OHGLFDO  
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 PLJKW EH DOOHUJLF WR ZKDW P even the surgery he had the month before.

:KHQ LW FRPHV WR \RX DQG you RXU to fill in that missing piece BEFORE emergencies occur.

Supplies: Your Grab It And Go Medical Information Form. The file is called: ggaonemed.doc . There is also an additional file, ggatwofin.doc that you can XVH IRU DQRWKHU DGXOW <RXU if you are married, or you can use your children, ggchone.doc and ggctwo.doc .

,I \RX KDYHQ\W DOUHDG\ GRQH V Adult One Medical Information Form.

Start by gathering your address book, your insurance information and any medical records or documentation you have hanging around the house. :H\YH LQFOXGHG FKLOGUHQ\W IRU teens, you can use a Child or an Adult form -- whatever fits their needs best.

Before you fill in the form, close your eyes and LPDJLQH WKDW \RX\UH VLWVWLQJ 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 ±VRPHRQH \RX\YH QHYHU VHHQ E GRHVQ\W NQRZ \RXU VSRXVH RU 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 KHOS VDYH \RXU ORYHG RQH\V OLIH "

Keeping all those notes in mind, begin filling out the Medical History Record, if you have one, and Go U Forms for yourself, your spouse, children and any RWKHU DGXOWV HYDFXDWLQJ ZLWK \RX WPHLORUPW\RXU WRFRPSXWHU GRQ\W the forms before you save them.

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

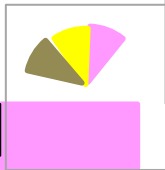
If you are married, add your spouse as your first emergency contact, be thorough. Enter all of your home and cell numbers, your work address, IM address and where you can be found on specific days.

f Your next contact should be a nearby relative or good friend. Someone who will drop everything to be with you. This should be someone who you would trust enough to make informed choices on your behalf, if necessary.

f Your final contact should be an out of town/out of state relative or friend. In case of a major 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 once communication is restored. FKLOG\W XQLTXH PHGLFDO :KHQ \RX\UH ILQLVKHG \RX VKRXOG KD form for each person evacuating with you. Save them on your computer, or set them to the side.

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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: plastic storage bin (as watertight as possible), a 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 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 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 copies of your vital documents in your safe deposit ER[ VR GRQ[W WDNH DQ\WKLQJ ZLWK RXX DOG KDYH DFFHVV WR D

Place a second set of copies in a safe deposit box RU ZDWHU ILUHSURRI VDIH LQ WKH PLW\ ZKHUH RXX DOG KDYH DFFHVV WR D

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 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.

Notebook.

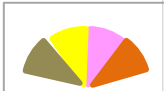
As you complete your Ready In 10 Forms and Plans, print out a copy, and place it in the ring bound notebook. Each form needs its own tab, so that you can easily find, or replace outdated pages. Any three-ring binder will do in a pinch, but we suggest using one that has a hard, washable, vinyl cover and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

You now have a Ready In 10 Notebook!

information is complete, toss the notebook into your Plastic Evacuation Bin for safekeeping.

One important note: DO NOT put your or your information, or in online files or folders, no matter how secure they are. If you have to have those copy the originals and place the copies in a secure safe deposit box instead.

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.



## 6 W H S & U H D W H < R X U ) D P L O n i s h e d ? 5 G r e d ! G \ , Q Plan

We have a question for you.

Where will you go when you evacuate?

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evacuation, consider :

- f The people travelling with you
- f + R Z \ R X \ O O J H W W K H U H F D U E X V S O D O H
- f Any pets travelling with you
- f 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

Supplies: Your Ready In 10 Evacuation Plan. The file is called: readyin10.doc .

We suggest that people have three different locations in mind, to give you different types of locations and choices depending on the circumstances.

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.

Print out your Ready in 10 Evacuation Plan, even if \ R X \ U H J R L Q J W R F R P S O H W H W K H D F  
computer. This document takes a little thought, so we suggest you fill out a copy in pencil before creating the final plan.

Go ahead and fill out your first draft.

## 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 \ R X U I D P L O \ \ V H P H U J H Q F \ Z D O O H W F D U  
I D P L O \ \ V Z D O O H W F D U G V

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

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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 you have a smartphone, you can also save your Ready In 10 Plan as a file on your phone, or simply save your ICE contacts as a second or third contact on their smartphones. 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 save your Ready In 10 Plan as a file on your phone, or simply save your ICE contacts as a second or third contact on their smartphones. Away from home, each member of the family will always have the locations, phone numbers and other vital information at their fingertips.

With some thought and planning, you can turn your cell/smartphone into an emergency mobile command center. Make sure you enter the cell numbers, email addresses, text addresses of the people you will be evacuating with you and any other reference numbers you might need while evacuated.

Supplies: You will need a smartphone or tablet, a printer, 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 your Ready In 10 Plan. 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 your name, & (Last Name, First Name) in the relationship, (for example Cynthia ±Mom) in the company name field, so a doctor reading it, would be able to find your information.

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

- 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 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 save your ICE contacts as a second or third contact on their smartphones. 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 save your Ready In 10 Plan as a file on your phone, or simply save your ICE contacts as a second or third contact on their smartphones. Away from home, each member of the family will always have the locations, phone numbers and other vital information at their fingertips.

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 websites, LinkedIn, 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](#).

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. 7UDGLWLRQDOO\ ZDOOHW FDUGV address and phone number, along with a few HPHUJHQF\ FRQWDFWV %XWRI kick it up a notch!

Supplies: Your Wallet Card files: wallet card.pdf and wallet card.ppt .

With Ready In 10, you received two different wallet cards that you can use two different ways. You can XVH WKH 3') YHUVLRQ WR ILOO hand, or you can use the PowerPoint version to create them on your computer. Creating them on the computer, is the best way to do it, if you can. This way the information is easier to read, and the cards can be saved, edited or reprinted, any time you need them.

Go ahead and fill in at least one card for yourself and each person evacuating with you. Notice that WKH FDUGV QRW RQO\ KDYH VSDFH IRU WKH FDUG KROGHU name and emergency contacts, but they also have room for out of area emergency contacts, insurance information, emergency locations from your (YDFXDWLRQ SODQ DQG D OLQN WR WKH FDUG KROGHU 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 WKH\UH VR HDV\ WR ZHDU DQG WR XV is a small wallet-like card holder that attaches to \RXU VKRH EHOW RU RWKHU FORWKLQ secure Velcro closure and also holds credit cards, ID and money. Shoewallets are also a great VROXWLRQ IRU FKLOGUHQ WR XVH DQ\ away from home.

\$QG GRQ\W IRUJHW ZDOOHW FDUGV DU emergencies. You can use them every time you go out to the store without carrying 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](http://nokep.org/disasterproducts.htm)

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IRU WKH FDUG KROGHU

WR WKH FDUG KROGHU

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.



## 6 W H S & U H D W H < R X U ) D P L Evacuation Checklist

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\ R X U H J R L Q J W R J H W W K H U H L W V W L P H W R S X W W R J H W K H U  
your Ready in 10 Checklist. Your checklist should  
include everything that you and the people  
W U D Y H O O L Q J Z L W K \ R X F D Q U W G R  
replace, like contact lenses, or extra set of car keys.

Supplies: Your Ready In 10 Checklist:  
ready10checklist.doc

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.

On 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 find it quickly, you will not need to look for it  
when necessary.

' R Q U W I R U J H W W R D V N W K H S H R S O H H Y  
for their list of 5-10 keepsakes and add them to  
your checklist.

Another thing to consider is the place to which

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O R F D W L R Q G R H V Q U W K D Y H W K D W \ R X U C  
W K H U H " , V W K H U H D Q \ W K L Q J R Q \ R X U C  
D E O H W R J H W L Q W K D W O R F D W L R Q V R  
W D N H L W Z L W K \ R X " , I \ R X U O O E H H Y D F  
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  
\ R X K D Y H H Y H U \ W K L Q J \ R X U O O Q H H G S  
place it in your Ready In 10 Notebook for safe  
keeping.

/ H W U V J R R Q W R 6 W H S

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 ULQJV ,WTV DJRRG IULHGG R I \ 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 ULQJV ,WTV DJRRG IULHGG R I \ 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 KDYH QR LGHD ZKDW \RXU JRLQJ WR GR

Same scenario, same challenges, one difference .

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

Supplies: Your Get Back To Life Plan & Ready In 10 Quicklist: getbacktolife.doc, ready10quicklist.doc

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!

Open the Get Back To Life Plan file and print it out. ,Q WKH ILUVW VHFWRU \RXU ILQG D JXLGH \RX WKURXJK WKH GHFLVLRQV \RX make as you create your plan.

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, is space for your actual plan. 2QFH \RXU HDG\ JR DKHDG DQG ILO

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

2SHQ \RXU HDG\ ,Q 4XLFNOLVW +H space to record any contacts that you might need LQ DQ HPHUJHQF\ WKDW GLGQW PDNH 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 SHRSOH ,I \RXU HYDFXDWHG \RX P 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.

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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

Supplies: Your Home Inventory List: gghomeinv.doc

The Home Inventory List, gives you a detailed look at the valued items in your home, along with a short description, the manufacturer, serial number and warranty information.

Print a copy of the list, and fill it out in pencil as you walk around your home.

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 condition to give to the claims adjuster, as well as a way to jog your memory of the things that would QHHG WR EH UHSODFHG , I \RX 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

\$QG WKDW V LW <RX UH GRQH 3ODF 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 ZRQ W JR EDG

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 WKH SODVWLF ELQ IRU HDV\ HYDFXDWL able to find them if you need to look through the photos or update the information on your flash or hard drive.

DUHQ W DEOH WR YLGHRWDSH , I \RX YH DOVR VDYHG HOHFWRQLF YH forms and plans on your computer, remember to save them in the safe locations you identified back in Step 4.

\$QG GRQ W IRUJHW WKH IXOO 5HDG\ , 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. 7KLV LV RQH WLPH ZKHQ VD\LQJ LW V and death, is no exaggeration!

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.

