



*Gather · Learn · Grow*



*Organizing & Productivity Solutions*

## **Emergency Preparedness: Evacuation**

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### **SECTION 1**

#### **1. Sign up with LETA**

Larimer Emergency Telephone Authority

Website: [www.leta911.org](http://www.leta911.org)

Once you register on this website, you can list your cell phones and your email addresses so that you will be alerted in the event of an emergency.

#### **2. Pets**

Make certain that your transportation crates for your pets are easily accessible. If you are put on pre-evacuation notice, keep your pets in a smaller room so that you can easily get them and leave quickly.

- Crate and Leash
- Pet Medication
- Pet Food
- Vaccination Records
- Veterinarian: \_\_\_\_\_
- Pet Sign

This is a sign that you put in the front window near your front door that lists how many cats, dogs, and birds you have in your residence. These can be picked up at the Animal Medical Center and other Veterinarians around town.

#### **3. Gather Important Documents**

Gather all of your important documents so that they are all together in one place. If you need to evacuate quickly, you will not waste time trying to find and gather the documents you need.

The Federal Emergency Management Agency has created a list of important documents that it recommends you have in the event of an evacuation. The following list of documents is taken from the Emergency Financial First Aid Kit FEMA 532 / August 2005. The entire Emergency Financial First Aid Kit is available for free from FEMA; Call (800) 480-2520 and ask for document #532. It is also available as a free download online at [www.operationhope.org](http://www.operationhope.org). The download includes sections to include personal household information, professional advisors and health care providers, and private security / access information. All of the important legal documents and financial statements that they recommend are listed on the following pages.

## **Checklist of Important Legal Documents and Financial Statements**

### **IMPORTANT LEGAL DOCUMENTS THAT APPLY TO MY FAMILY**

- |   |                                  |
|---|----------------------------------|
| 1. Birth Certificate(s)/Adoption Papers     | 1. have ____ need ____ N/A ____  |
| 2. Marriage License                         | 2. have ____ need ____ N/A ____  |
| 3. Divorce Papers                           | 3. have ____ need ____ N/A ____  |
| 4. Social Security Card(s)                  | 4. have ____ need ____ N/A ____  |
| 5. Passport/Green Card                      | 5. have ____ need ____ N/A ____  |
| 6. Naturalization Documents                 | 6. have ____ need ____ N/A ____  |
| 7. Will                                     | 7. have ____ need ____ N/A ____  |
| 8. Power(s) of Attorney (personal/property) | 8. have ____ need ____ N/A ____  |
| 9. Mortgage or Real Estate Deeds of Trust   | 9. have ____ need ____ N/A ____  |
| 10. Vehicle Registration/Ownership Papers   | 10. have ____ need ____ N/A ____ |
| 11. Other _____                             | 11. have ____ need ____ N/A ____ |

### **TAX STATEMENTS**

- |  |                                  |
|--|----------------------------------|
| 12. Previous Year's Tax Returns          | 12. have ____ need ____ N/A ____ |
| 13. Property Tax Statement               | 13. have ____ need ____ N/A ____ |
| 14. Personal Property Tax (i.e. Car Tax) | 14. have ____ need ____ N/A ____ |

### **FINANCIAL ACCOUNTS**

- |   |                                  |
|---|----------------------------------|
| 15. Bank/Credit Union Statements                      | 15. have ____ need ____ N/A ____ |
| 16. Credit/Debit Card Statements                      | 16. have ____ need ____ N/A ____ |
| 17. Retirement Accounts (401K, TSP, IRA)              | 17. have ____ need ____ N/A ____ |
| 18. Investment Accounts (Stocks, Bonds, Mutual Funds) | 18. have ____ need ____ N/A ____ |
| 19. Other _____                                       | 19. have ____ need ____ N/A ____ |

### **SOURCES OF INCOME/ASSETS**

- |  |                                  |
|--|----------------------------------|
| 20. Recent Pay Stubs for All Sources of Income   | 20. have ____ need ____ N/A ____ |
| 21. Government Benefits (e.g. Social Security, Temporary Assistance for Needy Families, Veterans') | 21. have ____ need ____ N/A ____ |
| 22. Alimony Income   | 22. have ____ need ____ N/A ____ |
| 23. Child Support Income   | 23. have ____ need ____ N/A ____ |

- 24. Professional Appraisals of Personal Property 24. have \_\_\_\_ need \_\_\_\_ N/A \_\_\_\_
- 25. Rewards Accounts (e.g., Frequent Flyer Programs, Hotel Rewards) 25. have \_\_\_\_ need \_\_\_\_ N/A \_\_\_\_
- 26. Other \_\_\_\_\_ 26. have \_\_\_\_ need \_\_\_\_ N/A \_\_\_\_

**FINANCIAL OBLIGATIONS**

- 27. Mortgage Statement 27. have \_\_\_\_ need \_\_\_\_ N/A \_\_\_\_
- 28. Lease 28. have \_\_\_\_ need \_\_\_\_ N/A \_\_\_\_
- 29. Utility Bills (Electric, Water, Gas) 29. have \_\_\_\_ need \_\_\_\_ N/A \_\_\_\_
- 30. Car Payment 30. have \_\_\_\_ need \_\_\_\_ N/A \_\_\_\_
- 31. Student Loan 31. have \_\_\_\_ need \_\_\_\_ N/A \_\_\_\_
- 32. Alimony Payments 32. have \_\_\_\_ need \_\_\_\_ N/A \_\_\_\_
- 33. Child Support Payments 33. have \_\_\_\_ need \_\_\_\_ N/A \_\_\_\_
- 34. Elder Care Facilities 34. have \_\_\_\_ need \_\_\_\_ N/A \_\_\_\_
- 35. Other Debt \_\_\_\_\_ 35. have \_\_\_\_ need \_\_\_\_ N/A \_\_\_\_

**INSURANCE**

- 36. Property Insurance 36. have \_\_\_\_ need \_\_\_\_ N/A \_\_\_\_
- 37. Rental Insurance 37. have \_\_\_\_ need \_\_\_\_ N/A \_\_\_\_
- 38. Auto Insurance 38. have \_\_\_\_ need \_\_\_\_ N/A \_\_\_\_
- 39. Life Insurance 39. have \_\_\_\_ need \_\_\_\_ N/A \_\_\_\_
- 40. Other \_\_\_\_\_ 40. have \_\_\_\_ need \_\_\_\_ N/A \_\_\_\_

**MEDICAL**

- 41. Health Insurance ID Card (s) 41. have \_\_\_\_ need \_\_\_\_ N/A \_\_\_\_
- 42. Record of Immunizations/Allergies 42. have \_\_\_\_ need \_\_\_\_ N/A \_\_\_\_
- 43. List of Necessary Medications (see below for a specific medication section) 43. have \_\_\_\_ need \_\_\_\_ N/A \_\_\_\_
- 44. Disabilities Documentation 44. have \_\_\_\_ need \_\_\_\_ N/A \_\_\_\_
- 45. Living Will 45. have \_\_\_\_ need \_\_\_\_ N/A \_\_\_\_
- 46. Dental Records / Child Identity Cards / DNA Swabs 46. have \_\_\_\_ need \_\_\_\_ N/A \_\_\_\_
- 47. Other \_\_\_\_\_ 47. have \_\_\_\_ need \_\_\_\_ N/A \_\_\_\_

**MILITARY**

- 48. Current Military ID 48. have \_\_\_\_\_ need \_\_\_\_\_ N/A \_\_\_\_\_
- 49. Military Discharge DD 214 49. have \_\_\_\_\_ need \_\_\_\_\_ N/A \_\_\_\_\_
- 50. Other \_\_\_\_\_ 50. have \_\_\_\_\_ need \_\_\_\_\_ N/A \_\_\_\_\_

**OTHER FINANCIAL/LEGAL DOCUMENTATION**

- 51. \_\_\_\_\_ 51. have \_\_\_\_\_ need \_\_\_\_\_ N/A \_\_\_\_\_
- 52. \_\_\_\_\_ 52. have \_\_\_\_\_ need \_\_\_\_\_ N/A \_\_\_\_\_
- 53. \_\_\_\_\_ 53. have \_\_\_\_\_ need \_\_\_\_\_ N/A \_\_\_\_\_

**4. Additional Items to Take**

**Purse, Wallet, Drivers License, Cash, Credit Cards, Checkbooks**

**Passwords**

Your written passwords list if you have one. Make certain that this is kept VERY safe during your evacuation.

**Medications**

Be as specific as possible so that if you have to refill a prescription you can do so more easily.

- 1. \_\_\_\_\_
- 2. \_\_\_\_\_
- 3. \_\_\_\_\_
- 4. \_\_\_\_\_
- 5. \_\_\_\_\_
- 6. \_\_\_\_\_
- 7. \_\_\_\_\_

**Where are they located?**

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- Computer Hard Drives / Laptops / Other Electronics? (E-readers, iPads, etc)**  
Note specific computers and locations.

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_

- Cell Phones, Smart Phones, Chargers**  
What and where are they?

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_

- Photographs**  
What

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Where

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

- Special Heirlooms / Irreplaceable Items / Sentimental Items**  
What

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Where

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

- Specialty Items**

These are items specific to the very young (diapers, bottles, carriers) or those who may need assistance (oxygen, wheelchairs, walkers).

What

\_\_\_\_\_  
\_\_\_\_\_

Where

\_\_\_\_\_  
\_\_\_\_\_

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## **5. Additional Items / Considerations**

- Clothing and Toiletries**  
Clothing for each family member for three days to one week and toiletries.  
In addition to basic clothing, consider packing “work clothes” so that you can work, if you choose, while evacuated.
- Flashlight, Radio- hand crank or battery powered, First Aid Kit**
- Specific Clothing- boots, gloves, jackets**  
For each member of the family
- Sleeping bag, blankets, and pillows**  
For each member of the family
- Camera**  
To document damage to your home when you return

**It is understood that you may not have time to gather all of the above items. Remember that your life and the lives of your family are the most important.**

- It may be helpful to go through this list and highlight the most important pieces to you.
- As much as is feasible, gather these items now and put them near your front door or garage so that they can be easily grabbed and you can leave quickly.
- Consider creating a list of items you cannot pack now so that if you are asked to evacuate you have a clear plan of action to gather them.

## **6. Protecting your home**

### **Home Protection Tips**

*Taken from the website of the Estes Park Fire Department- ([www.estesparkfire.com](http://www.estesparkfire.com)).*

In a major wildfire, it may be impossible for the fire department to provide enough resources to protect your home. ***If you have time***, you may want to take the following steps to protect your home.

- Place combustible items 50 feet from the structure- including lawn furniture, umbrellas and tarps.
- Close or cover outside attic, eaves and basement vents. This reduces the possibility of sparks blowing into hidden areas of the house. Close all shutters.

- Connect a garden hose to an outside faucet so it can reach any part of the house.
  - Place a ladder against the roof of the house opposite the approaching fire.
  - Shut off gas at the meter or propane tank.
  - Park your car in the garage, facing out. Close the windows, but do not lock the doors.
  - Close the garage door, but leave unlocked. Disconnect the automatic garage door opener.
  - Close all windows and doors, but do not lock them.
  - Close all doors inside the house to block circulation of air and minimize movement of fire.
  - Turn on all exterior lights. This will make the home more visible in heavy smoke or at night.
  - Take down lightweight curtains and close heavy weight drapes (if non-combustible). Move overstuffed furniture away from windows and glass doors. These may ignite though radiant heat.
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## **SECTION 2**

This section covers things you can do now to protect the value of what you own, your computer, and fire mitigation around your house.

### **Protect the Value of Items in Your Home**

#### **Do a Home Inventory**

*Statistics from the National Insurance Industry show that homeowners who do not have a thorough home inventory collect 60 percent of their property's total value when submitting a claim.*

It is understood that conducting a thorough home inventory will take some time, however, it is well worth the effort.

#### **Take Pictures or Use a Video Camera**

A good first step is to go through your home taking pictures of your items. Start with a picture of the room as a whole and then photograph the specific items in the room. OR, you can use video to document items in your home.

#### **Spreadsheets**

You might also consider compiling a spreadsheet that lists specific items, estimated value, the serial numbers, etc. An example of a home inventory spreadsheet is given on the following page.

# Home Inventory

<http://www.vertex42.com/ExcelTemplates/inventory-spreadsheet.html>

Personal Information	
Name	Johnny & Janie Doe
Address	12345 Finance Way
City, State, ZIP	Anywhere, USA 55555
Phone	555-5555

Store a copy of your inventory and photos in a secure location outside of your home and/or in a fireproof safe.

Insurance Information	
Company	XYZ Insurance
Agent Name	J. White
Phone	555-6666
Policy Number	123456789
Total Estimated Value	\$ 25,519.00

## Purchase Information

Location	Description	Date	Where	Wnty	Price	Condition	Est. Value	Model	Serial #	Notes	Photo
Family room	Panasonic Viera 65"	10/3/2009	#1 Electronics	1 year	\$2,800.00	excellent	\$2,750.00	abcdefg1	by3000	Only had for a year	[see folder]
Family Room	2 Couches	3/11/2004	CDE Furniture		\$2,400.00	good	\$1,900.00			no pets, no marks	
Family Room	Dell PC computer	6/19/2007	U2 computers	2 year	\$1,250.00	good	\$375.00	bcdefgh2	ks1002		
Family Room	Recliner	9/18/2002	Gift		\$695.00	average	\$525.00			gift from parents; mark on one arm	
Family Room	Entertainment ctr	11/30/2008	EFG Furniture		\$1,175.00	good	\$995.00			One small mark	
Living Room	Dining Table		Personal ad		\$600.00	average	\$525.00			Some wear	
Living Room	Piano	1/11/2005	THE piano shop	1 year	\$4,995.00	excellent	\$4,400.00			Still looks new	
Living Room	Painting	7/11/2003	Paintings R Us		\$1,295.00	excellent	\$1,150.00			Great shape	
Kitchen	Microwave	8/15/2008	Microwave IT!	1 year	\$300.00	good	\$243.00	n/a	n/a	Usual use	
Kitchen	Refrigerator	Came w/ house	?		?	good					
Kitchen	Stove	3/11/2010	Heat It Up	1 year	\$775.00	excellent	\$775.00	n/a	n/a	bought to replace old one	
Master Bdrm	King-size bed	3/11/2004	CDE Furniture	1 year	\$1,200.00	good	\$875.00				
Master Bdrm	Chest of drawers	9/19/2006	CDE Furniture		\$843.00	good	\$795.00			A few scratches on the side	
Bdrm 1	bed		CDE Furniture		\$800.00	average	\$500.00			Some wear and tear	
Bdrm 1	Chest of drawers	4/17/2006	EFG Furniture	1 year	\$495.00	good	\$450.00			Looks great	
Bdrm 2	Clothes	Various	Various		\$400.00	good	\$365.00				
Bathroom	Mega dryer		Wal-Mart		around 30		\$20.00				
Utility	Washer/Dryer	9/9/2009	WD Center	1 year	\$1,995.00	Excellent	\$1,995.00			Not a scratch	
Various	Books	Various	Various		\$3,000.00	Various	\$2,500.00				
Garage	Golf Clubs		Garage Sale		\$350.00	Average	\$275.00				
Garage	Deep freezer	1/3/2000	Appliance center	1 year	\$2,000.00	good	\$1,700.00			Normal use	
Garage	Tools	Various	Various		\$1,800.00	good/excel	\$1,800.00				

## Resources Available

There are downloadable spreadsheets available. Simply do an online search for “spreadsheets for home inventory.” There are also apps for smart phones to assist with home inventory. Again, do an online search for “home inventory apps.”

## Insurance Coverage

After you have a home inventory, check with your homeowners insurance company to be certain you have adequate insurance. Sometimes people find out they are under-insured once they conduct a home inventory.

## Keep it safe

Once you conduct a home inventory, you need to keep it safe. Keep it in your safe deposit box or create two copies and keep them at different locations- perhaps one with you and one with a relative who lives elsewhere.

You could also choose to store it on your computer. If you do this, however, make certain that you are backing up your computer.

## Protect Your Computer

### Back it Up

You have two choices to back up your computer- external media or an online back up company.



## **Choice 1: External Method**

When most people consider an external method they think of CDs or a USB Flash Drive, however, CDs degrade over time and Flash Drives can become corrupted. Flash Drives are prone to static and if it stores static, your data can be corrupted. The best method for an external back up is an external hard drive.

### **Use Two External Hard Drives**

- 1) Purchase two external hard drives.
- 2) Back up your computer to the first one.
- 3) Move this first hard drive to a safe location (preferably a safe deposit box).
- 4) Then, back up your computer to the second hard drive. This second hard drive stays in your home.
- 5) Once a month (or more often), completely back up your computer, again to this second hard drive.
- 6) Take this hard drive to the safe deposit box and switch it out with the one you put there the previous month.

Establishing this pattern will ensure that the majority of your data will be protected. At any given time you should only lose one month's worth of data if your home should be lost and you are unable to get your computer out.

## **Choice 2: Online Backup Companies**

There are several highly rated companies that will back up your computer and store your data for you. A good overview of these companies can be found here:

<http://online-data-backup-review.toptenreviews.com/>

The advantage of choosing this method is that the majority of companies automatically back up your data on a regular basis so that you can simply "set it and forget it." If your computer is lost, your data will be protected and available to download to a different computer.

## **Create Defensible Space**

*The following is an excerpt taken from the Larimer county website-*

[http://larimer.org/health/emergency/before\\_evacuating.pdf](http://larimer.org/health/emergency/before_evacuating.pdf)

### **WHAT TO DO NOW TO PREPARE**

- \_\_\_\_\_ Clear debris from roof and gutters
- \_\_\_\_\_ Clear driveway to at least 20 feet wide with 15 feet vertical clearance (for emergency vehicles)
- \_\_\_\_\_ Clear vegetation from within 3 feet of hydrants
- \_\_\_\_\_ Clear weeds and cut grass within 30 feet of structures, propane tanks, utility boxes
- \_\_\_\_\_ Develop outdoor water supply with hoses to reach entire house, nozzle, and pump
- \_\_\_\_\_ Have fire tools, ladder, and fire extinguishers available

- \_\_\_\_\_ Install chimney screen or spark arrestor
- \_\_\_\_\_ Install enclosed sides on stilt foundations and decks
- \_\_\_\_\_ Install only non-combustible roof material
- \_\_\_\_\_ Install screens on foundation and eave vents
- \_\_\_\_\_ Install shutters, fire curtains, or heavy drapes on windows
- \_\_\_\_\_ Install smoke detectors and test quarterly
- \_\_\_\_\_ Post load limits on access bridges
- \_\_\_\_\_ Post name/address signs clearly visible from street or road
- \_\_\_\_\_ Practice family fire drill and evacuation plans
- \_\_\_\_\_ Practice STOP, DROP, and ROLL (should clothes catch on fire)
- \_\_\_\_\_ Remove branches that overhang within 15 feet of roof and chimney
- \_\_\_\_\_ Remove trash and debris accumulations
- \_\_\_\_\_ Remove trees growing through porch, deck, or roof
- \_\_\_\_\_ Stack firewood uphill or on a contour at least 30 feet away from house
- \_\_\_\_\_ Thin and prune your trees and brush

## **Resources Compiled by:**

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