



Gather · Learn · Grow



Organizing & Productivity Solutions

Emergency Preparedness: Evacuation

SECTION 1

1. Sign up with LETA

Larimer Emergency Telephone Authority

Website: 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.

Note: While it is very important to sign up with LETA, it is also important to:

- **Trust Your Instincts and**
- **Help Each Other**

A given fire may be moving so fast that LETA is unable to contact you first.

2. Create an Evacuation Priority List

Because you do not know how much time you will have, it is important to think about this ahead of time and create a list.

- Ideally this list will be on brightly covered paper, in a sleeve protector, and posted where everyone can find it.
- The list should be time contingent.

The most important items to be considered for inclusion on this list are highlighted throughout this handout.

3. 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.

4. 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. 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, Veteransø) 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 ____

5. Additional Items to Take

Safe Deposit Box Key

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. List **what they are** and **where they are located** in your home.

- 1. _____
- 2. _____
- 3. _____
- 4. _____
- 5. _____
- 6. _____
- 7. _____

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
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

6. 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.

7. Contact Person & Gathering Place

Establish an out of town contact person

This is someone everyone in your household can contact to say they are okay. It is also the person extended family members can contact to check if you are okay.

Establish an alternative gathering place for family members

In the event that you are unable to return to your home- which could happen if an evacuation happens when you are out of the house- where will you meet?

8. Protecting your home

Home Protection Tips

Taken from the website of the Estes Park Fire Department- (<http://www.estesvalleyfire.org/fire-safety-tips/>).

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.

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.

Basic Option: Take Pictures

- Room as a whole
- Specific items in the room / sections of the room / drawers & closets
- Store offsite: cloud storage, safe deposit box, different location
- Update yearly / after major purchases

Next Level Option: Use an App, Spreadsheet, or hire a company

Possible Apps

Android & Android Tablet

- MyHome Pro: Home Inventory
- MyHOME Scr.APP.book (NAIC)
- Barcode & Inventory Pro APK

iPhone & iPad

- Nest Egg- Inventory
- MyStuff2 Home Inventory & Database
- MyHOME Scr.APP.book (NAIC)

Spreadsheets

- Do a search for "home inventory spreadsheets" to access several free downloadable options

Home Inventory Companies

Asset Safeguard Services Ltd.

Member of the National Association of Home Inventory Professionals

Serving Denver / Boulder / Ft. Collins & surrounding areas

720-466-3080

www.assetsafeguardservices.com

Rocky Mountain Home Inventory Services LLC

Based in Denver, serving all of Colorado

303-957-6890

www.rmhis.com

Secure Home Inventory Service

Based in Fort Collins, serving Northern Colorado

(970) 215-0265

<http://www.shis99.net/>

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 ðset it and forget it.ö 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

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
- Document an annotated list of all belongings
- 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
- Make a video of all belongings, talking about each
- 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)
- Prepare a list of valuables to take with you (store together, if possible)
- 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
- Take still pictures of all belongings as a backup

___ Thin and prune your trees and brush

Key Pieces: Summary

Sign up with LETA

Create an Evacuation Priority List

Include:

- Important Legal Documents
- Previous Year's Tax Returns
- Retirement Accounts (401K, TSP, IRA)
- Investment Accounts (Stocks, Bonds, Mutual Funds)
- Insurance Documents
- Medical Documents
- Military Documents
- Safe Deposit Box Key
- See "Additional Items to Take" to complete your specific list

Home Inventory Basic: Take Pictures & Store Offsite

Back up your Computer

Establish an out of town contact person

Establish a gathering place for family members

After key pieces are handled then prioritize next most important pieces for you

PDF Download of Handout

This handout is available as a PDF download on the Estes Valley Library Website:

www.estesvalleylibrary.org

- "Services" Tab
- Community
- Emergency Preparedness Checklist

Resources Compiled by:

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