



CRITICAL DOCUMENTS RESOURCE GUIDE

If and when an Evacuation Order comes into play it is imperative for your safety and survival that you and your family can respond quickly. That is not the time to start figuring out ‘what do I take with me’ or ‘what do I do about members of my family who are not with me (home, work, school). These things should have been discussed, documented and planned for in advance so you can simply react and get to safety.

Normally you should have a ‘GO BAG”, a communication plan, grab your medications, family, pets and go. You do not at this point want to start thinking about important documents, trying to remember what is important and where the heck you last saw them. The common message in everything you will hear and read about in disaster planning is (1) PLANNING (2) WHEN TOLD TO EVACUTATE GO! GO! GO!

Making electronic copies of critical documents is recommended. This can be done by either scanning them or using your smart phone to take a picture and transfer those scans/photos to either a thumb drive or small standalone USB hard disk which can reside in your “GO BAG”. These documents do not normally need frequent updating. It is also recommended to delete scans and photos containing personal and financial information from your phone or other device. That is a personal choice.

Another consideration might be to store an encrypted copy of critical documents on a separate Thumb-Drive to be kept in your car. This strategy can be critical in the event an evacuation begins when you are away from your home, and the option to return to your residence becomes unavailable. Thumb drives are very reasonably priced and readily available (i.e. 64GB encrypted drives on Amazon for \$11.00 from [Amazon](#)). A 64GB thumb drive is large enough to hold copies of all-important documents, as well as, photos or video of your personal belongings and assets. Insurance providers recommend taking video or photo inventories of home contents for use as supporting information for insurance claims for loss incurred during an emergency disaster.

Below is a list of some items recommended for scanning.

FINANCIAL

- Copy of 401Ks
- Copy of ATM card #s & bank phone number (front/rear)
- Copy of credit card #s and phone numbers (front/rear)
- Copy of each bank account (account # and balance)
- Copy of each CD, IRA, etc.
- Copy of each savings account (account # and balance)
- Copy of stocks and bonds (account #s, # shares)
- Last 3 years of 1040 and state cover sheets

MEDICATION

- Drug prescriptions
- Glasses prescriptions
- Pet medication

OTHER DOCUMENTS

- Birth, Death and/or Citizenship certificate
- Deed of trust for each property
- Driver’s License for each person
- Insurance -- Life for each person
- Insurance – home, rentals you own
- Insurance – policy for each vehicle
- Marriage and divorce certificate(s)
- Medicare Card(s)
- Military decorations, pins, awards
- Passport main page for each person
- Permits
- Passports (main page for each person)
- Pet vaccinations, rabies certificates
- Social Security card(s)
- Utility bill (old) showing address
- Vehicle Pink Slips
- Will(s)