

Your Important Papers

Having the right papers with you during and after a disaster is an important key to recovery.

Keep these papers in a safe deposit box.

PROPERTY	<input type="checkbox"/> Property records (deeds, titles, leases) <input type="checkbox"/> Household inventory <input type="checkbox"/> Home improvement records <input type="checkbox"/> Automobile title & bill of sale <input type="checkbox"/> Copies of insurance policies	IDENTIFICATION	<input type="checkbox"/> Social security cards <input type="checkbox"/> Citizenship papers <input type="checkbox"/> Passports <input type="checkbox"/> Birth certificates <input type="checkbox"/> Death certificates
	<input type="checkbox"/> Income tax returns <input type="checkbox"/> Copyrights & patents <input type="checkbox"/> Contracts (incl. promissory notes) <input type="checkbox"/> Copies of insurance policies <input type="checkbox"/> Certificates for stocks, bonds, etc. <input type="checkbox"/> Important receipts & bills of sale <input type="checkbox"/> Supporting documents for years of large transactions, unusual losses or deductions		<input type="checkbox"/> Divorce decrees <input type="checkbox"/> Adoption/Custody papers <input type="checkbox"/> Military service records <input type="checkbox"/> Retirement papers <input type="checkbox"/> Religious records <input type="checkbox"/> Copies of your & your partner's wills <input type="checkbox"/> Trust agreements, living wills, powers of attorney, & health care powers of attorney

Keep these papers at home in a lockable waterproof box.

PROPERTY	<input type="checkbox"/> Rental property records <input type="checkbox"/> Guarantees & warranties <input type="checkbox"/> Appliance manuals <input type="checkbox"/> Copies of insurance policies	IDENTIFICATION	<input type="checkbox"/> Social security numbers <input type="checkbox"/> Drivers license numbers <input type="checkbox"/> Copies of citizenship papers <input type="checkbox"/> Copies of birth certificates <input type="checkbox"/> Copies of marriage certificates <input type="checkbox"/> Educational records <input type="checkbox"/> Recent photographs of all household members
	<input type="checkbox"/> Income tax returns <input type="checkbox"/> Current bank balances <input type="checkbox"/> Loan payment books <input type="checkbox"/> Employee benefits <input type="checkbox"/> Bank account, loan, credit card, investment account numbers		<input type="checkbox"/> Safe deposit box key <input type="checkbox"/> Safe deposit records & inventory of items <input type="checkbox"/> List of emergency contacts (doctors, vets, financial advisors, clergy, reputable repair contractors, & family members)
HEALTH	<input type="checkbox"/> Health records <input type="checkbox"/> Copies of immunization records <input type="checkbox"/> Copies of prescriptions for medicines & eyeglasses <input type="checkbox"/> Copies of veterinary/vaccination records <input type="checkbox"/> Health, dental, or prescription insurance cards	GENERAL	<input type="checkbox"/> Ownership/Registration <input type="checkbox"/> Vaccination records <input type="checkbox"/> Recent Photograph of you & your pet

Get Ready for Anything

Your Plan...
Your Kit...
Your Papers...

Here's what
you can do
before
disaster strikes...

UNIVERSITY OF
FLORIDA
IFAS EXTENSION

For more information, visit the homepage of the IFAS Disaster Information Program at:
<http://disaster.ifas.ufl.edu>

Your Disaster Plan

Make a Disaster Plan for your household... for people and pets

Do Your Disaster Homework

- What disasters are likely to happen in your community?
- How will you be warned?
- Where will you go if you have to evacuate?
- Do you have a fire escape plan?

Share Information

- Meet with everyone in your household and talk about what you learned from your disaster homework.
- Talk about evacuation. Make a plan for people with special needs.
- Make a plan for your pets.

Plan Where to Meet and Who to Call

- Let everyone know exactly where to meet if there is a fire in the house.
- If you can't get back to your house, pre-arrange a meeting place outside your neighborhood.
- Choose an out-of-state friend for everyone to call.

Prepare for Action

- Post emergency phone numbers by every phone
- Learn how to shut off the water, gas, and electricity at main switches.
- Install smoke detectors.
- Learn CPR.

Meet with Neighbors

- In case of an emergency, you and your neighbors can be very important to one another.
- Know your neighbor's special skills.
- Do you have neighbors with special needs?
- Do you have neighbors with children?

Your Disaster Kit

Make a Disaster Kit for your household... for people and pets

Rule of Thumb: Prepare for 3 days.

Water

One gallon per day per person. Half for drinking, half for washing.

Food

Select foods that are ready to eat and do not need refrigeration. Include mess kits or disposable cups, plates, and utensils.

Clothing

Include one complete change of clothing and footwear appropriate for the climate. Take rain gear.

Bedding

If you evacuate, take blankets and sleeping bags for each person.

Medical

Heart and high blood pressure medications
Insulin
Prescription drugs
Denture needs
Contact lens & supplies
Extra eyeglasses

First Aid

You should have a fully stocked first aid kit in your home at all times.

Include:

- Band-aids
- 2-inch gauze pads
- 4-inch gauze pads
- Adhesive tape
- Triangular bandages
- 2-inch roll bandages
- 3-inch roll bandages
- Scissors
- Tweezers
- Needle
- Moistened towelettes
- Antiseptic
- Thermometer
- Tongue depressors
- Petroleum jelly or other lubricant

- Safety pins
- Cleansing agent or soap
- Latex gloves
- Sunscreen
- Non-prescription drugs

- - Aspirin or other pain reliever
- - Anti-diarrhetic
- - Antacid
- - Syrup of Ipecac

Keep a small first aid kit in the car.

Tools

- Radio & extra batteries
- Flashlight & batteries
- Manual can opener
- Utility knife
- Fire extinguisher (ABC)
- Tube tent
- Pliers
- Tape
- Compass
- Matches
- Aluminum foil
- Plastic storage containers
- Signal flare
- Paper and pencils

Baby Items

- Formula
- Diapers
- Bottles
- Powdered milk
- Medications

Sanitation

- Toilet paper
- Towelettes
- Soap and detergent
- Feminie supplies
- Personal hygiene items
- Plastic garbage bags & ties (for sanitation)
- Plastic bucket with tight-fitting lid
- Disinfectant
- Household bleach