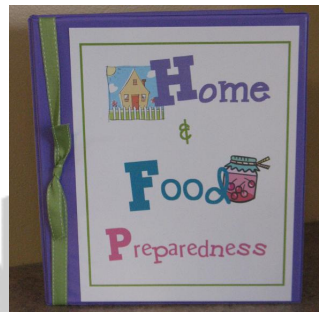


Preparing Your Emergency Documentation Binder/Book

Although your Preparedness Plan is your top priority, having an Emergency Documentation Binder or Book is your next most important task.

This binder represents You and Your Family's Life – Yep, all the nitty-gritty paperwork that tells the world not only who you are, but who your immediate family members are, as well as, what you own, where to find this vital information, brief medical background and whom to contact concerning you, yours and your possessions, in an emergency/disaster.

If you have to evacuate or bug-out, there most likely will NOT be enough time to run around and collect all this information. If the emergency is severe enough, your primary residence, bank, etc., could be destroyed taking this information with it, so you will need it to “rebuild” your life once the crisis passes.



“Preparedness is not just about stockpiling, it's about having an actual plan.” Mike Ryan

Start with a Plan

All of the suggested reading below will tell you to determine what disasters you feel may occur in your area, how long you think they may last, where you might be when it occurs and the scope of involvement.

Emergency Planning Worksheet

What are the most common types of natural disasters in your area. Download specific information from the websites listed at the end of this document and attach it to your plan.

Other types of emergencies you may encounter:

House Fire
Bath Fire
Household flooding from broken pipes

Where are the shutoffs located for utilities?

Main Electrical Circuit: _____

Main Water Valve: _____

Gas Valve: _____

***Do not shut off gas unless you suspect a leak exists.

Location of wrench to shut off gas: _____

Location of the Manual Garage Door Overide: _____

Location of other utilities: _____

On a separate piece of paper, draw a floor plan of your house and barn. Show the locations of exit doors and windows, utility shutoffs, fire extinguishers, emergency supplies and first aid kit.

Your emergency supply kit and first aid kit are located: _____

Fire Extinguishers are located: _____

Complete the Family Communications Plan

Do you, a friend or family member need special assistance during an emergency?

Check with your city or county office of emergency services to register for additional assistance. Remember to assist others with special needs, if it is safe to do so.

Categories of Disasters or Emergencies

- **Natural** – Floods, Tornados, Hurricanes, Mud Slide, Avalanche, Drought, Severe Winter Storm, Pandemic, Extraterrestrial (sunspots, asteroid, comet), Earthquake, Volcano and the like

Preparing Your Emergency Documentation Binder/Book - Continued

- **Man-Made** – Economical, Social, Ecological, Bio-toxin, Pandemic (can be natural or human induced), Nuclear, Civil Unrest, War, Riot, EMP(electromagnetic pulse), Terrorism, Blackouts , Lack of Energy, Water or Food (Yes this can occur due to nature too, but are often human induced), Toxic Spill and the like
- **Bad Luck** – Accidents, Getting Lost, General Clumsiness, Disease, Illness, Injury and the like
- **Spiritual** – Armageddon, Rapture, Revelation, Mayan Calendar, Nostradamus and like prophecies

Duration

- Short Term – One to 7 days
- Mid Term – One week to one month
- Long Term – Months, Years

Scope of Involvement

- Local
- Regional
- National
- Worldwide

Location

- Where you are when the crisis occurs
- Bug-out – Relocation or Evacuation is required or Stay Put

Bomb Locations: Establish two places where you and your family can meet following an emergency. One immediately outside of your home, e.g. a neighbor's mailbox, for use during a home emergency and a site away from your home in case you must evacuate the area.

Home Location: _____
Away from Home Location: _____

Evacuation Sites: If you must evacuate with your animals, where would you go. Places may include rodeo grounds, fair grounds, animal shelters, friends or family with land outside the immediate area.

1. Closest to home: _____
2. Outside your immediate area: _____
3. Another Option: _____

Out of Area Contact: Name and telephone number of person outside your local area for family members to call to report their location and condition.

Name: _____ Phone: _____
Location: _____

Buddy System: If you are away from your home during an emergency, designate a neighbor to check on your family, animals and property.

Name: _____ Phone: _____

School Disaster Policy: Know what your school's policies are in the event of an emergency. Do they have adequate supplies if children are unable to leave. Designate an authorized adult to pick up your children if you are unavailable.

Business Disaster Policy: Know your business's emergency plan and location of supplies. You may be unable to leave the facility and should have adequate supplies for 3 days. Co-workers without transportation may need assistance. Help others whenever possible.

Training: Learn First Aid and CPR for you and your animals, refresher classes should be taken every 2 years.

Person(s) Trained: _____
Name: _____ Date Training Expires: _____
Name: _____ Date Training Expires: _____
Name: _____ Date Training Expires: _____
Name: _____ Date Training Expires: _____

As you build your plan remember to account for **both sheltering in place and having to evacuate** for each of the possibilities you have determined.

Preparing Your Emergency Documentation Binder/Book - Continued

Equine Medical Emergency Contacts
This information should be kept near your horses in case of an emergency.

Owner: _____
Address: _____
City, State, Zip: _____
Contact Numbers: _____

If the owner is not available contact: _____
Name: _____
Phone: _____

Veterinarian: _____
Name: _____
Phone: _____
Pager: _____
Back up Veterinarian: _____
Phone: _____ Pager: _____

Attach Photos of Horses
Here with Names

Horses Names	Color	Sex	Age
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Special Medical Needs or Instructions:
Horse Name: _____
Horse Name: _____
Horse Name: _____

“Chance favors the prepared mind.” Louis Pasteur

Build the Specific Sections to your Documentation Book

I have a copy of each important document in my Documentation Book and the originals stored in a copy of the Documentation Book in a fireproof locked box. This lock box is about the size of a small or “cube” office file storage box. If I must bug out, I am hoping I can take this lock box with me. If I can’t, well at least I have copies of all of these things in my Documentation Book.

General Things You *Will* Need

- 3 ring Binder
- Tab Dividers
- Permanent Marker (large and regular)

General Things You *May* Need

- Pocket Folders or Letter Sized Clasp Envelopes (to put in the 3 ring binder and hold odd and or loose important items)
- 3 Hole Punch
- Pencil, Paper, Sharpener
- Add anything else you feel you need

I strongly suggest you print the following and have it as the *First Page of your binder/book*. Then make a reduced copy for each family member to keep in their wallet, purse, backpack, go-bag and one for each vehicle (car, truck, RV, boat, plane). I have this list copied on the back of my important emergency contact/information card and laminated.

If disaster strikes these are your immediate first questions to ask and items to collect. You cannot count on memory in times of stress and possible shock. This list will jog your memory, snap you out of the shock and the binder will provide any additional detailed reminders and information.

Questions to always ask immediately after the Disaster/Emergency occurs

- Food
- Water
- Clothing
- Shelter
- Illness or Injury needs
- Defense
- Bug-out or Stay Put
- Basic Tools to protect yourself and achieve and maintain the above necessities to life

Binder Section Dividers Can't seem to find the original link for this but have uploaded it to:

<http://www.scribd.com/doc/31181276/Documentation-Book-Organization-Binder-for-Home-Food-Preparedness-Information-25075850>

Quick **Household Reference Sheet & Important Papers & Numbers Forms** can be found at

http://www.theideadoor.com/index.php?option=com_content&view=article&id=979 or

http://www.theideadoor.com/index.php?option=com_content&view=article&id=980 with a great set of downloadable forms and checklists. A good one to start with is:

<http://www.theideadoor.com/Preparedness/BINDER%20RED%20DOC%20rev%201008.pdf> These are checklists that remind you to have copies of various important documents like birth certificates, property deeds, insurance papers and important phone numbers for each family member.

Important Papers Quick Checklist:

<http://www.theideadoor.com/Document%20Organizer/Quick%20household%20reference.doc>

Location Directory - List the location of all important documents:

<http://www.theideadoor.com/Document%20Organizer/LOCATION%20DIRECTORY.doc>

Important Papers: <http://www.theideadoor.com/Document%20Organizer/IMPORTANT%20PAPERS%202.doc>

Important Phone Numbers: <http://www.theideadoor.com/Document%20Organizer/EMERGENCY%20PHONE%20NUMBERS.doc>

Emergency Contact Cards: http://www.pep.bc.ca/hazard_preparedness/Emergency_Contact_Card.pdf

Preparing Your Emergency Documentation Binder/Book - Continued

The image displays six 'Emergency Contact Information Card' forms and one 'Ready Emergency Contacts Plan' form. The cards are arranged in two rows of three. Each card has a title, a brief instruction, and a list of fields to be filled out: Contact Name, Phone Number, Working Days Location, and Non-working Days Location. The 'Ready' form is a larger document with a title, a 'Make sure your family has a plan in case of an emergency' section, and several sections for listing emergency contacts and family members.

Medical Emergency Contact Forms – General and for Child(ren):

(General) <http://www.agis.com/SqlFileResource.axd?id=33&resource=pdf>

Child(ren) permission <http://www.theideadoor.com/Directory.html> scroll down to *Preparedness*, then select *TO WHOM IT MAY CONCERN* or <http://www.theideadoor.com/Document%20Organizer/TO%20WHOM%20IT%20MAY%20CONCERN.doc>.

Medical History: <http://www.theideadoor.com/Document%20Organizer/MEDICAL%20HISTORY.doc>

List Of Current Medications Form <http://www.agis.com/SqlFileResource.axd?id=36&resource=pdf>

Health Insurance: <http://www.theideadoor.com/Document%20Organizer/HEALTH%20INSURANCE.doc>

Estate Information Guide Form by (CNI) CodeNameInsight found at:

<http://www.codenameinsight.com/files/ESTATE%20INFORMATION%20GUIDE.pdf> This holds the names/DOB/Place of Birth/SS/Date and Place of Marriage, Bank Accounts, Creditors, Utilities, Investment Accounts, Insurance and if you have certain Legal Documents; Who should be notified in case of Death or Emergency and the like.

Household Inventory - Detailed list of important and or valuable possessions. Include photos, receipts and the like if possible: <http://www.theideadoor.com/Document%20Organizer/HOUSEHOLD%20INVENTORY.doc>

Investments Form: <http://www.theideadoor.com/Document%20Organizer/INVESTMENTS.doc>

Credit Cards: <http://www.theideadoor.com/Document%20Organizer/CREDIT%20CARDS.doc>

Real Estate Form: <http://www.theideadoor.com/Directory.html> scroll down to *Preparedness*, then select *REAL ESTATE* or <http://www.theideadoor.com/Document%20Organizer/REAL%20ESTATE.doc>

This will hold a list of all your property and its locations.

Car/Vehicle Insurance: <http://www.theideadoor.com/Document%20Organizer/CAR%20INSURANCE.doc>

Property Insurance: <http://www.theideadoor.com/Document%20Organizer/PROPERTY%20INSURANCE.doc>

Individual Life Insurance: <http://www.theideadoor.com/Document%20Organizer/INDIVIDUAL%20LIFE%20INSURANCE.doc>

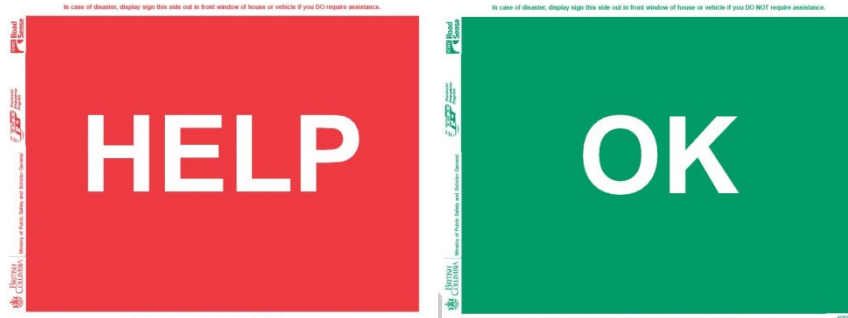
Insurance Company Quick Directory Form:

<http://www.theideadoor.com/Document%20Organizer/INSURANCE%20QUICK%20DIRECTORY.doc>

Group Life and Retirement Plan Policies:

<http://www.theideadoor.com/Document%20Organizer/GROUP%20LIFE%20and%20RETIREMENT%20PLAN%20POLICIES.doc>

Help – OK Signs: http://www.pep.bc.ca/hazard_preparedness/HELP-OK_sign.pdf



The Following Have Evacuated Form found at:

<http://www.codenameinsight.com/files/Evac%20poster.pdf> *Use only if you want everyone to know where y'all have gone.*

Otherwise make a simple letter sized sign that says “Evacuated” or “House Empty” to save the Search and Rescue people time. Of course an “X” painted on the door or front of the house seems to be rather universal too. Either way, be kind to S&R and leave some kind of notice that you are gone. This could help law enforcement too by alerting them that your vacated house is now occupied by someone else.

Evacuated

Names of evacuees: _____

Evacuated on (date) _____
Going to (destination) _____
By way of (mode/route) _____
Contact us at (cell #/email) _____
www.codenameinsight.com

Phone Log Documentation Form: <http://www.theideadoor.com/Document%20Organizer/PHONE%20LOG.xls> For if you are in a shelter or for keeping track of which family and or important people you have contacted since the emergency.

Food Brought Into the retreat/shelter: Can use this to keep track of your food storage too.

<http://www.theideadoor.com/Document%20Organizer/FOOD%20BROUGHT%20IN.xls>

Registration and Identification Sheets - (CRI) Child and (ARI) Adult: These are for lost adults and or children or in the case of separation during evacuation. Always keep a current photo for each individual.

(CRI) <http://www.theideadoor.com/Document%20Organizer/CRI%20SHEET.doc> and

(ARI) <http://www.theideadoor.com/Document%20Organizer/ARI%20Sheet.doc>

A good checklist of **Things that Must Be Done in case a loved one dies:**

<http://www.theideadoor.com/Document%20Organizer/THINGS%20THAT%20MUST%20BE%20DONE.doc>

Letter of Instruction for loved ones in case You die:

<http://www.theideadoor.com/Document%20Organizer/LETTER%20OF%20INSTRUCTION.doc>

OK time to get cracking and make your plans and collect all of your important documents into your Emergency Book. The time spent doing this will save you a ton of hardship and tribulation should a disaster strike.

"What we anticipate seldom occurs; what we least expect generally happens." Benjamin Disraeli

Additional Related Resources: <http://www.codenameinsight.com/resources.htm>

- Monthly Preparedness "To Do" List January
- Monthly Preparedness "To Do" List February
- Monthly Preparedness "To Do" List March
- Monthly Preparedness "To Do" List April
- Monthly Preparedness "To Do" List May
- Monthly Preparedness "To Do" List June
- Monthly Preparedness "To Do" List July
- Monthly Preparedness "To Do" List August
- Monthly Preparedness "To Do" List September
- Monthly Preparedness "To Do" List October
- Monthly Preparedness "To Do" List November
- Monthly Preparedness "To Do" List December
- Preparedness Survival Drills
- 31 Day Survival Plan
- Estate Information Guide
- Evacuation Poster
- Are You Prepared Survey
- Sample Emergency Plan
- Blackjack
- The CONET Primer
- The Convoy Handbook
- Tactical Convoy Handbook
- The Joys of Sweeping
- A Military Guide to Terrorism
- The Strategic Logic of Suicide Terror
- National Security Emergencies
- OPSEC Primer
- Basic Security Awareness
- Enemy TTP & Recommendations
- Emergency Guidelines for Schools
- Lessons from Anthrax Attacks
- Prevention Against Nuclear Attacks
- Shopping Mall Shooter: A Defensive Response

- Survival Article

Keep On Preppin'

The precious things in life are hard to find and obtain; otherwise they would only be worth a dime a dozen and not so very precious.

TNT

A 50 something, no longer so urban or in NM, prepping homesteader ;-}

TNTCrazyLady

FormerlyNMUrbanHomesteader.weebly.com