

# Emergency Evacuation Short Check List

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**Prepare Ahead of Time** (Documents in a box or plastic bag)

Identification – for each person

- \_\_\_\_\_ Birth certificate
- \_\_\_\_\_ Marriage certificate
- \_\_\_\_\_ Passports
- \_\_\_\_\_ Citizenship papers
- \_\_\_\_\_ Social security card/number
- \_\_\_\_\_ Driver's license

Medical Information – for each person

- \_\_\_\_\_ Medications/prescription
- \_\_\_\_\_ Significant medical history
- \_\_\_\_\_ List of Allergies

**Contact Information**

- \_\_\_\_\_ Family and Friends' addresses, phone numbers, email addresses
- \_\_\_\_\_ Red Cross - List Myself as Safe and Well – [www.redcross.org](http://www.redcross.org)
- \_\_\_\_\_ Current road conditions – [www.nmroads.com](http://www.nmroads.com)

**Financial Information** (you may prefer using a safe-deposit box or an alternative accessible site; review to keep current)

- \_\_\_\_\_ Bank, savings and retirement account numbers
- \_\_\_\_\_ Recent tax returns
- \_\_\_\_\_ Stocks, bonds and other negotiable certificates
- \_\_\_\_\_ Safe deposit box access information
- \_\_\_\_\_ Insurance policies
- \_\_\_\_\_ Wills
- \_\_\_\_\_ Deeds
- \_\_\_\_\_ Home inventory (include all personal property)
- \_\_\_\_\_ If you work out of your home – back-up business information

**Equipment for People**

- \_\_\_\_\_ Blankets
- \_\_\_\_\_ Flashlights
- \_\_\_\_\_ Computer hard-drive or laptop
- \_\_\_\_\_ Cash (ATM's may not be working)

**Equipment for Pets**

- \_\_\_\_\_ List of pet-friendly motels/hotels
- \_\_\_\_\_ Collars – including identification, current licenses, rabies tags and where/how to contact you in the emergency
- \_\_\_\_\_ A carrier for each pet
- \_\_\_\_\_ Food and water – bowls/buckets
- \_\_\_\_\_ Litter and litter box

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## When there is an Alert or Threat or Evacuation

### Prepare

- \_\_\_\_\_ Clothing for each person for at least 3 days
- \_\_\_\_\_ A white sheet to signal rescue personnel

## At the time of an Emergency Evacuation – Grab and Run

### For People

- \_\_\_\_\_ Box/bag of documents (prepared in advance)
- \_\_\_\_\_ Medications
- \_\_\_\_\_ Laptop - battery powered computer
- \_\_\_\_\_ Radio - battery-powered
- \_\_\_\_\_ Cell phone

### For Pets

- \_\_\_\_\_ Equipment box (prepared in advance)
- \_\_\_\_\_ 3-day supply of food
- \_\_\_\_\_ Leashes
- \_\_\_\_\_ A week's supply of any medications

## Before You Leave for Evacuation: Hang Out a White Sheet

This signifies to emergency service personnel that all the people and pets are safely out of the house.

**Be Safe, Remain Calm and Follow Directions**