Your emergency plan Buttoned Up.™

buttoned up®

Putting together an emergency plan doesn't have to take a long time. Simply take a few minutes each night this week to follow the steps in the checklist below. Don't worry if you can't complete something all in one go. Commit to doing 5-10 minutes an evening, and by the end of the week you'll be amazed at what you've been able to accomplish. More importantly, you'll be organized where it counts.

emergency plan checklist

Day 1: Organize your emergency plan	
○	Step one is to identify a person that all family members can contact in the event you are separated. Ideally pick one contact who lives in the same state and another who lives out of state. Write down all of their information so you have it ready to share with family members.
○	Step two, pick two meeting places for the family in case you are separated. The first should be close to home, the second further away or out of state.
○	Go online and look up the evacuation routes for your area. You will want to know this ahead of time so you know what your options are in the event an evacuation is necessary.
Day 2: Document your valuables	
○	Grab a video camera, camera, or if you have neither of those—a piece of paper and pen. Go from room to room and carefully document everything that you have of value in each room. Think furniture, rugs, electronics, paintings, collectibles, jewelry, and clothes.
○	Write down the likely replacement value for each item and add up the total. Individually your things may not be worth a lot, but collectively they probably are.
○	Give your video, photos or list to someone who does not live with you, such as a family member, lawyer or accountant.
Day 3: Get your records ready	
○	Fill out a Life.doc or designate 4 different folders in a filing cabinet for keeping the following information: financial accounts, insurance policies, medical documents, and legal documents.
Day 4: Organize your emergency kit	
○	Put water, canned food, cash and a first aid kit in a waterproof box. Make sure you have enough of each to last every member of the household for 5 days.
Day 5: Hold a state of the union with your family—approx 30 min	
○	Program emergency contacts into everyone's cell phones and computers.
○	Walk through the emergency plan together, let everyone know where to find the emergency kit, where to locate important information, and who has the documentation on the household valuables.

notes