

Your Mission, Should You Choose To Accept It...

...is to create an Evacuation Checklist that will detail all the things that you would have to do, take and remember in case you ever have to evacuate your home in an emergency.

Before We Get Started...

1

If you haven't already created your Family Evacuation Plan, please go to that blog post and read it first, before tackling this checklist.

Open A Copy Of The Evacuation Checklist...

2

Download your Evacuation Checklist form by right clicking [this link](#).

In Section One, you'll list all of things you need to do before you leave the house. For example, turning off the water or unplugging appliances -- anything you would normally do before or after a disaster.

What Will You Put On Your List?

3

In Section Two, list all the items that you will be taking with you. List the name of the item, its location and the person responsible for grabbing it and seeing that it finds its way into the box, suitcase or car. Your checklist should include everything that you and the people traveling with you can't do without and can't easily replace.

Here are a few things to get you started.

- **First aid supplies**
- **Non-Perishable Food, Diapers, infant formula**
- **Cash**
- **Toys/things to keep children occupied**
- **Flash drive/portable hard drive containing vital documents**
- **House/Car Keys**
- **Flashlight, Batteries, Can Opener**
- **Journals, diaries, letters**
- **ID and Wallet Cards for everyone traveling, Insurance/Medicare cards**
- **Cell phone, Battery operated radio**
- **Toiletries**
- **Keepsakes or anything unable to be replaced**
- **Tools, gloves, Dust Mask, Whistle/Flares**
- **Comfortable, weather-appropriate clothing**

Keepsakes

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In Section Three, list all the keepsakes you need to take with you and note where they are located. This includes photo albums/family histories, journals, diaries, a few favorite pieces of clothing and cherished books.

Location, Location, Location

5

Take a few moments to picture the location where you'll stay while evacuated.

- Is there anything that the location doesn't have that you'll need when you get there?
- Is there anything currently on your checklist to take, that is already in that location? If so, take it off your list.
- If you'll be evacuating to the home of a relative or a friend, consider leaving a box of emergency items with them the next time you visit. The less you need to take, the more quickly you can evacuate.

What If You Stay Home?

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In Section Four, list any emergency supplies that you will need if you choose to remain in your home during an emergency, like a storm or after an earthquake.

For ideas and instructions on what you might need, see our blog post [How To Earthquake Proof Your Bedroom](http://rnn10.wordpress.com) at <http://rnn10.wordpress.com>

What's Next?

Well now that you're done creating your Evacuation Checklist, here are More Amazing Things You Can Do In 5 Minutes Or Less

[Create Your Family's Evacuation Plan](#)

[Download and Back Up Your Digital Photos](#)

[Keep Your Medical History At Your Fingertips](#)

[Save Your Albums & Cassettes As MP3s](#)

[Earthquake Proof Your Bedroom](#)

[Fill Out Your Kid's Emergency Contact Card](#)

And don't forget to share this how to sheet with your family and friends!

For more Tips and How To Sheets like this one, visit [The Backup Plan Blog](#), or check out our books at [GetYourStuff Together.com](http://GetYourStuffTogether.com)

Keeping Your List At Your Fingertips

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Print, scan or make three copies of the Checklist you just completed, and store them in at least **three** secure, damage-proof locations. That way if one or two of the locations are inaccessible, you'll still be able to grab the information you need.

If your Checklist is **on paper**, you can place it:

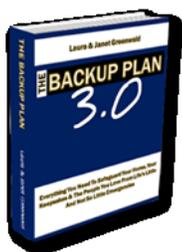
- In your watertight Plastic Evacuation Bin.
- In one other waterproof, easy to reach location in your home or office.

If your Checklist is **on computer**, you can place it:

- On your smartphone, as well as an iPad or laptop computer – whatever you would have at your fingertips or take with you during evacuation.
- If your phone is unable to store documents, upload the checklist to your password-protected online file repository or even the file directory of your family's personal web site. This way if you need a copy of your information or forms quickly, you can retrieve them from any Internet-enabled computer.

*That Backup Plan of yours is coming along nicely.
Here are a few other resources you're gonna love...*

*Laura & Jan Greenwald
Authors/Creators of Get Your Stuff Together*



Our newest program [The Backup Plan 3.0](#)! Quick and easy steps you can take **right now**, to keep everything that's important to you, safe, sound and accessible. Each section covers a different area, from family photos, vital documents and music, to videos, computer files, family history and recipes. Just download the free Grab It & Go Forms and Action Plans (included), complete them and save them to your computer or use the ones right inside the book and you'll be ready to deal with emergencies small (a broken arm) or large (Superstorm Sandy). [Pick up your Paperback copy today at Amazon.com for \\$29.99](#) [Or the new Downloadable PDF Edition for \\$8.00.](#) [Read more about it](#)