

*Many tools exist to help families decide what to carry with them when they evacuate during an emergency. While most cover essentials such as food, water and first aid materials, few discuss essential records, the records that protect your family's health, identity and financial resources. The following information has been prepared to assist you in planning for an emergency.*

## **1. IDENTIFY THE RECORDS**

Before the emergency occurs, decide which records are most essential to you and your family. The following guidelines will help you to think about what is most important during an emergency.

### **Essential (Grab-N-Go) records:**

*During an emergency, some records are essential to protecting your health and safety; others will protect you financially in the event of a major property loss.*

- Backup of key computer records
- Bank account information (including online account user ID and password)
- Birth Certificates
- Contracts, leases, and other agreements that obligate others to make payments to you
- Driver's license
- Immunization records
- Insurance records (dental, disability, health, life, property, vehicles)
- Medical history/records (including list of allergies, medical conditions and current medications, and history of medical emergencies and

- hospitalizations)
- Pet records (shots, medical history, registration papers)
- Photo identification (for persons without a driver's license)
- Social Security cards

### **High-Risk records:**

*In a rapid evacuation it may not be possible to carry away every essential record. As you decide what to evacuate, one factor to consider is how readily a lost record could be replaced. The loss of any of the following records could result in major financial or personal damage, but many are duplicated by governments or financial institutions and so may be replaceable. There is one other factor to consider, though: unless the duplicate record is stored far away, it too could be destroyed during a widespread disaster. Courthouses and banks are not immune to hurricanes, fires and floods.*

- Adoption records
- Child support and alimony settlements/payments
- Divorce settlement records
- Income tax records
- Leases (rental properties, storage facilities)
- Marriage certificate
- Mortgage
- Motor vehicle and vessel titles
- Passports
- Proof of intellectual property (copyrights)
- Property deed(s)
- Records of current legal proceedings (probate, civil, criminal)

- Records of donations and contributions
- Records of educational attainment (transcripts, diplomas)
- Records of household improvements
- Records of loans and loan payments
- Records of recent work history and income (Social Security, payroll)
- Stock certificates, certificates of deposit, bonds, other banking and investment records
- Will, other estate records

### **Irreplaceable records:**

- Family photos and historical documents
- Inventory of household goods

## **2. PREPARE THE RECORDS**

There are many ways to prepare your essential records for an emergency. Whatever method you use, remember to keep your records up to date. Ideally, all records will be updated as soon as older ones become outdated. At the very least, though, choose one day each year and review your essential records to make certain they are current and ready to evacuate. Many archives do this each year during an event called "MayDay". It's held on May 1<sup>st</sup>, and it's an easy way to remember to review your plans and make corrections as needed.

# METHODS OF PROTECTING ESSENTIAL RECORDS

## METHOD

Ready-to-evacuate original records	Keep the original records together in a ready-to-evacuate container, such as a plastic file box.
Duplicate paper copies	Make duplicate photocopies of your essential records. Keep them together, ready to evacuate or send them to a trusted friend or relative who lives at least 100 miles away.
Duplicate electronic copies	Scan your essential records and store them on CD, DVD, or a Flash drive. Carry the device with you, or send it to a trusted friend or relative who lives at least 100 miles away.
Combination	Use a combination of these three methods. Duplicate copies (paper or electronic) work well for records that change infrequently while the originals of frequently-changing essential records might be kept together for rapid evacuation.

# EMERGENCY

**TO DOWNLOAD  
AN EMERGENCY  
PREPAREDNESS  
PACKET VISIT  
OUR WEBSITE AT:**

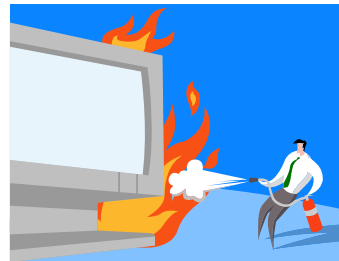
[www.washoecounty.gov/  
clerks/admin/grab\\_n\\_go.php](http://www.washoecounty.gov/clerks/admin/grab_n_go.php)

**OR PICK UP A  
PACKET AT:**

**WASHOE COUNTY  
CLERK'S OFFICE  
1001 E 9th STREET,  
BLDG A, 1<sup>st</sup> FLOOR  
RENO, NEVADA 89512  
775-784-7287**

**FOR EVEN MORE  
INFORMATION AND TO  
SIGN UP FOR REGIONAL  
ALERTS VISIT:**

[www.readywashoe.com](http://www.readywashoe.com)



# WHAT YOU NEED TO KNOW BEFORE YOU EVACUATE



This information is  
provided by the Washoe  
County Clerk's Office

**DEDICATED TO EXCELLENCE IN PUBLIC SERVICE**