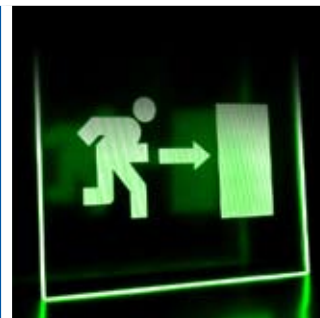


# Do you and your family know how to evacuate in an emergency?



When an emergency strikes, there is usually a small window of time to get you and your family to safety. In addition, you need to maintain enough composure to retrieve important documents and other necessities to take with you. That's why it's imperative you map out an evacuation plan before disaster strikes. This way, if you are a victim of a fire, a hurricane or a flood, you can be better prepared to act immediately.

The Insurance Information Institute recommends the following five-step action plan:

## 1. Arrange your evacuation.

- Map out your primary route and a backup route in case roads are blocked or impassable.
- Ask an out-of-town friend or family member to act as a contact person in case your family is separated during the evacuation.
- Identify a specific place to meet in case your family members are forced to flee separately.
- Listen to local radio and television reports when disaster threatens. Use travel routes specified by local authorities—don't use shortcuts because certain areas may be impassable or dangerous.

## 2. Create a home inventory.

Create a complete home inventory of your personal property. A home inventory can help you ensure that you have purchased enough insurance to replace your possessions. It may also speed the claims process, and can help substantiate losses for income tax purposes.

## 3. Plan what to take.

Medicines and prescriptions, clothing, blankets and toys, flashlight and battery-powered radio, computer hard drive or laptop, photographs and pet food are a few items you may need to grab on your way out.

## 4. Gather important financial documents.

Keep important financial documents in a safe place that you can access easily. In the event of an evacuation consider taking the following documents with you:

- Insurance policies
- Birth and marriage certificates
- Passports
- Drivers license or personal identification
- Social Security cards
- Recent tax returns
- Employment information
- Wills, deeds, and any trust arrangements
- Stocks, bonds and other negotiable certificates
- Bank, savings and retirement account numbers
- Home inventory

## 5. Take the ten-minute challenge.

To find out if you are ready, conduct a real-time test. Give yourself just 10 minutes to get your family and belongings into the car and on the road to safety. By planning ahead, families can be better prepared to gather their children and pets, along with the most important items they will need, calmly and efficiently, with a minimum of stress and confusion. The Insurance Information Institute has created the Know Your Stuff home inventory software. This is free, downloadable software you can use to organize and list possessions on your computer and burn the finished inventory onto a CD-ROM. You get a copy by logging on to <http://www.knowyourstuff.org>.