

Protecting your Important Documents

Things to Remember:

- Photocopy all of your documents and place them in an evacuation box. Preferably a fireproof box.
- Keep evacuation box in a place of easy access at home. Take it with you in case of evacuation.
- Keep your evacuation box updated.
- Write instructions concerning family decisions regarding health or financial issues should you be incapacitated.

Documents you should place in your evacuation files:

- Insurance policies (life, car, property, etc.)
- Photocopies of your health insurance information (health insurance card, doctor's name and phone number, prescriptions, allergy and immunization information)
- Photocopy of driver's license
- Birth Certificates, Marriage Certificates, Death Certificates
- Social Security Card
- Passport
- Will
- Mortgage and Property Deeds
- Car Titles

- Emergency contact list (family members, friends, lawyers, etc.)
- Inventory of personal items (item description, serial number, receipt and photograph or video)

- Cash and traveler's checks

Other documents to keep in mind:

- Warranties and receipts for major purchases
- Leases
- Most recent pay stubs and job information
- Make backup copies of important files you have on your computer

This brochure was prepared for you by:

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Community project to promote hurricane preparedness



Centro Campesino Farmworker Center, Inc.

35801 SW 186 Avenue
P.O. Box 343449
Florida City, FL 33034
Phone 305-245-7738
Fax 305-247-2619
Website: WWW.CentroCampesino.org

Preparing for a Hurricane

What should I do to prepare for a hurricane?



Never wait until the next disaster.

Always be prepared!

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Make your Disaster Kit

Your disaster kit should include:

- Water for drinking and preparing food (one gallon per person per day)



- Flashlight with extra batteries (at least two extra batteries)



- Battery powered radio and batteries.



- Telephone to be connected to jack on the wall. Phones without a direct connection will not work without electricity and cellphones can be unreliable during disasters.



- Canned food for four to seven days that require little to no heating up. Include baby food or formula if necessary.



- A first aid kit with band-aids, gauze, tape, antibacterial ointment, diarrhea medicine, pain medication, antacids, tweezers, scissors, soap and alcohol.



- Personal hygiene products



- Manual can opener



- Paper plates, plastic utensils, plastic bags, plastic trash bags, Tupperware and foil paper.



- Two ice coolers—one for food y and one for ice.



- Bleach to disinfect the water, cleaning products and detergents.



- Mosquito repellent and sun block for each member of the family.



- Fuel for cooking without electricity such as charcoal, propane gas and matchsticks.



- Prescription medicine for two weeks. Verify with your pharmacy the medicine's expiration date.

