



## ***PERSONAL RECORDS MANAGEMENT***

- ⑩ Make copies of your medical insurance and have your Medicare and Medicaid cards laminated.
- ⑩ Include important documents in your emergency kits such as family records, wills, passports, power-of-attorney documents, deeds, social security numbers, credit card and bank information, tax records and passwords to your computer accounts.
- ⑩ Make copies of your home and car insurance information.
- ⑩ Have a list of the names, phone numbers, home and email addresses of everyone in your personal support network, including your medical providers.
- ⑩ Talk to your service provider about their emergency plans if you undergo routine treatments, or if you receive regular services at home. Work with the provider to identify back-up service providers within your area and the areas to which you might have to evacuate.
- ⑩ Consider copying important photos onto a flash drive, CD, or place them on the cloud.
- ⑩ Place all of the aforementioned records and information (or copies thereof) in a waterproof container and/or a safe deposit box if you have one.

## ***PREPARE YOUR DATA AND DEVICES***

If you are tech-savvy, upload password protected copies of key documents to a backup or cloud drive that is secured in a remote location. If remote access is chosen, consider choosing a backup system that is secure and accessible from a variety of devices. Examples of documents could include:

- Insurance paperwork
- Copies of identification documents (birth certificates, passports, etc.)
- Pet information (photos, vaccination records)
- Basic financial information (contact information for credit cards, banks, etc.)
- Passwords

## ***PREPARATIONS FOR PETS OR SERVICE ANIMALS***

- ⑩ Have pet food, extra water, extra medication and supplies available.
- ⑩ Make sure each pet is micro-chipped and/or has a collar, leash and proper identification.
- ⑩ Consider purchasing a new tool called the PCPetID that puts all information about your pet on a handy computer flash drive. It is available from online retailers.
- ⑩ See [www.aspca.org](http://www.aspca.org) and search disaster preparedness for more complete information on how to keep your pets safe.
- ⑩ Keep a phone list of pet-friendly hotels/motels and animal shelters that are near your evacuation routes.
- ⑩ Laminate copies of pet adoption records, vaccinations, and other items, have them available in case you need to show proof of ownership..
- ⑩ Include a picture of you and your pet in case you get separated.
- ⑩ Make a backup plan for someone to take care of your animals in case you are unable to do so. For example, develop a buddy system with neighbors, friends, or relatives to care for or evacuate your pets.

## ***LET YOUR FAMILY KNOW YOU ARE SAFE***

- By logging onto the Red Cross public website [www.redcross.org](http://www.redcross.org), a person affected by disaster may post messages indicating that they are “safe and well” at a shelter, hotel, home, etc.
- During large-scale disasters, there will be telephone-based assistance via the 1-866-GET-INFO hotline for people who live within the affected areas and do not have Internet access, but wish to register on the Safe and Well website. People who are concerned about family members in an affected area may also access the Safe and Well website to view these messages. They will be required to enter either the name and telephone number, or the name and complete address, of the person about whom they wish to get information. Information will be kept confidential.

## ***ADDITIONAL SUGGESTIONS:***

- Keep your car topped off and road-ready in order to evacuate if necessary.
- Have cash available in small denominations in case you need to purchase food, gas, or other necessary items without a credit card.
- Consider purchasing a generator before a disaster occurs because they are difficult to get after the disaster, and people usually need them most at the time the disaster first occurs. Generators can be backup types (least expensive) or standby types that are permanently connected to your existing wiring (most expensive).
- Purchase one or two 5 gallon gas cans for use in the generators and for emergency needs for your car since gas stations often cannot operate if the electricity is affected over a large-scale area, such as during a hurricane or flood. If you have ample warning time, make sure the gas cans are filled before the disaster occurs.



***DISASTER PREPAREDNESS CONTACT INFORMATION  
FOR AGENCIES & ORGANIZATIONS THAT PROVIDE ASSISTANCE***

211-Texas-First Call for Help  
Dial **211** from any land line phone  
[www.211.org](http://www.211.org)

American Humane Society/Animal Emergency Service  
**800-227-4645**  
[www.americanhumane.org](http://www.americanhumane.org)

American Red Cross  
**800-733-2767**  
[www.redcross.org](http://www.redcross.org)

Citizen Corps  
[www.citizencorps.gov/ready](http://www.citizencorps.gov/ready)  
**800-621-3362**

Texas Governor's Division of Emergency Management  
512-424-2000  
[www.txdps.state.tx.us/dem](http://www.txdps.state.tx.us/dem)

Federal Emergency Management Agency  
**800-621-3362**  
[www.fema.gov](http://www.fema.gov)

Texas Department of State Health Services  
[www.dshs.state.tx.us/comp/protect](http://www.dshs.state.tx.us/comp/protect)

U.S. Department of Homeland Security  
**202-282-8000**  
[www.dhs.gov](http://www.dhs.gov)

Texas Extension Disaster Education Network (EDEN)  
<http://texashelp.tamu.edu>  
**979-862-3013**

National Weather Service Hurricane Center  
[www.nhc.noaa.gov/prepare/ready.php](http://www.nhc.noaa.gov/prepare/ready.php)

The Weather Channel (TWC)  
[www.weather.com](http://www.weather.com)