



## My URBAN BUNKER: Build Your Own Emergency Plan.

*(The difference between surviving an emergency and running from one.)*

Creating your Family Emergency and Readiness Plan is something everyone should have in their home, car, purse or travel bag and always on the ready.

If not about “if” something happens, it’s a matter of when and are you and your family prepared. Once you developed your plan, you also need to share it and practice it.

Your plan should include contingencies – “if this then that” scenarios, such as:

- What if something happens and I’m not with my family?
- What if my or their phones and access to computers are offline and typical ways to communicate are down?
- How do I find them (or they find me) during a disaster?
- How do I or they contact other family, friends, doctors, emergency services, etc.?

Communication networks, such as mobile phones and computers, could be unreliable during disasters, and electricity could be disrupted. Planning in advance will help ensure that all the members of your household—including children and people with disabilities and others with access and functional needs, as well as outside caregivers—know how to reach each other and where to meet up in any emergency situation.

### Getting started:

1. BUILD YOUR PLAN
2. SHARE YOUR PLAN
3. PRACTICE and UPDATE YOUR PLAN

**NOTE!** Document and secure your most confidential information (i.e. passwords, and accounts, passports, birth certificates, cash, credit cards, etc.) separately. These documents and any copies should be accessible and kept secured with only those you trust.



# HOUSEHOLD INFORMATION

## Step 1 – Household Information

(Complete each section and add to it any pertinent information (grandparents, brothers, sisters, extended family, etc. – more the better).

### HOUSEHOLD INFORMATION:

Your Home Phone Number:	
Your Home Address:	

Name (First/Middle/Last):	
Mobile Number:	
Email:	
Work/School/Day Care:	
Medical Information:	
Doctor Name & Number	
Allergies	

Name:	
Mobile Number:	
Email:	
Work/School/Day Care:	
Medical Information:	
Doctor Name & Number	



# HOUSEHOLD INFORMATION

## Step 1 – Household Information (continued)

(Complete each section and add to it any pertinent information (grandparents, brothers, sisters, extended family, etc. – more the better).

### HOUSEHOLD INFORMATION:

Name (First/Middle/Last):	
Mobile Number:	
Email:	
Work/School/Day Care:	
Medical Information:	
Doctor Name & Number	
Allergies	

Name:	
Mobile Number:	
Email:	
Work/School/Day Care:	
Medical Information:	
Doctor Name & Number	

Name:	
Mobile Number:	
Email:	
Work/School/Day Care:	
Medical Information:	
Doctor Name & Number	



# HOUSEHOLD INFORMATION

## Step 1 – Household Information (continued)

(Complete each section and add to it any pertinent information (grandparents, brothers, sisters, extended family, etc. – more the better).

### HOUSEHOLD INFORMATION:

Name (First/Middle/Last):	
Mobile Number:	
Email:	
Work/School/Day Care:	
Medical Information:	
Doctor Name & Number	
Allergies	

Name:	
Mobile Number:	
Email:	
Work/School/Day Care:	
Medical Information:	
Doctor Name & Number	

Name:	
Mobile Number:	
Email:	
Work/School/Day Care:	
Medical Information:	
Doctor Name & Number	



# EMERGENCY MEETING PLACES

## Step 2 - Emergency Meeting Places

(Establish meeting locations in your home, neighborhood, city, state and out of state).

### EMERGENCY MEETING PLACES:

<b>Indoor (Home Location):</b>	
Address & Emergency: Contact:	
Instructions:	
<b>Neighborhood Location:</b>	
Address & Emergency: Contact:	
Instructions:	
<b>City Location:</b>	
Address & Emergency: Contact:	
Instructions:	
<b>Out of Town Location:</b>	
Address & Emergency: Contact:	
Instructions:	
<b>OTHER:</b>	

### OTHER IMPORTANT INFORMATION:

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## EMERGENCY SERVICES & UTILITIES CONTACTS

### Step 3 - Emergency Services & Utilities Contacts

(Establish contacts for all emergency services and household utility companies).

#### EMERGENCY SERVICES CONTACT NUMBERS:

Police (Dial 911) or #:	
Fire (Dial (911) or #:	
Poison Control #:	
Hospital/Clinic #:	
Pharmacy #:	
Medical Insurance #:	
Homeowner/Rental Insurance and Policy #:	
Flood Insurance & Policy #:	
Veterinarian/Kennel #:	

#### HOUSEHOLD UTILITIES CONTACT NUMBERS:

Electric Company #:	
Gas Company #:	
Water Company #:	
Alternate Transportation #:	
OTHER:	

#### OTHER IMPORTANT INFORMATION:

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## SHARE YOUR PLAN

### Step 4 – Share Your Plan

(Establish who your plan was shared with).

#### CONTACT INFORMATION:

Contact Name: Phone: Email:	
Contact Name: Phone: Email:	
Contact Name: Phone: Email:	
Contact Name: Phone: Email:	
Contact Name: Phone: Email:	
Contact Name: Phone: Email:	

#### OTHER IMPORTANT INFORMATION:

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## SECURING CONFIDENTIAL & IMPORTANT DOCUMENTS

### Step 5 – Securing & Storing Your Important Documents

(Protect, store and waterproof your essential documents).

Storing and protecting your important documents for a disaster is often overlooked. Being ready before a disaster matters most so you can focus on what needs to be done rather than panicking about what wasn't.

Properly securing, storing and waterproofing your important documents and heirlooms is priceless in case of a fire, flood, or other natural disasters, including home, apartment or office break-ins.

When seconds count, being prepared and go-ready can be the difference in surviving and getting to safety or getting trapped and dealing with all that could happen, after it's over.

#### Your Essential Records

Document all of your papers you feel and know are essential and if a disaster or emergency situation occurred couldn't be without. These likely include but you may have others:

- Life insurance policies
- Medical policy records
- Homeowners and Auto Insurance (aka P&C Insurance)
- Real estate and home deeds
- Vehicle registration and titles
- Recreational vehicle registration and titles
- Financial records—pay stubs, tax documents, bank statements
- Legal documents—wills, funeral instructions, powers of attorney
- Cash—in the event computers and ATMs go dark, having some cash on hand is essential

MyUB has been asked many times - where's the best place to store all your important and essential documents? **Your bank.**

Should I keep my only copies in the bank? **No.**

Securing and storing your documents in a bank safety deposit box if affordable and one way of having a contingency or fallback option. Having a copy in your safe deposit box is key but in case a bank is closed and other essential documents are immediately necessary, (living will, POA-power of attorney or MPOA-medical power of attorney) having to wait can do more harm than good in the worst of times.



## SECURING CONFIDENTIAL & IMPORTANT DOCUMENTS

### Step 5 – Securing & Storing Your Important Documents (continued)

(Protect, store and waterproof your essential documents).

#### **Storing Your Essential Documents at Home**

Having a safe in your home provides real-time access versus going to and from your bank. One way to manage which documents get stored in one secure location or another is how often you use and access them. Essential documents used more often than others include; birth certificates, passports, family heirlooms and the like.

Safes at home vary in terms of fireproof, waterproof, and water-resistance capabilities. Depending on your budget and your need, size is also important as you may want your safe, lockbox or file portable in case of a emergency situation.

#### **Storing Financial Records – (Cloud or External Hard Drive?)**

In a world of identify thieves, scavengers and hackers, during and after a disaster, knowing your financial records, (tax records, bank checkbook and statements, investments, etc.) are stored safely helps ensure what is private and confidential to you, stays private.

What's the alternative or contingency to a safe or bank safe deposit box? May consider storing your essential and financial records using the cloud or an external hard drive. Whether it's in the cloud or using an external hard drive, both provide added security and access to retrieve your essential documents quickly, including home photos that are room by room for insurance company sharing purposes.

In some cases where an original document is required, the cloud nor external hard drive can provide copies. Both options, cloud and external hard drive enable you to store your documents digitally for easy access and that gives you greater peace of mind as you restore your life following a disaster or emergency.

#### **Protection from Fire and Water Damage**

Protecting your important and essential documents and personal belonging is never full proof. Any home can flood, catch on fire, be vandalized or hit when severe weather strikes. When the unthinkable happens, every second counts.

Store documents in plastic, sealable bags, including papers and cash.

Always prepare for the unpredictable. And remember, everything else is replaceable; except you, your family and your pet's life.



## PRACTICE YOUR DISASTER & EMERGENCY PLAN

### Step 6 – Practice Your Plan

(Practice your plan and always be prepared).

You've built your emergency plan, now what?

Do you want to be good or great at surviving a disaster or emergency situation? Knowing what to do and how to do it without panic requires practice.

At MyUB, we get questions all the time about “how often should my family practice” and “what should we do”. The answer is simple - do it until you are confident that you and all members of your family get it done quickly, effectively and safely.

#### **Our Approach: (You Less Than Two)**

1. Assume you have less than 2-minutes for any emergency situation. Walk through the steps you and/or your family need to consider, knowing that not all disasters are the same.
2. Establish a goal and map out it out on paper - crayons welcome! Include options for different scenarios, evacuation routes, meet up locations and Bunker Bags with essentials for surviving the situation until help arrives.
3. Once you've talked and walked it through, put it to practice. It is serious and it can be fun, regardless of family size or ages. Everyone has a role and a goal – get out safely.
4. Everyone loves a little competition. Be creative and make it fun by keeping track of your times and beat the clock.
5. Update your plan! Get everyone to talk about how you can make it faster, better or safer.



**LESS THAN TWO - MINUTES**