

EVACUATION PREPARATION CHECKLIST

ESSENTIALS FOR OVERSEAS LIVING

Before Going Overseas :

- ✓ Make a list of the following for all family members. Leave a copy of this list with a trusted contact at home. Update periodically and carry with you when moving from one locale to another:
 - Passport numbers and dates of issue (a copy is also good)
 - Bank account numbers
 - Credit card numbers
 - Insurance policy numbers
 - Car registration, serial, and license numbers
 - U.S. driver's license numbers
 - Social Security numbers (including children's)
 - Current prescriptions, including eyeglasses
 - Contents and location of safe deposit box(es)
 - Assets and debts
 - Names and addresses of business and professional contacts
- ✓ Locate a safe depository in the United States and put the following into it (making copies of the items if you will need them):
 - Copy of will(s). Do not put original of will in safe depository. Originals should be left with lawyer or executor.
 - Power of attorney (one of the originals)
 - Birth and marriage certificates
 - Naturalization papers
 - Deeds
 - Mortgages
 - Stocks (or leave with broker in case you want to sell)
 - Bonds (or leave with broker in case you want to sell)
 - Insurance papers - life, car, house, medical, and household effects (HHE)
 - Current household and personal effects inventory
- ✓ Execute a current power of attorney for each adult family member and have several originals made. Make several copies as well. These are needed to transact business on behalf of spouse or other adult.
- ✓ Learn the current laws of your legal residence and place of domicile with regard to taxes and property.
- ✓ Establish credit that will be adequate for emergencies. Obtain individual credit cards for employee and spouse.
- ✓ Establish a joint checking account, or two joint checking accounts, enabling each spouse to work from either account in the event they are separated for a period of time.

- ✓ Consider getting an ATM (automatic teller machine) card for your bank account that can be used all over the country. Make sure both spouses know the PIN (personal identification number).
- ✓ Have the employee's paycheck sent to a U.S. bank account rather than to post. Checks lost in the mail can cause extraordinary difficulties.
- ✓ Put checkbooks, bankbooks, credit cards, some travelers checks, and a small amount of cash in a safe (but easily accessible) place.
- ✓ Keep a list of regular billing dates for all recurring expenses -- insurance, mortgages, and taxes.
- ✓ Make and continually update an inventory of all your possessions, including jewelry and clothing.
- ✓ Decide what to take overseas and what to put into storage based on where you are assigned.
- ✓ Consider personal property insurance.
- ✓ Pack both winter and summer clothing, regardless of where you are moving
- ✓ Update scrapbook and photo albums. Consider leaving sentimental photos or negatives in safe deposit box.
- ✓ Gather all employment documents for adult family members, including resumes and letters of reference. Keep duplicates in the United States.
- ✓ Make duplicates of all personal address lists.
- ✓ Discuss with your immediate and extended family what to do in case of an emergency (evacuation, hostage-taking, illness, or death). Give them the emergency telephone numbers for your home office.

WHEN YOU ARRIVE OVERSEAS

- ✓ Keep up with the current security situation in the country. Hold periodic family security meetings.
- ✓ Be aware of the warden system in the country. Know who your warden is and ensure that your family information is current and accurate.
- ✓ Make an inventory of what you have brought to post and keep it updated.
- ✓ Learn some of the local language to help you in an emergency. In the local language, post a list of instructions and essential telephone numbers for household employees.
- ✓ Make the acquaintance of your neighbors early in your stay.
- ✓ Learn the location of the closest hospital, police station, and friendly embassy.
- ✓ Keep immunizations up to date and recorded in your yellow shot card.
- ✓ If you have children in local schools, check the school's emergency evacuation plan. Become an involved parent.
- ✓ If you have children, choose a surrogate parent from your office/group and supply that person with a current power of attorney for medical or other emergencies in the event you need them to care for your children unexpectedly.
- ✓ Maintain a separate emergency supply/first-aid kit to be used only for emergency situations.
- ✓ Decide which necessary items should be taken with you in the event of evacuation departure and which items should be sent later.

EMERGENCY SITUATIONS: WHEN AN EVACUATION IS A POSSIBILITY

- ✓ Discuss possible contingency plans with family members. This includes the location where you would go and the support system there for you.
- ✓ Make a list of items to pack in each suitcase (normally each evacuee is allowed one suitcase if special airline arrangements have to be made).
- ✓ Make a list of items for carry-on baggage.
- ✓ Update current household effects inventory of items with you.
- ✓ Consolidate all personal records, financial documents, school records, etc.
- ✓ Prepare your house for departure -- secure valuables, if possible.
- ✓ Plan for pets. In almost all evacuations with special flight arrangements, your pets will not be allowed to go out with you. Make advance arrangements for their care, food, etc. Keep the pets' records updated.
- ✓ Decide how money will be handled. Who will pay bills? Will you continue to use the joint checking account?

WHEN THERE IS AN EVACUATION

- ✓ Pack luggage with suitable clothing and essential items. Remember seasonal changes/weather conditions.
- ✓ Engage the children in packing their own backpacks or carry-on bags with toys, snacks, games, books, and other comforting items.
- ✓ Make sure carry-on baggage includes the following items:
 - Medications (prescription and over the counter)
 - Medical/dental records, immunization cards
 - Extra glasses and prescriptions
 - School records, report cards, test scores, and current samples of work
 - Current power of attorney
 - Birth certificates, naturalization certificates, marriage certificates (if at post)
 - Passports
 - Driver's license, auto insurance policies, auto registration, and title, if applicable
 - Personal checks, check registers, latest bank statement
 - Credit cards
 - Bills/financial records
 - Safe deposit box keys
 - Address book
 - Lists with names and addresses of doctors, dentists, lawyers, etc.
 - Travelers checks; U.S. currency, if possible
 - Household effects (HHE) inventory
 - Household goods insurance policy
 - Personal items and a change of clothing for each traveler
 - Snacks, juice, books
- ✓ Choose practical traveling clothes suitable to the climate of destination.

WHEN YOU ARE AT YOUR NEW LOCATION

- ✓ Assume that the evacuation will last longer than original estimates. Make plans accordingly.
- ✓ Keep busy. Think about the possibility of temporary, full- or part-time employment, or volunteer work.
- ✓ Keep in touch with fellow evacuees.

WHEN YOU RETURN TO YOUR HOME OR RECEIVE A NEW ASSIGNMENT

If you return to the evacuated country, it is often helpful to meet with fellow evacuees to evaluate your experiences. As an evacuee, you can provide valuable input to orientation programs at future assignments.

CONCLUSION

No matter how calm things are in your country, you should not be lulled into thinking that “it can’t happen here.” In 1 year alone, 11 countries (from every region of the world) were under evacuation decisions at some point. More than 600 people were suddenly faced with making the kinds of decisions described in this booklet. Early personal preparation can alleviate some of the difficulties of an evacuation

Evacuations are stressful experiences: Where to go? What to take? What personal papers are necessary? Stresses and frustrations can be reduced by advanced contingency planning on your part.

This checklist has been adapted from material written by the Family Liaison Office of the US Department of State, Direct Communication Project #10.