

UCLA Health System

Get Ready
Stay Ready



Personal Preparedness Challenge 2010

Office of Emergency Preparedness
UCLA Health System

June 2010

Dear UCLA Health System Faculty, Staff, and Volunteers:

Are you prepared?

Emergencies and disasters can happen anytime and anywhere. They typically strike without warning and disrupt hundreds of thousands of lives each year. Each emergency and disaster has its own lasting effects on individuals, families, and communities. Through preparedness efforts, you can help reduce the fear and anxieties related to these unknown situations as well as reduce the immediate and long term risks to you and your families.

We recognize that emergency planning can be overwhelming if you attempt to think about every situation, so the program is designed so that each month, you can take one step to completing your personal preparedness. At the end of one year, you and your family will have successfully completed a comprehensive emergency plan and put together an all hazards disaster kit.

Each month, we will be sending out a reminder email with the monthly theme. This month we will be focusing on **Documents and Keys**. While we suggest that you perform at least one task a month as outlined, you could choose to complete these personal preparedness tasks at a faster rate. To download the entire program, please go to: <http://disaster.mednet.ucla.edu/2010challenge.pdf>.

Sincerely,

The Office of Emergency Preparedness
UCLA Health System

PS - Please note that a basic 3-day supply is discussed throughout this program as a minimum kit that can be used at home, or taken with you in the event of an evacuation. After considering the needs of your household, and the disasters or emergencies that may occur in your area, you may wish to increase your level of preparedness to be self sufficient for a longer period of time.

Documents and Keys

Task: Make copies of all the suggested important documents and store with your Disaster Kit. It is also a great idea to make an extra set to give to a friend or family member outside of your home and immediate city. Extra sets of keys and some cash are also highly recommended. Without electricity, ATM's will not dispense cash.

Item	
Personal identification	<input type="checkbox"/>
Cash and coins	<input type="checkbox"/>
Credit cards	<input type="checkbox"/>
Cell phone	<input type="checkbox"/>
Extra set of house keys and car keys	<input type="checkbox"/>
Copies of the following:	
Birth certificate	<input type="checkbox"/>
Marriage certificate	<input type="checkbox"/>
Driver's license	<input type="checkbox"/>
Social Security cards	<input type="checkbox"/>
Passports	<input type="checkbox"/>
Wills	<input type="checkbox"/>
Deeds	<input type="checkbox"/>
Inventory of household goods (include pictures of your home including all rooms, new editions and valuable items)	<input type="checkbox"/>
Insurance papers (medical, homeowner's, auto, etc.)	<input type="checkbox"/>
Immunization records	<input type="checkbox"/>
Bank and credit card account numbers	<input type="checkbox"/>
Stocks and bonds	<input type="checkbox"/>
Emergency contact list and phone numbers	<input type="checkbox"/>
Map of the area	<input type="checkbox"/>
Proof of Address (copy of utility bill)	<input type="checkbox"/>
Legal custody, visitation, guardianship or adoption papers	<input type="checkbox"/>

