

Grab and Go Kit

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When and where a disaster might strike is impossible to predict. You might have only a few minutes or a couple hours' notice to gather your family, take what you can and make your way to a safe location. By creating a Grab-and-Go Kit, you'll have all of your important documents and files ready to go whenever you need to leave home in a hurry.

A Grab-and-Go Kit is made up of your most important and irreplaceable papers, photos, mementos and a backup of your computer. It's best to keep these items in plastic, Ziploc bags. We recommend you use the two-gallon bags as they will easily protect and secure most of your folders, files and papers. Put the bags in a waterproof and fireproof lockbox. If you don't have one, we recommend you pick one up, or consider double-bagging these valuables.

Imagine how hard life would be after a disaster without insurance papers, birth certificates and your computer files. To protect your family from that nightmare, your Grab-and-Go Kit should include:

- Apartment and condo leases
- Home or other property deeds (mortgages, etc.)
- Estate documents
- Homeowner's or renter's insurance documents
- Wills
- Life insurance policies
- Inventory of possessions and their value
- List of important phone numbers (family, friends, etc.)
- Flood insurance documents
- Vehicle titles, leases, loan documents, etc.
- Financial statements (accounts, checks, tax returns, etc.)
- Stocks and bonds
- Copies of recent bills (power, water, etc.)
- Government financial assistance award letters
- Birth certificates or proof of citizenship
- Social Security cards
- Employment contracts or other legal documents
- Medical records, x-rays, benefits documents, etc.
- Education reports (report cards, acceptance letters)
- Passports
- Duplicate prescriptions from doctor
- Backup computer files (on a CD, DVD, etc.)
- Paperwork for your pets (medical records, registration, etc.)
- Copies of important keys



Activity 1: Identify and Evaluate Risks

Meet the Danville Municipal Court

The Building



Located on the Gulf of Mexico in Danville, Texas, the Danville Municipal Court is prone to severe weather and is located near an alligator- and snake-infested swamp and an airport. The court occupies offices on the first and second floors and an area in the basement. None of the windows opens. A sprinkler system was installed in the building in 1967; recently, a sprinkler pipe leak caused a flood in both the Court's offices and basement records storage room. A hot-water and chilled-water system, installed in 1996, features pipes that snake back and forth between the ceiling of one story and the floor of the story above it. Asbestos tiles still hang above drop ceilings installed in the 1970s.

The Holdings

Filing cabinets in the Court's offices face inoperable windows. Due to lack of space in the offices, the basement has become the central file room. That room consists of 10 file cabinets containing the Court's current files. Mice scurry around in the basement, along with other vermin and insects. There is no air conditioning or heating in the basement. The basement has a ground floor walk-out door leading to the public parking lot.

The municipal court keeps about 200 boxes of permanent records in the basement. The boxes rest on wooden shelving, the bottom shelf of which lies directly on the floor, so the bottom tier of boxes is only one inch above the floor.

The court's electronic records are backed up to a file server nightly and onto tape weekly. The agency stores backup tapes in the same room as the file server. Some court records exist only on employees' computer desktops.

Instructions

Using the information provided about the Danville Municipal Court, select three potential risks and complete the Risk Matrix table (next page) with the following information:

- In the **Potential Risk** column, list the risks to the court's records. For example, the court might face a risk of water damage to its records.
- In the **Source of Risk** column, record the potential cause of the risk. For example, the water damage might be caused by a leaky roof.
- In the **Potential Effects on Essential Records** column, list the potential effects of the risk. For example, mold and mildew might begin to grow on waterlogged records.
- In the **How Likely is an Incident?** column, rate the probability of the risk occurring, using the Risk Analysis Rating System (below). For example, in a rainy area, the likelihood of a roof leak that damages the records might have a higher rating than in a desert area.
- In the **Severity of Effects** column, rate the impact of the potential effects using the Risk Analysis Rating System (below).

Risk Analysis Rating System

RISK ANALYSIS RATING SYSTEM				
Impact of Risk	High	Catastrophic impact; devastating loss The event has little chance of occurring.	Catastrophic impact; devastating loss Similar events have occurred in the past.	Catastrophic impact; devastating loss The event is expected to occur.
	Medium	Serious/critical impact; significant loss The event has little chance of occurring.	Serious/critical impact; significant loss Similar events have occurred in the past.	Serious/critical impact; significant loss The event is expected to occur.
	Low	Minor/marginal impact; some loss The event has little chance of occurring.	Minor/marginal impact; some loss Similar events have occurred in the past.	Minor/marginal impact; some loss The event is expected to occur.
		Low	Medium	High
		Probability of Risk		

Risk Matrix for Danville Municipal Court

POTENTIAL RISK	SOURCE OF RISK	POTENTIAL EFFECTS ON ESSENTIAL RECORD	HOW LIKELY IS AN INCIDENT? (PROBABILITY RATING)	SEVERITY OF EFFECTS (IMPACT RATING)



Activity 2: Determining Protection Strategies And Measures

Instructions

Using the potential risks identified in Activity 1, complete the table below with the following information:

- In the **Potential Risk** column, enter each risk you identified in Activity 1.
- In the **Protective Measure(s)** column, describe the protective measure(s) you will take to protect the essential record from the risks. For example, to mitigate the risk of a flood damaging your essential records, you may opt to perform on-site protection, such as storing the records at least 6 inches above the ground.

POTENTIAL RISK	PROTECTIVE MEASURE(S)