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Getting Organized

An e-newsletter of organizing tips for faculty members. August 2005 **SPECIAL EDITION**.

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All of us have witnessed the overwhelming devastation a hurricane can cause, as seen on the news from Louisiana, Mississippi, and Alabama.

Hurricane season doesn't end until November, and since evacuations are usually last minute and rushed, it pays to be prepared in case you have to leave.

It's best to keep your car in good running order, and if you and your family have more than one car, decide if you're taking one or both.

Getting Ready: The Necessities

The most important thing you can do is to make a list of everything you would like to take, and you should make the list NOW, instead of deciding at the last minute. You can even pre-pack some of these items ahead of time, just in case.

Here is a list of items to get you started:

- Medicine
 - Keep your prescriptions current and up-to-date. Bring copies of the prescriptions.
- Insurance papers and other important papers
 - Include passports, Social Security cards, banking information, safety deposit box information, car loan information, other financial papers, anything to do with your bills, etc. You can keep these items in a small file box or plastic envelope, and keep it handy so you can grab and go.
- Credit cards and cash
- Food
 - Bring bottled water, snacks, non-perishable items, and paper plates with you. If you bring canned goods, make sure you have a manual can opener.
- Toiletry items
 - Such as shampoo, conditioner, soap, washcloths, towels, toothpaste, toothbrushes, any personal care items, etc.
- Diapers and other baby care items for those little ones
- Pillows
- Pack a suitcase of clothes for each member of the family
- Eyeglasses
 - Again, it's a good idea to bring a copy of your prescription.
- Important phone numbers and your address book

- Cell phone and charger
- Flashlight and small radio
- Batteries for flashlight and small radio

- Pet food, records, and any medications
→ And don't forget to bring the pet!

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Important But Not a Necessity

- Hard drive of your computer or your laptop
- Family heirlooms
- Map of Texas

- Pre-paid phone cards
→ In case the cell phones won't work and you have to use a regular phone

- Small bottles of laundry detergent
- CD's for the car

- Favorite toys for the kids
→ Include paper, markers, books, etc. I know my nieces and nephews would automatically pack their Gameboys.

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The Sentimental Items

You're the only person who can decide what's important to you and to you family. The number one item people always say they'll save: photos. Take a walk through your home and decide what's really important and what can't be replaced. I would save my photos, the doll that I've had since I was a year old, my Grandmother's jewelry, and some sentimental Christmas decorations that have been in my family for ages.

Reminder

Please remember that the most important thing you can save during a hurricane is yourself. At the end of the day, stuff is just stuff.

Take care of yourself!

-- Janice

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