If there were a fire, flood, or other emergency incident that destroyed your home, would your important documents such as birth certificates, passport, deed, licenses, permits be safe? Protect yourself by scanning all your important documents and storing them on your Survival Flash Drive.

- Purchase a USB Flash Drive (also called memory sticks or thumb drives due to their small size)
- Use a permanent marker, sticker, or label to put the word “ICE” (In Case of Emergency) on it
- Scan important documents using a scanner, and store the files on your own Survival Flash Drive

**WHAT TO PUT ON YOUR FLASH DRIVE:**

**Government Issued IDs, Licenses, Permits, and Certifications**
- Driver’s License / ID
- Birth Certificate
- Social Security Card
- Passport
- Marriage Certificate
- Gun Permit
- Veteran/Discharge Papers
- Work Permits / Licenses
- Immigration Papers

**Important Non-Government Documents**
- Medical Records
- Vaccination Records
- Health Plan Information
- Advance Directives
- Business Records
- Bank Accounts
- Credit Card Accounts
- Insurance (Home/Auto)
- Real Estate / Mortgage
- Rental Agreement
- Contracts
- Wills
- Power of Attorney
- Divorce / Custody Papers
- Restraining Orders

**Other Important Information**
- Current Photos of Each Family Member and Pets
- Important Family Pictures
- Emergency Contact List with Addresses + Phone Numbers

**KEEP IT UP TO DATE:**
Remember to keep the information on your Survival Flash Drive current by updating it regularly.

**PASSWORD PROTECT / ENCRYPT THE INFORMATION:**
For an added level of security, please research how you can password-protect the files or use encryption software to secure the drive. Keep in mind that emergency workers would have a hard time opening protected files.

**STORE IT IN A SAFE LOCATION:**
Store your Survival Flash Drive in a small sealed plastic bag to prevent damage from the elements. Attach it to your key chain, put it in your purse, put it in a fireproof + waterproof safe, or in a drawer at work, or put it in the glove box of your vehicle. Keep a copy wherever you think it will be safe and available in an emergency away from your home (in case of fire or flood).

**SPECIAL MEDICAL CONDITIONS**
Create a document on your computer that includes all the details medical personnel may need to know in an emergency. Name the document ICE (In Case of Emergency). Save a copy of the ICE document on your Survival Flash Drive.

City of Thousand Oaks Public Works Department
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