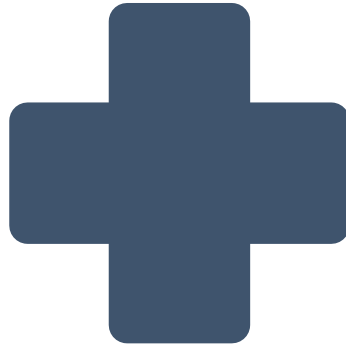


S Y L V I A      D O R H A M



# *A Week Away*

MOM'S GUIDE TO BEING  
READY FOR ALMOST ANYTHING



# A WEEK AWAY

Mom's guide to being ready for almost anything

Written by  
Sylvia Dorham



## INTRODUCTION

Let's pretend you and the members of your household are going out-of-town for a week next month.

What do you need? What will you pack? Where is all your important information? How will you prepare for departure and get your family's affairs in order?

Like a spaceport, how can you launch your family quickly, with minimum stress?

What if it's noon, and you just found out that you are leaving on this trip at 6:30 PM today?

Or maybe it's 6:00 AM and you just heard you'll have to leave for the trip in ten minutes!

Is the adrenaline rushing? Are you beginning to panic? Where do you even start?

Any one of these scenarios are entirely possible. Maybe for an enjoyable reason like a vacation or a date night. Maybe not so fun, like for a sudden death in the family or an imminent natural disaster.

Whatever the reason for your Week Away, this little book is designed to teach you what I have learned during nearly three decades of marriage and the raising and care of ten children and now grandchildren as well.

- How to manage the panic.
- How to be physically and mentally prepared for sudden change.
- How to answer the questions, "What do I need?" and "What do I do first?"
- How to be certain you have what you need for yourself and your household members.
- How to launch your family with a minimum of stress.

Why A Week Away? Because the items you need for one week are the same as the items you'll need for any greater amount of time. Sure, you may need to stock up on disposable items if your time away turns out to be longer than expected, but that's a concern for another day. Here, our focus is simply on helping you launch yourself and household with a minimum of stress.

## NOTES

These outcomes are well-worth a little work, and I invite you to join me as we set out on this adventure together.

Some things to remember:

- Imagine an emergency in which you calmly help your family work toward a solution.
- Imagine the security it will give your children to see their parents acting with purpose, not panic, during a scary situation.
- Imagine the interior peace of knowing there is nothing to fear.

It does work. I am writing this book using the “tiny little steps” method.

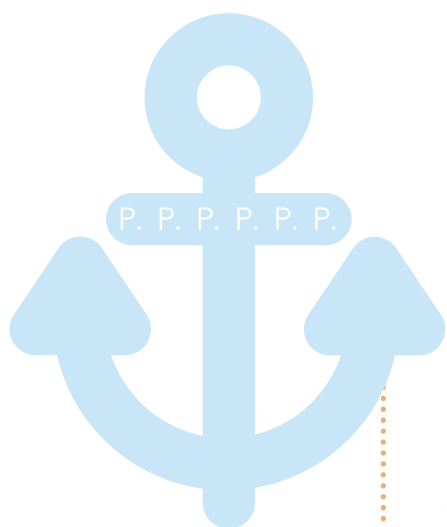
While the Littles are napping, I am typing. When they wake up, I stop for the day.

1. It has taken me YEARS to get our life ordered.  
Go easy on yourself.
2. Expect to spend a few minutes every day for at least a month to do this project.
3. Anticipate how good it will feel when it's done.  
The peace of mind is priceless!
4. Tiny little steps. No guilt. Repeat.



By way of thanks, I would like to acknowledge Marla Cilley, FlyLady – [www.flylady.net](http://www.flylady.net) – who's baby-stepping program found me twenty years ago. Her gentle coaching helping me to change my outlook, stop living in C.H.A.O.S., and get my house in order.

Visit her website when you're ready to start digging out.



My husband and I each joined the military in our late teens/early twenties. It was a good time of life to be there. The discipline of daily routines and protocols (step-by-step guidelines for accomplishing a task) helped both of us order our minds and our lives. Of the many concepts we learned from the military, one in particular will help here:

## PROPER PRIOR PLANNING PREVENTS

### POOR PERFORMANCE

If you begin your preparations for a Week Away well before it actually starts, you create a calm, nearly stress-free environment for yourself and especially for those who live with you.

That's what we're doing here. Now, while there is no emergency, no life-changing event on a family, local, or national scale, let's get things in order so when calamity strikes, you don't have to panic. In fact, let's say that:

### PRIOR PLANNING PREVENTS PANIC

If you want your children to see you behaving in a calm, collected manner in the face of a calamity, prepare in advance. Practice peace through planning.

So what are we planning for?

A Week Away represents any disruption of your normal routine.

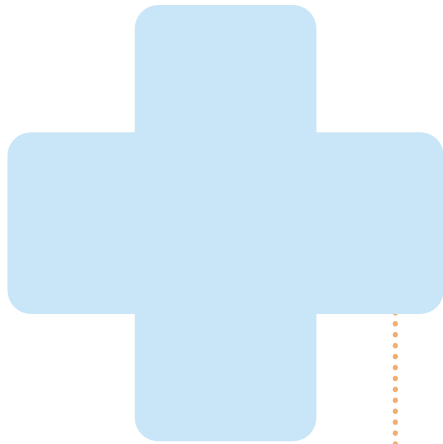
- Date night •
- Vacation •
- Birth •
- Death •
- Medical emergency •
- Move •
- Pandemic •
- War •
- Natural disaster •

You name it. Anything that knocks you out of your normal daily activities.

Why do we want to put in all this effort?

So you can sleep at night, knowing that if something goes south, you are physically and mentally prepared to handle it. Imagine how your kids will handle a disaster if Mom is calm.

Okay. Here we go. Tiny little steps, now. And no guilt.



## THE NOTEBOOK OF POWER

What's my superpower?

Having a notebook with all the information I need readily available at my fingertips. FlyLady calls this a "Control Journal." My friend calls her notebook, "The Brain." It can also be called "My Non-Electronic Resource for Non-electronic Times."

This notebook is not online. I did not make a virtual copy. I can't get it on my phone. It contains vital, personal information that I do not want strangers to hack.

Therefore, it's tangible. Touchable.

The first step in preparing for your Week Away is to make a Notebook of Power.

Mine is a three-ring binder. Yours may be a children's school notebook. Don't get hung-up trying to find the "right" notebook. Just get a piece of paper and something to write with.

Later, you might want to type it up or use one of the Printables at the end of this book and put it in a sheet protector like I eventually did. For now, just get a piece of paper and plan to do one page per day. Spend no more than ten or fifteen minutes each day, please.

Color or decorate your Notebook of Power so it is easy to see and use.

Make a place in your house for the Notebook to live. Put it there and return in after each use. In a disruption, searching for the lost Notebook will use up all the time advantage you are gaining with your planning!

## NOTES

### NOTEBOOK PAGE ONE: YOU ARE HERE

Page One of your Notebook of Power tells babysitters, in-laws, or visitors exactly where you are located. It lists your address and phone number, the nearest intersection, your 9-1-1 address if it's different from your mailing address.

This part will blow your mind: the You Are Here page has directions to your house. Real “turn right, turn left” directions in case there is no cell service and the GPS is inoperable.

Directions from the west as well as from the east (or north and south, if that's how the roads run) are most effective if you use the road numbers as well as names. If you are directionally challenged, talk to someone who can help you. Or look it up in an online map application and copy the directions onto your paper.

Describe your house, in case the numbers are missing or defaced.

This customizable form can be found in the Printables.

Here is an Example:

**YOU ARE HERE**

STREET ADDRESS: 123 Any Road Apt. B  
CITY, STATE, ZIP: Town, AB, 12345  
LANDLINE: 995-555-1234

DESCRIPTION OF HOME: White brick house

NEAREST INTERSECTION: State Route 660 (Georgy Rd.)  
and Pleasant Hill Road

DIRECTIONS FROM (CIRCLE ONE: NORTH SOUTH EAST) (WEST)

Three miles pass 36151 interchange, turn left  
on West Pleasant Hill Road. Go 3 miles (past intersection  
of Georgy Rd.) Turn Right onto Any Street (Left Car on corner)  
Third building on left - white brick. Succession White plates  
on either side of driveway. Apt on 2nd floor above main office.

DIRECTIONS FROM (CIRCLE ONE: NORTH SOUTH EAST) (EAST)

From South Highway 201, take exit 127.  
Go 1.6 miles to west Pleasant Hill Rd. Turn Left.  
Go 0.6 miles and turn Left onto Any Street (Left Car  
on the corner). Third building on the left - white  
brick. Succession White plates on either  
side of the driveway. Apt on 2nd floor above main office.

**BONUS:** Use a 12-point or greater font, something plain and easy to read.

That's all for today.

Go get some fresh air and move your body around.

A little water wouldn't hurt, either.

## NOTES

### NOTEBOOK PAGE TWO: DESTINATION

In the event a Week Away becomes necessary, where will you go?

Of course, that depends on the situation, but what is the most logical?

A relative's house?

A friend's second home?

Your mountain retreat?

Name at least two places you can go on one tank of gas that are likely to be safe if a natural disaster hits your hometown.

Can you get there with no GPS?

On Page Two of your Notebook of Power, jot down these logical destinations for your family, and the situation that would cause you to choose it.

Use a maps application or someone who is good with directions to write down the road numbers and mileage to your destinations. Just like on Page One, You Are Here, these written directions will help if there is no electronic assistance available.

That's a wrap for Page Two!

Stow this page in your Notebook of Power and enjoy the rest of your day!

**BONUS:** Print or buy a road map to your destination. Keep it in your Notebook of Power near the Destination page.



## NOTES

### NOTEBOOK PAGE THREE: PHONE NUMBERS

If cell service is out, you may have resort to the old-fashioned landline.

Here is where you list all the important phone numbers you may need in an out-of-the-ordinary situation.

These should be in the contacts of your cell phone as well.

Use a big font – when your adrenaline is racing, big and bold letters/numbers will help!

This customizable form is available in the Printables.

Here is an example:

The form is titled "PHONE NUMBERS" in large, bold, orange letters. Below the title, in smaller black text, it says "IMPORTANT PHONE NUMBERS THAT SHOULD ALSO BE LISTED IN YOUR CELL PHONE CONTACTS." The form is divided into two columns: "NAME" and "NUMBER". There are three rows of input fields. The first row has "My Cell" in the name column and "555-123-1234" in the number column. The second row has "Spouse Cell" in the name column and "555-123-1234" in the number column. The third row has "Mom/DAD" in the name column and "555-123-1234" in the number column. There are also empty rows for additional entries.

NAME	NUMBER
My Cell	555-123-1234
Spouse Cell	555-123-1234
Mom/DAD	555-123-1234

- My cell •
- Spouse Cell •
- Spouse work •
- My mom/dad (or other family) •
- Spouse's mom/dad •
- Pediatrician •
- Dental Office •
- Nurse Advice Line •
- Poison Control •
- Lawyer •
- Animal Control •
- Hospital •
- Fire/Rescue/Ambulance •
- Emergency •
- Police non-emergency line •
- Sheriff •
- Utility Companies •
- Veterinarian •
- Other important numbers •

That's it for today! Great work! Make sure this page is inside your Notebook of Power. A tiny little step accomplished.

## NOTES

### NOTEBOOK PAGE FOUR: POWERFUL NUMBERS

This page is one of best reasons **not** to keep your Notebook of Power online.

It is devoted to the powerful numbers in your life. Numbers **you** would need if your normal routine is disrupted.

Examples follow, but be sure to list those numbers you need for yourself and the people for whom you are responsible. A customizable Printable is at the end of the book for you.

If you're not comfortable with these powerful numbers in one place, consider an alternate way to record/remember/access them.

Social Security Numbers for each person in your household

Driver's License Numbers

Vehicle Identification and License Plate Numbers

Passport Numbers

Account Numbers

Health Insurance Numbers (include company, group, policy holder ID information)

Insurance policy Numbers

Passwords

Other numbers you need

**BONUS:** If you carry a card in your wallet, its information could be here as well.

That's it!

If you still have more numbers to compile and your ten-fifteen minutes are up, come back and work on it again tomorrow.

Great tiny little step!

## NOTES

### NOTEBOOK PAGE FIVE: MEDICAL HISTORY

This page, too, is full of information that has no place online where other eyes can access it.

On this page, we list each person in our household and everything we need to know about their health. There is a customizable Printable at the end of the book to help you.

If you or someone for whom you are responsible has a chronic illness, this page may stretch to several pages. Write down all the information you need if computer systems are down and you have a new health-care provider.

Example:

**MEDICAL HISTORY**  
PRINT ENOUGH TO INCLUDE EVERY MEMBER OF YOUR HOUSEHOLD, INCLUDING PETS.

NAME: Joe Smith DATE OF BIRTH: 12/31/66

MEDICATIONS: (LIST NAME OF MED, DOSE, TIMES PER DAY, ROUTE OF INGESTION, WHY PRESCRIBED)  
Asprin 200mg 1x a day swallow back pain  
EpiPen as needed for bee sting

MEDICAL EQUIPMENT USED: WALKER, PUMP, WHEELCHAIR, CANE, ETC.)

ALLERGIES: Allergic to latex and bees

SURGERIES: benign tumor removed 2012

CORRECTIVE LENS PRESCRIPTION:

OD	SPH <u>-2.00</u>	AXIS <u>180</u>	OS	SPH <u>-1.75</u>	AXIS <u>005</u>
	CYL <u>-0.75</u>			CYL <u>-0.75</u>	

BLOOD TYPE: AB+

WILL ACCEPT A BLOOD TRANSFUSION? YES NO

DIET: (PALEO, KETO, VEGAN, GLUTEN-FREE, TREE-NUT FREE, OTHER)

MEDICAL HISTORY: (LIST ANYTHING SIGNIFICANT THAT AFFECTS YOUR DAILY LIVING)  
Need an epipen in case a bee sting.

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DESIGNED BY LILLIAN BARN © 2020

**BONUS:** On the refrigerator, post an updated list of your medications and why you take them. If you ever need an ambulance, the EMTs will know to look there for this helpful information.

If you are responsible for a lot of people, this compilation of information may take some time. Take several days to complete this page, if you need. Check! Tiny little step accomplished!

## NOTES

### NOTEBOOK PAGE SIX: OTHER POWERFUL INFORMATION

What else is in my Notebook of Power?

My Thanksgiving Menu

My Christmas Card List

My Christmas Preparation Checklist

My Christmas Gifts-to-Purchase Form

Power Packing List (You'll make that soon!)

School Forms/Documentation

Birthday List

These items are not crucial, but I use them at least every year, and it's nice to have them in a central location.

It bears repeating. I'm telling you about my Notebook. But this is your Notebook. You put in it what you need for yourself and your family in the event that daily living is disrupted. Yours may look different from mine, and that's okay.

**BONUS:** this Notebook makes it incredibly easy to reference any of this information during 'regular life.'





## STEP TWO

### THE BAG OF POWER

Wow! Step one, The Notebook of Power, is looking good. Now, Step two in preparing for your Week Away: The Bag of Power.

In a safe but accessible place in our house, we keep a bag of important documents and items.

It is RFID-proof and has both a carrying handle and backpack straps. I got it on clearance at a department store. Don't spend a million bucks on it or put off preparing it until you find the "right" bag. Just use one you already have and upgrade later.

One version of our bag was decorated with trees. We still call it "The Tree Bag," even though the current bag is plain. What's in the Bag?

- An Accordion Folder

- Family Passports

- Extra phone chargers

Let's break these items down.

Please remember, we're doing this in tiny little steps.

No guilt. Use what you have.

## NOTES

### BAG OF POWER: THE ACCORDION FOLDER

I bought my accordion folder at a big-box office store. It has ten or so compartments and a flap that folds over them and ties closed.

In each compartment, I store the important paperwork for one person in my household. If your family is small, you may only need a folder. Whatever you use, it helps to have one compartment for each person and a means to close it so papers don't fall everywhere when you drop it.

Sample Contents:

Birth Certificate (I order two extra copies)

Baptismal Certificate

Adoption Certificate

Health Records

Social Security Card

Expired Passport

Photocopy of Driver's License

Meaningful Certificates

Professional Licenses

Letters we write to a child before he/she is born

Life Insurance Policies

Wills

Other crucial paperwork/photos/flat heirlooms

What we **DON'T** include:

School work

Art work

Writings

Other "nice to have" but not crucial paperwork

We give the vehicles their own compartment:

-Titles

-Liens

-Maintenance records

Same for the House:

-Lease

-Title

-Maintenance records

This accordion folder may take a while to compile.

Don't worry. One tiny little step at a time.

Wow! It feels great to have this started!

Even better when it's pretty much done!

## NOTES

### BAG OF POWER: PASSPORTS

We get passports for everyone in the house, even the Littlest Ones, in case of transfer, abnormal event, or spontaneous travel.

If you have a pile of passports, use masking tape to mark the front cover of each with the name of the owner. It makes it much easier when you're trying to locate one in particular!

We put our passports into an RFID-protected bag with an around-the-neck string on it. That bag lives in the Bag of Power. If not in active use, the passport lives there. No exceptions.

This bag-within-a bag helps me know where to find passports, fast.

It also means that if I have to grab a bag and go, say, in the case of a natural disaster, I can pick up this one bag and have all the important paperwork and passports. Good feeling!

## NOTES

### BAG OF POWER: OTHER

What else is in my Bag of Power?

Phone chargers

That's it!

You may wish to add extras – some cash, extra house and car keys, anything that is super important. Whatever you do, keep it to a minimum. This is a grab-and-go item, not a drag-and lug bag.

BONUS: if your Bag of Power is waterproof, it's easy to toss out the window as you exit in fire or flood.

Hey! You did it! A Bag of Power, even if it's not totally finished yet, is a huge peace-of-mind!

You've tiny-little-stepped yourself to a pretty major accomplishment! Well done!







## POWER PACKING PREPARATION

Do you have a week before you go on a trip?

Was there an accident at your brother's house, and you will leave later this evening?

Is there a tornado due in ten minutes?

The answer to these questions will help you know what to pack.

We are going to build three different packing lists, one for each situation. Of course, we'll break the task into small pieces so you don't drive yourself crazy and start eating your family in your frenzy to try and to get it all done in one sitting!

Before building your packing lists, let's do some underlying preparation.

Tiny little steps, friends. No guilt.

## NOTES

### POWER PACKING PREPARATION: TASK ONE

#### The Rooms on Every Level

Today's task is to make a list of every room in your home.

Lucky you, if you live in a studio apartment!

Well, not so much. Studio apartments will need to list areas within the home.

That's easy! Just make a list in your Notebook of every room in your home. Start with every room in the basement. Next, every room on the main level and go upward from there.

Include your garage, if you have one, as well as your shed or other outbuildings.

There is a Printable in the last section of this book to help you with this task.

It's your tiny little step for the day! Easy!

## NOTES

### POWER PACKING PREPARATION: TASK TWO

What Do We Need for A Week?

Open your Notebook of Power to the list of rooms or areas in your home.

Choose one level to work on today. Say, the basement.

With Notebook in hand, go to the basement and room-by-room evaluate the contents.

**Imagine:**

You are going away for a week to someone's house. There will be electricity, running water, and all the accoutrements of home. Stores will have the items you forget. Because you will travel in the car, there is a space limit. What is the minimum you need to be comfortable? Consider this question for all the members of your household.

**Ask:**

What do I need from this room?

**Note:** This is not a specialty trip. No camping. No swimming. No sports or hobbies. You'll be gone one week. There are stores at your destination stocked with items you forget.

Write down the "Must-Haves" next to that room on your list.

Examples:

- yellow suitcase for Sarah
- blue backpack for Jamie
- No scuba equipment
- No golf clubs

As you evaluate the room, think about this little rhyme I wrote to help me:

*Check walls and floors*

*What's hanging on doors*

*Shelves and drawers*

*And down on all-fours.*

Complete this process for all the rooms on one level (or area) of your home. Tiny little steps!

**BONUS:** This is a great time to evaluate the contents of your home. What can be thrown out? What can be donated? A good rule: if you have extra, give it away! ("Evaluate" doesn't mean "clean this whole room!" That's a job for another time.)

## NOTES

### POWER PACKING PREPARATION: TASK THREE

#### The List

Now you've finished the room-by-room list of items you must have for minimum comfort on a Week Away. You've considered all the members of your household in this list, which means if you have an infant or a toddler, you may have more equipment than other families.

Today, let's compile the list, cross-off items listed twice, and review it for accuracy. Do you really need that item? Can you buy it there?

When the List is edited, ask your spouse to think about what he/she would need for a week. Their answers may add some things to your list. Listen respectfully, add the items they couldn't live without for a week, just not the video games or the power saw.

**Warning:** This question is possibly contentious. Your goal is to discover any item, crucial to them, which you overlooked. This is not an invitation for them to re-do the work you've already done in compiling this valuable list.

What's on your list?

Here are broad categories on mine:

- People
- Pets
- Snacks for Travel
- Personal Electronics + Chargers (phones, computers, tablets)
- Meds and Toiletries
- Bag of Power, Notebook of Power
- Purse/Keys/Planner
- Clothes
- Seasonal Clothing Needs (Parkas, Boots)
- Books/Entertainment/Religious Articles
- School Materials
- Peaceful, Purposeful, Patient Behavior

Within each of these categories, I listed individual items for individual people.

## NOTES

Here's a sample of my room-by-room list:

Adult room:

POWER LIST		
THESE ARE THE ITEMS NEEDED FOR A WEEK AWAY. MAKE YOUR LIST FOR EACH PERSON. NOTE WHERE THE ITEM WILL BE PACKED.		
PERSON EX.(SARAH)	ITEMS EX.(CLOTHES)	WHERE PACKED EX.(YELLOW SUITCASE)
ADULT	Tree Bag	On dresser
	Candy Stash	Yellow Suitcase
	Clothes	
	Computer	
	Headphones	
	Charger	
	Religious Items	
	Puzzle Book	
	Blanket	

## SAMPLE LISTS

Tree Bag (My Bag of Power) •

Candy stash •

(A sweet is helpful under stress  
- especially for the children!)

Clothes •

Headphones •

Charger •

Computer •

Religious items, puzzle book •

A blanket for travel comfort •

Calendar •

Purse •

Cell Phone •

Charger •

Here, I remembered that I would need to contact the post office to put our mail on hold if we went away for a week, so I made a note on the To-Do page. There's already one made for you in the Printables section.

Kid Rooms:

POWER LIST		
THESE ARE THE ITEMS NEEDED FOR A WEEK AWAY. MAKE YOUR LIST FOR EACH PERSON. NOTE WHERE THE ITEM WILL BE PACKED.		
PERSON EX.(SARAH)	ITEMS EX.(CLOTHES)	WHERE PACKED EX.(YELLOW SUITCASE)
CHILD	Plush	Green Backpack

One suitcase each •

One backpack each to carry •

entertainment and •

school supplies •

Essential clothes each •

(more can be purchased at destination)

One blanket each for travel •

Diapers/wipes •

(include plastic bag, •

diaper cream, etc.) •

Toiletries •

Hair Care •

One book •

(entertainment or activity) •

Musical Instrument •

One small plush animal each •

I made a note where each of these things would be packed, either the suitcase or backpack. You'll find a space for that on the Printable.

**BONUS:** Making Power Packing List often generates a shopping list. Jot the items needed on another page in your notebook or on the Shopping List Printable.





## STEP FOUR

### KITS- THE POWER OF GRAB-AND-GO

Notebook of Power – **check!**

Bag of Power – **check!**

Power Packing List – **check!**

Phew! You’ve done a tremendous amount of planning, and that will turn into peaceful, purposeful action, when the time comes for A Week Away. This is a great way to “pay-it-forward” for your family!

During your Power Packing Preparation, you found there were some items that would be used by the entire household, and probably shouldn’t be shoved into someone’s suitcase.

Wouldn’t it be great to reach in the closet and pull out a bucket packed with those whole-household items? I thought so, too. At my local cool-containers-and-holders store, I found some clear plastic boxes with lids and handles. They are about a foot tall, square-shaped, and with the handle, very easy to tote around. Next, I took my lists and gathered together all the “everyone-uses-this” items on my List and packed them in the box according to category.

I stashed the box in an easy-to-access closet so I could just grab it and go. Old Amazon boxes, duffle bags, and extra-large-zip-closed bags work just fine, too. Don’t go spend a lot of money on new kit boxes. Make the kits first. Upgrade the containers later.

**BONUS:** Put two or three desiccants in each kit. A desiccant is a moisture-absorbing packet that comes inside the packaging of just about every non-food item you buy. Usually, it’s about two inches long, is full of beads, and says, ‘Silica – DO NOT EAT.’ Save these and put them in your kits to keep them dry and smelling fresh.

What’s in my kits? I’ll tell you, if you promise to remember that your kits will look different.

## NOTES

### FIRST AID KIT

This one's pretty individual. Mine is geared toward a bunch of kids who like to play outside. Plenty of gauze, tape, disinfectant. Scissors. A blood pressure cuff. Essential Oils.

The important part of this kit is making sure to take it out of the closet every so often and check for expired items.

### PERIOD KIT

This box is for the menstruating women in your house. It holds two periods-worth of supplies for everyone who needs them. Include zip-closed bags for disposal. When I get to my destination, chances are very good I will be able to procure more, so this box is just to tide us over.

### TOILETRIES KIT

While my personal toiletries go in a plastic bag in my suitcase, a toiletries kit includes the tall shampoo bottles, bar of soap, PPE (like masks and gloves), and two extra rolls of toilet paper. If you have a baby, diapers and wipes could be in here, too.

### FOOD PREP COOKING KIT

This is a kit I have in case my trip involves cooking.

A copy of some family-favorite recipes, one pot with lid, a silicone spatula for stirring and flipping, cloths for pot holders, washing up, and sopping messes, biodegradable dish soap, paper plates, cups, napkins, utensils, wet-wipes, zip-closed bags for leftovers, trash bags. A can opener, serving spoon, flexible cutting board, and sharp knife, too.

## NOTES

### RELIGIOUS KIT

In here, I store the items I need for religious purposes.

### SNACK KIT (check this often for expiration dates)

Protein bars, protein powder, crackers, water, electrolyte powder, trash bag. Everything individually wrapped. I have this in the car all the time for those hangry, give-me-protein moments.

### CLEANING/SEWING KIT

Spray cleaner, a little bottle of bleach, some cloths, wet-wipes, paper towels, disinfectant wipes, trash bags, thread, needles, scissors, a button or two.

### EDUCATION/ENTERTAINMENT KIT

Interesting picture books the children have not read, activity sheets, times-table tests, plain paper and pencils for drawing, logic problems, small puzzles and games. Preferably not electronic, so I don't need to pack batteries! (Think Rubick's cube, portable checkers/chess, dominos, a small bag of building bricks or action figures and cars). These should be small and new-to-you, so they hold the kids' attention for the maximum time.

### WEATHER KIT

Extra gear for particular times of year. They might include winter coats and boots, hats and gloves for the season, and sunglasses. Because of the bulk of these items, I put them in a large, heavy-duty trash bag.



## NOTES

### BUSINESS KIT

If you don't have a home-based business, you don't need to have a kit, but if you do, important business-related items go in here. Put in whatever you will need to run the administrative side of your business, at least, while your regular routine is on hold.

### OFFICE SUPPLY KIT

This one is not in a box. I have it in a slide-closed plastic envelope from an office supply store. In it: ten envelopes, some stamps, two pens, three greeting cards, sticky notes, and address labels. Also a small notebook and some index cards. Not much, as I can buy what I need later.

### CAR KIT

Toolbox, battery jump cables/charger, snow scraper, trash bags, bottles of water. This stays in the car all the time.

### PET KIT

Water bowl, food bowl, leash or crate, zip-closed bag of food. Gallon of water. Treats. Toy. Have farm animals? There's a Printable to help you plan for them at the end of this book.

That's a lot of kits! To save space, some of them are combined. You may not need what I have but some others instead. Customize! Let your needs dictate your kits.

Putting the kits together takes some time and planning. Do one kit a day. Or week. Don't do it all at once. We always try that and then quit without finishing anything because we get overwhelmed.

Tiny. Little. Steps. Really.

## NOTES

If you ever need to grab this stuff and get out before the hurricane arrives, imagine the relief of having the packing done when your mind was clear, instead of trying to get all this together when you're in panic mode!

There is a Printable to help you plan and organize your kits and where you will keep them.

Does this mean you have two of everything – one in your home and another in a kit?

Maybe.

You might have two pots, for instance, one in your kitchen and one in your kit. Winter jackets? Probably just one.

This is where the power of your List comes into play. You can open your Notebook to the Kit page and follow the packing list to compile the Weather Kit when you need it.

Easy.



## STEP FIVE

### HOUSE AND YARD PREPARATION

In addition to your

- Notebook of Power,
- Bag of Power, and
- Power Packing List,

you now have your Kits started.

What about planning for your largest investment, your house or apartment?

Even if you don't own it, there are a few things to do to get your living quarters ready to sit dormant awhile. Add to these any efforts that need to be made for extreme weather (boarding windows, sandbags, etc).

- Close gates
- Lock sliding doors
- Close curtains or shades
- Bring in the trash cans
- Outside light on
- Deck chairs stacked or inside
- Tools clean and put away
- Close shed
- Sweep out, neaten garage
- Set AC or heat to minimum
- Interior lights off (or one light on, or on timer)
- Perishables out
- Fridge/freezer off (An empty fridge costs more to cool than a full one. If your fridge will stay on consider filling it with some gallon containers of water)
- General light cleaning of house –it's nice to come back to a clean house!

These are good tasks to assign to a spouse or older child.

**BONUS:** Get in the habit of keeping your vehicle's gas tank above the halfway mark. Ten minutes to hurricane? No need to stop at the gas station with fifty of your neighbors!





## POWER PACKING

This is the moment you've been working toward!

**Ten minutes** until you dash out before a flash flood?

Leaving in a **few hours**?

**A week** to plan your trip?

This is where you decide which items from your List go on your **ten-minute**, **few-hours**, and **one-week** lists.

If you have kits ready, your ten-minute list will include most of the items on your one-day list.

Here are some samples. You know what I'm about to say. My lists are different than yours. Customize. Tiny little steps. You have the luxury of time to think through these lists, because you are planning in advance. Excellent!

Customizable forms are in the Printables.

## TEN-MINUTE POWER LAUNCH

People •  
Pets •  
Notebook of Power •  
Bag of Power •  
Purse •  
Phone/keys/charger •  
Computer/charger •  
Blanket from each  
person's bed •  
Diaper Bag •  
Meds •  
Kits •

10 MINUTE  
POWER LAUNCH

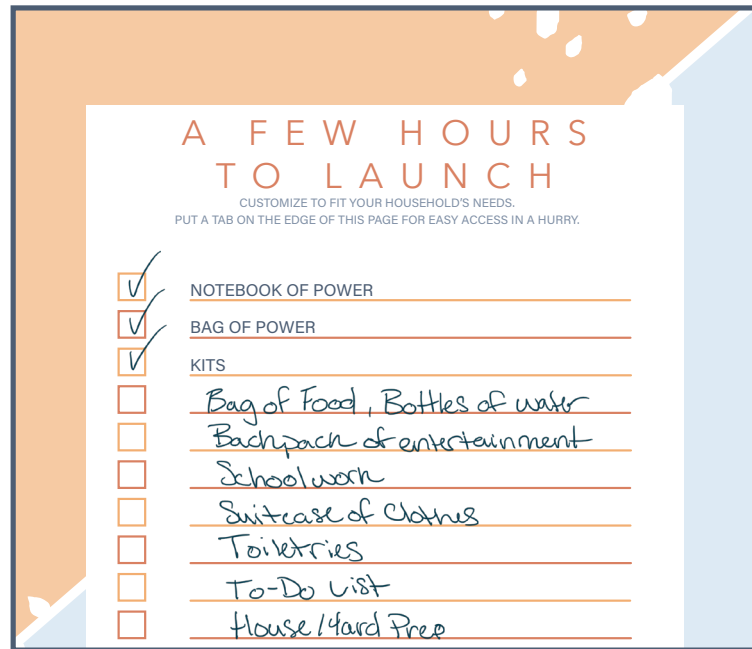
CUSTOMIZE TO FIT YOUR HOUSEHOLD'S NEEDS.  
PUT A TAB ON THE EDGE OF THIS PAGE FOR EASY ACCESS IN A HURRY.

<input checked="" type="checkbox"/>	NOTEBOOK OF POWER
<input checked="" type="checkbox"/>	BAG OF POWER
<input checked="" type="checkbox"/>	KITS
<input type="checkbox"/>	People
<input type="checkbox"/>	Pets
<input type="checkbox"/>	Purse
<input type="checkbox"/>	Phone/keys/charger
<input type="checkbox"/>	Computer/charger
<input type="checkbox"/>	Blanket from each person's bed
<input type="checkbox"/>	Diaper Bag
<input type="checkbox"/>	Meds
<input type="checkbox"/>	Kits

## A FEW HOURS TO LAUNCH

The contents of the Ten-Minute list plus:

- Bag of food, bottles of water •
- Backpack of entertainment/ school
- Suitcase of clothes/toiletries •
- To-Do List •
- House/Yard Prep, •
- if there is time
- (delegate these tasks to someone else!)



A FEW HOURS TO LAUNCH

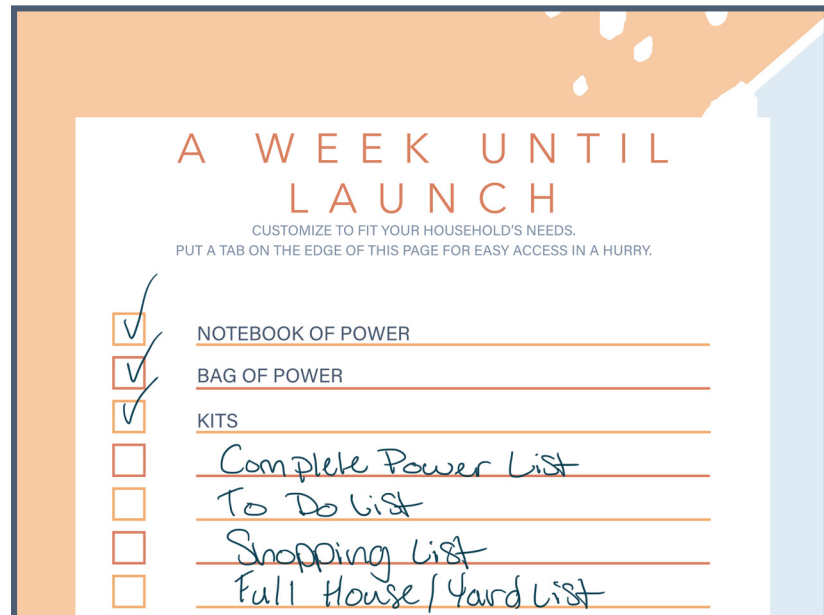
CUSTOMIZE TO FIT YOUR HOUSEHOLD'S NEEDS.  
PUT A TAB ON THE EDGE OF THIS PAGE FOR EASY ACCESS IN A HURRY.

<input checked="" type="checkbox"/>	NOTEBOOK OF POWER
<input checked="" type="checkbox"/>	BAG OF POWER
<input checked="" type="checkbox"/>	KITS
<input type="checkbox"/>	Bag of Food, Bottles of water
<input type="checkbox"/>	Backpack of entertainment
<input type="checkbox"/>	School work
<input type="checkbox"/>	Suitcase of clothes
<input type="checkbox"/>	Toiletries
<input type="checkbox"/>	To-Do List
<input type="checkbox"/>	House/Yard Prep

## ONE WEEK UNTIL LAUNCH

- Complete Power List •
- To Do List •
- Shopping List •
- Include full house and yard preparation/light cleaning •
- (delegate these tasks to someone else!)

NOTES



A WEEK UNTIL LAUNCH

CUSTOMIZE TO FIT YOUR HOUSEHOLD'S NEEDS.  
PUT A TAB ON THE EDGE OF THIS PAGE FOR EASY ACCESS IN A HURRY.

<input checked="" type="checkbox"/>	NOTEBOOK OF POWER
<input checked="" type="checkbox"/>	BAG OF POWER
<input checked="" type="checkbox"/>	KITS
<input type="checkbox"/>	Complete Power List
<input type="checkbox"/>	To Do List
<input type="checkbox"/>	Shopping List
<input type="checkbox"/>	Full House/Yard List

(‘Light cleaning’ does not involve moving furniture or scrubbing bathtubs. Light cleaning means take out the trash and run the dishwasher. Wash/dry/fold/put away that last load of laundry.)

## NOTES

*Look at this work you have accomplished!*

Even if your final product isn't complete yet, you have thought about what you will do and put some preparations into action. Good. Keep working at it until you feel comfortable with your family's readiness.

### ADDITIONAL THOUGHTS

- Consider running a Week Away drill in your home. Wake up one summer morning and tell the family you are leaving in ten minutes. Set your timer and see how far you get. Review the experience with each member of the family and note any improvements you can make to your plans. Then go get ice cream. Drills can be stressful! We did this one summer and learned not to pack as many clothes, and to practice mounting the bike rack on the car so the loading would go faster. Know how to use your equipment!
- It's good to hold a fire drill in your home each year. Plan a place for your family to meet outside and discuss how to exit the house from each level of your home. Consider putting a chain ladder in the upper bedrooms.
- Earthquake preparations include deciding in advance whether to run outside (good if you live in a brick or stone home) or shelter under a table, desk, or bed. Some water on hand is a good choice, as well as food, and a 5-gallon bucket lined with a heavy-duty trash bag for a temporary toilet in case utilities fail.
- Consider Week Away plans for your workplace.
- Consider establishing an out-of-town retreat.
- Plan with a relative or friend to exchange hospitality if the need arises.





## STEP SEVEN

### LOOKING OUTWARD

*Now that you've helped yourself and your family, look outward.*

- Once you've helped yourself and the people for whom you are responsible, turn and help others.
- Help your neighbors.
- Tell your friends.
- Read your city's emergency plan.
- Help your neighborhood plan for a city-wide emergency.
- Share this book.





# PRINTABLES

PRINT OUT AS MANY OF EACH PAGE AS YOU NEED  
TO BUILD YOUR NOTEBOOK OF POWER.  
IF YOU WOULD LIKE, PUT EACH INTO A SHEET PROTECTOR  
AND SNAP THEM INTO A THREE-RING BINDER.  
IF YOU'RE A VISUAL LEARNER, DECORATE OR COLOR CODE  
EACH PAGE DIFFERENTLY IT SO YOU CAN FIND IT EASILY.



# YOU ARE HERE

STREET ADDRESS: \_\_\_\_\_

CITY, STATE, ZIP: \_\_\_\_\_

LANDLINE: \_\_\_\_\_

DESCRIPTION OF HOME: \_\_\_\_\_

---

---

---

NEAREST INTERSECTION: \_\_\_\_\_

---

---

---

DIRECTIONS FROM (CIRCLE ONE: NORTH SOUTH EAST WEST):

---

---

---

---

---

DIRECTIONS FROM (CIRCLE ONE: NORTH SOUTH EAST WEST):

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---

---

---

---

---

# DESTINATION

WHERE WE WILL GO FOR OUR WEEK AWAY

DESTINATION 1: \_\_\_\_\_ GO HERE IN CASE OF: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

---

---

---

DIRECTIONS FROM HERE: \_\_\_\_\_

---

---

---

---

---

---

---

---

DESTINATION 2: \_\_\_\_\_ GO HERE IN CASE OF: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

---

---

---

DIRECTIONS FROM HERE: \_\_\_\_\_

---

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# PHONE NUMBERS

IMPORTANT PHONE NUMBERS THAT SHOULD ALSO BE LISTED IN YOUR CELL PHONE CONTACTS.

NAME

NUMBER

This image shows a blank sheet of white paper with horizontal ruling lines. The lines are evenly spaced and extend across the width of the page. There are no margins, text, or other markings on the paper.

# POWERFUL NUMBERS

THESE ARE INDEED POWERFUL NUMBERS.  
HAVE A PLAN TO CONTROL ACCESS TO THIS PAGE.

## TYPE OF NUMBER

NUMBER

This image shows a blank sheet of white paper with horizontal ruling lines. The lines are evenly spaced and extend across the width of the page. There are no margins, text, or other markings on the paper.

# M E D I C A L   H I S T O R Y

PRINT ENOUGH TO INCLUDE EVERY MEMBER OF  
YOUR HOUSEHOLD, INCLUDING PETS.

NAME: \_\_\_\_\_ DATE OF BIRTH: \_\_\_\_\_

MEDICATIONS: (LIST NAME OF MED, DOSE, TIMES PER DAY, ROUTE OF INGESTION,  
WHY PRESCRIBED)

---

---

---

MEDICAL EQUIPMENT USED: (WALKER, PUMP, WHEELCHAIR, CANE, ETC.)

---

ALLERGIES: \_\_\_\_\_

---

---

SURGERIES: \_\_\_\_\_

---

---

---

CORRECTIVE LENS PRESCRIPTION: PRISM \_\_\_\_\_

(MOST PEOPLE DON'T HAVE THIS)

OD	SPH _____	AXIS _____	OS	SPH _____	AXIS _____
	CYL _____			CYL _____	

BLOOD TYPE: \_\_\_\_\_

WILL ACCEPT A BLOOD TRANSFUSION? YES NO

DIET: (PALEO, KETO, VEGAN, GLUTEN-FREE, TREE-NUT FREE, OTHER)

---

MEDICAL HISTORY: (LIST ANYTHING SIGNIFICANT THAT AFFECTS YOUR DAILY LIVING)

---

---

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---

# ROOMS IN THE HOUSE BY LEVEL

HOUSE LEVEL: BASEMENT, MAIN FLOOR, SECOND FLOOR, ATTIC, GARAGE, SHED, STORAGE,  
OTHER (SPECIFY) USE AT LEAST ONE PAGE PER LEVEL.

NAME EACH ROOM: UTILITY ROOM, PLAY ROOM, STORAGE ROOM, SARAH'S ROOM, ETC.

STUDIO APARTMENTS: NAME EACH AREA (KITCHEN, FOYER, BEDROOM, ETC.)

BE SURE TO INCLUDE CLOSETS IN YOUR LIST!

LEVEL: \_\_\_\_\_

ROOM

ITEMS NEEDED FOR A WEEK AWAY

_____	_____ _____ _____ _____
_____	_____ _____ _____ _____
_____	_____ _____ _____ _____
_____	_____ _____ _____ _____
_____	_____ _____ _____ _____

# POWER LIST

THESE ARE THE ITEMS NEEDED FOR A WEEK AWAY.  
MAKE YOUR LIST FOR EACH PERSON.  
NOTE WHERE THE ITEM WILL BE PACKED.

PERSON  
EX.(SARAH)

ITEMS  
EX.(CLOTHES)

WHERE PACKED  
EX.(YELLOW SUITCASE)

[illegible]

D O N A T E / T H R O W   O U T

DON'T CLEAN OUT NOW. THAT'S A JOB FOR ANOTHER DAY. JUST LIST ITEMS HERE THAT YOU DON'T NEED, LOVE, OR USE. WHEN THE POWER PACKING PREPARATION IS DONE, YOU CAN COME BACK AND GET THESE ITEMS, OR SEND YOUR SPOUSE OR OLDER CHILDREN TO TAKE THEM TO A DONATION CENTER OR THE DUMP.

## LEVEL

ROOM

ITEM

[illegible]



# TO DO LIST

DURING YOUR POWER PACKING PREPARATION,  
YOU NOTICED A FEW THINGS THAT NEED TO BE DONE.

## TO DO BEFORE A WEEK AWAY:

[illegible]

# FARM ANIMAL PLAN

WHAT WILL HAPPEN TO YOUR FARM ANIMALS IN AN EMERGENCY OR DURING A TRIP?  
LIST EACH ANIMAL (OR SPECIES), WHERE/HOW THEY WILL EVACUATE OR RECEIVE CARE, HOW  
YOU WILL PROVIDE THEIR FOOD/WATER DURING THE TIME AWAY.

[illegible]

# SHOPPING LIST

DURING YOUR POWER PACKING PREPARATION, YOU NOTICED SOME THINGS THAT ARE BROKEN, MISSING, OR IN LOW SUPPLY. YOU'LL NEED SOME OF THESE ITEMS FOR YOUR WEEK AWAY. OTHER ITEMS ARE JUST NEEDED AROUND THE HOUSE. MAKE A NOTE OF WHICH IS WHICH AND PURCHASE THE ITEMS FOR YOUR TRIP, FIRST. IF YOU NOTE THE STORE, YOU CAN GIVE THIS LIST TO ANOTHER PERSON TO PURCHASE FOR YOU.

[illegible]

# KIT LIST

SOME ITEMS YOU NEED TO PACK FOR YOUR TRIP WILL BE USED BY THE WHOLE FAMILY. RATHER THAN STUFF THEM IN YOUR OWN BAGS, MAKE A KIT. HERE, YOU CAN LIST THE KIT AND ITS CONTENTS, PLUS WHERE YOU WILL STORE IT.

[illegible]

# HOUSE/YARD PREP LIST

IF YOUR TRIP IS SEVERAL HOURS OR SEVERAL DAYS AWAY, YOU WILL HAVE TIME TO PREPARE YOUR HOUSE AND YARD FOR YOUR TIME AWAY. THIS IS A GREAT LIST TO HAND TO YOUR SPOUSE OR OLDER CHILDREN. THEY CAN CHECK BACK IN WITH YOU WHEN THE TASKS ARE DONE. IT MIGHT BE GOOD TO DOUBLE CHECK AND MAKE SURE THE WORK REALLY GOT DONE, IF YOU HAVE THE TIME.

## TASK

CHECK WHEN FINISHED

[illegible]

# 10 MINUTE POWER LAUNCH

CUSTOMIZE TO FIT YOUR HOUSEHOLD'S NEEDS.  
PUT A TAB ON THE EDGE OF THIS PAGE FOR EASY ACCESS IN A HURRY.

☐

NOTEBOOK OF POWER

☐

BAG OF POWER

☐

KITS

☐☐☐☐☐☐☐☐☐☐☐☐☐

# A FEW HOURS TO LAUNCH

CUSTOMIZE TO FIT YOUR HOUSEHOLD'S NEEDS.  
PUT A TAB ON THE EDGE OF THIS PAGE FOR EASY ACCESS IN A HURRY.

☐

NOTEBOOK OF POWER

☐

BAG OF POWER

☐

KITS

☐☐☐☐☐☐☐☐☐☐☐☐☐

# A WEEK UNTIL LAUNCH

CUSTOMIZE TO FIT YOUR HOUSEHOLD'S NEEDS.  
PUT A TAB ON THE EDGE OF THIS PAGE FOR EASY ACCESS IN A HURRY.

☐

NOTEBOOK OF POWER

☐

BAG OF POWER

☐

KITS

☐☐☐☐☐☐☐☐☐☐☐☐☐