



# Emergency Preparedness Guide

for members of  
Capital City Press Federal Credit Union

Hurricane Katrina gave us all a new realization of how important it is to be prepared for any kind of disaster that may come. Capital City Press Federal Credit Union shares your concern, and is working to not only safeguard your money, but also to help you be better prepared to maintain control of your finances during an emergency. Please take note of the suggestions and important contact information in this Guide, and store it in a safe place for future reference.

Here at your member-owned credit union, we're always "looking out for you."

## Five Tips to Being Prepared:

- 1.** Visit our web site at [www.ccpfcu.com](http://www.ccpfcu.com) or call 1-888-388-HOPE (4673) to obtain an **Emergency Financial First Aid Kit (EFFAK)** and a **Personal Disaster Preparedness Guide (PDPG)**. Both are provided by Operation Hope, one of the many resources available to help you be better prepared for disasters. You should **complete the EFFAK**, which helps to organize, document, and protect all of your vital personal records, documents, valuables, and supplies for a successful post-emergency recovery. **Once the EFFAK is completed, follow the next four tips listed below.**
- 2. In an off-site safety deposit box, store the following:**
  - A copy of your EFFAK and legal documents
  - Photographs or video of all valuables
  - A computer disk backup file of any financial records stored on your computer (update records quarterly)
- 3. At home in a fireproof safe or file cabinet, keep the following:**
  - Your EFFAK and other important documents in a waterproof bag
  - \$10 and \$20 bills; ATM and credit card access may not be available
  - A copy of your off-site safety deposit box key
  - An extra copy of your computer disk backup file of financial records
  - A writing tablet and pens or sharpened pencils
- 4. Within reach of your home fireproof safe or file cabinet, have the following items stored in a durable bag:**
  - AC and DC chargers for your mobile phone
  - AC adapter that can be plugged into a car cigarette lighter
  - Required prescription medications
  - Battery-charged flashlight
- 5. Mail a copy of your EFFAK and legal documents to your attorney in an envelope to be opened with your approval or in the event you become incapacitated.**



*Always "Looking Out For You"*

**For more information and resources  
on emergency preparedness,  
visit [www.ready.gov](http://www.ready.gov) or [www.fema.gov](http://www.fema.gov).**

**See back for more web sites,  
phone numbers, and information  
to help you through an emergency.**