

Before you evacuate, Create “Controllable Crime Scenes”

When you can't avoid the hurricane, reduce your exposures, safeguard what must be left behind, and create forensic evidence that will help you pursue, capture, convict, prosecute and sentence the looters, burglars, robbers, vandals, embezzlers, scam artists, and con-men!

Vandals, looters, robbers, and burglars target valuable property (currency, jewelry, antiques, art, etc.) that can easily be grabbed and carried to collection points near the scene. The moment you hear the hurricane has reached a dangerous level, a storm warning has been issued, or evacuations might be ordered, begin to assemble property you'll take with you and protect that which must be left behind.

1. **Deposit Currency:** Deposit all currency in your bank, credit union, or financial institution of choice and obtain a hard copy print out of your deposit receipts as well as hard copies of your monthly statements. Place them in a sealed envelope with at least 20 blank checks and take everything with you. This will provide you with a financial planning tool if needed.
2. **Plan to take all negotiable instruments** such as stock certificates, bonds, and other vital papers that might be needed after a total loss. This includes taking deeds, titles, mortgage papers, and insurance contracts.

3. **Videotape Personal Property:** Video all rooms to document the type, style, and condition of property that must be left behind. If time permits, make duplicate copies of this tape and store them in separate locations. Store one in a safe or vault above what's considered the highest potential water line. This will be your backup copy in case the one taken off premise is lost or destroyed. Choose a location toward the center of the building or where you would stay if you didn't have time to evacuate. Take the original tape with you in an unmarked or coded envelope stamped and addressed to a trusted friend or relative in another state. If it is lost or misplaced there will be a chance it will be sent when found.

Store Currency & Cash Items In Burglary Resistant Containers: Store all cash items (currency, jewelry, etc.,) you can't take with you in burglary resistant containers. If you don't own a UL listed burglary resistant safe or vault, place valuable property in lockable containers that weigh more than 500 pounds when empty or are securely anchored to the floor. When time permits, spread your property among many lockable containers. Choose containers located on upper floors and as far away from building entrances as possible. This will help protect against the grab and run looter as well as water and wind. When possible store valuables in lockable containers equipped with a UL rated relocking device.

The Risk Management Learning Center

Hurricane Katrina

**Evacuation Protocols
Before you evacuate, create...**

“Controllable Crime Scenes”

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This brochure should be distributed to all employees, security personnel, contingency planners and emergency response personnel.

This flyer can be downloaded free from the RMLC web site@ rmllearningcenter



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This will help protect against forced entry and hold the door closed during a fire or when the container falls through the floor, is blown out of the window, or is buried in rubble.

4. **Create Inventory Lists of Safe/Vault' Contents:** Once containers are full and ready to be locked, inventory the contents. Make a copy of the inventory and store it on premise away from the container. Take the original inventory with you when you evacuate. This will be important when filing an insurance claim or when identifying recovered property taken or damaged either by crooks or the hurricane.
5. **Protect Recording Devices and Position Surveillance Cameras to Monitor Entrances and Criminal Targets:** If you have surveillance systems, locate recording devices out of site and if possible, well inside the building on an upper floor. The goal is to protect them from being damaged either by the hurricane or by criminals attempting to destroy evidence of their crime. Direct cameras first where criminals might enter your building and then toward their targets. The goal is to obtain a clear one inch vertical head-size portrait shot of anyone leaving your building carrying stolen property. To lure the looters into the cameras field of vision, it might help to place a cash container filled ½ full with sand within the view of two or more

cameras. Fast hit looters look for currency containers that can be easily carried and their weight indicates something of value is stored inside. Lock these containers so they can't easily know they are being duped.

6. **Test all Security Systems...** to ensure they're working. Take special care to make sure perimeter (door contacts, window foil, etc.) area (Infra-red, ultrasonic, microwave, etc.) and object (vault door contacts, heat sensors, sound detectors, etc.) alarms are working. Know the standby power requirements for all systems, including your surveillance system, and based on recommendations from your security company, zone all systems accordingly. The goal is to provide a minimum 72 hours of standby power to your primary systems. Make sure there is **unused**, preferably new tape in video recorders and cameras are **not** pointed at reflective surfaces or windows that might affect picture quality. If you have the newer high tech digital surveillance systems, discuss your ability to monitor the system from a remote location. Notify the area Incident Commander and advise your installer they might want to monitor your system from the EOC or from law enforcement dispatch centers. Make sure all security access codes are up to date.
7. **Draw a Building Diagram:** Depending on damage from the

hurricane, tornado, terrorist attack, etc., you might not be allowed to return home or to your place of business. Before leaving, draw a map showing the most direct route from your building entrance to property you'll need to continue business (contracts, agreements, list of service providers, etc.). The goal is to provide police and fire fighters with information they can use to better plan their response and safeguard your property until it's safe for you to return.

8. **Create Personal Identification Packages:** Provide each family member with a "personal identification package" that includes a pictured ID with physical description (age, height, weight, hair color, distinguishing characteristics such as scars, tattoos, etc.) Also, include a "medical needs form" listing medications needed, how often, and where to obtain prescription medications. Provide children with arm bracelets that can't easily be removed indicating their name, age, home address, school, etc.) The goal is to provide adults and the Red Cross with enough information to track your children if they are lost during an evacuation. Place recent family pictures and a duplicate of each family member's package in one envelope to be carried by the head of the household.