

Out of the Ashes Box: Home Loss File System



INCLUDED IN THIS DOWNLOADABLE SERIES OF FILES:

- List and photos of file system supplies
- Amazon “wish list” for purchasing file system supplies
- Step-by-step instructional guide for creating the file system
- PDF documents to download, print and add to folders
- Contact information if you have any questions

INTRODUCTION: What is the **Home Loss File System**?

This file system is designed for families who have lost their homes in a natural disaster. Each box contains pre-labeled hanging files and manila folders to help organize important forms, receipts, and documents. Below are step-by-step instructions for assembling the physical box. Once the box is assembled, you will be able to organize receipts, documents, contracts, applications, notes and other information, as well as download, print and file worksheets and other handouts that provide helpful information and tips.





- 1 plastic filing storage crate
(Ideal size is: 10"H x 13"W x 16"D)
OR
1 plastic mobile file box
(Ideal size is: 11-5/8"H x 13"W x 10"D")
- 8 green hanging letter-size file folders with 8 clear tabs and inserts
- 35 letter-size manila 3-tab folders (left, right and center tabs)
- 25 pages of white printing paper (for printing downloaded PDFs)
- 8 different colored fine-tipped permanent markers
- Optional Supplies: Pencil pouch, tape measure



- 43 white file folder labels (Avery #8366) with adhesive backing.

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HOW TO ASSEMBLE:

STEP 1. Using a different colored marker for each of the 8 green hanging file folders, write the “section” name on the inserts and place into the clear tabs.

Here are the 8 “section” names for the green hanging file folders.

- **ADDITIONAL LIVING EXPENSES**
- **DONATIONS/DISCOUNTS**
- **FINANCIAL**
- **OTHER/MISCELLANEOUS**
- **TEMPORARY HOUSING**
- **INSURANCE**
- **PERSONAL PROPERTY REPLACEMENT**
- **RESOURCES**

(For details about these sections, see pages 6-8 of this document)

Affix one clear tab onto each of the 8 hanging file folders, staggering the tabs for each section from left to right. Locate labels in consecutive order to make viewing the labels easy within the box.

NOTE: If you are using Avery labels for the hanging folders, print them now.



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STEP 2. Place the 8 green hanging folders inside the box.



STEP 3. Label each manila folder (see pages 6-8 for manila folder names.) Use the same color marker for the manila folder that you used for the corresponding hanging folder, to make the file box more organized.

NOTE: If you are using Avery labels for the manila folders, print them now.





A blue plastic storage bin filled with various gift cards. The cards are arranged in rows, with some visible brands like Visa, American Express, and others. The bin has a grid-like structure with multiple compartments.



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ORGANIZING THE FOLDERS:

NAME OF EACH HANGING FOLDER	NAME OF EACH MANILA FOLDER	Materials to be printed and inserted in Manila Folders
ADDITIONAL LIVING EXPENSES (ALE)	Receipts: Accommodations <hr/> Receipts: Food <hr/> Receipts: Mileage <hr/> Receipts: Miscellaneous <hr/>	
DONATIONS/DISCOUNTS	Gifts Received (gift cards, donations, etc.) *2 Inserts <hr/> Store Discounts <hr/>	<ul style="list-style-type: none"> • <i>Gifts/Gift Card Tracker</i> <hr/>
FINANCIAL	Banking <hr/> Taxes <hr/>	
OTHER/MISCELLANEOUS	To Do List <hr/> Medical <hr/> Demolition (estimates, permit & documentation) <hr/> Rebuilding Information (permits, contractors, etc.) <hr/> United Policyholders Information *2 Inserts <hr/>	<hr/> <ul style="list-style-type: none"> • <i>General Claims Tips: United Policy Holders (3 pages)</i>



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TEMPORARY HOUSING

Automobiles (replacement, DMV, insurance, registration)

Temporary housing options (application & contract)

Renters insurance

Utilities

INSURANCE

General information

Home insurance policy

Inventory: Hardscape
(Coverage B: fences, bricks, pools, etc.)

Inventory: Landscape
(Coverage B: plants and trees)

Inventory: Structure (Coverage A)

Insurance contact information

Inventory: Home Contents
(Coverage C: Receipts)

- *Rules to Making Informed Decisions for Fire Survivors*

- *Inventory of Contents*



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<p>PERSONAL PROPERTY REPLACEMENT</p>	<p>Receipts: Clothing</p> <hr/> <p>Receipts: Furniture</p> <hr/> <p>Receipts: Household Items</p> <p>Receipts: Other/Misc.</p>	
<p>RESOURCES</p>	<p>Other resources</p> <p>Business cards</p> <hr/> <p>Contact information</p> <hr/> <p>Documents to be replaced (Passports, SS card, birth certificate, etc.)</p> <hr/> <p>FEMA/SBA (application & information)</p> <hr/> <p>Red Cross</p> <hr/> <p>Mental health/Well-being</p>	<hr/> <ul style="list-style-type: none"> ● <i>NCTSN-Parent Guidelines for Helping Children Impacted by Wildfires (3 pages)</i> ● <i>Tips for Survivors of a Traumatic Event (3 pages)</i> ● <i>NASP Helping Children After a Natural Disaster: Tips for Parents/Educators</i>



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PDF FILES TO DOWNLOAD, PRINT AND ADD TO THE FILES:

- [*Gifts/Gift Card Tracker*](#)
- [*General Claims Tips: United Policy Holders*](#) (3 pages)
- [*Roadmap to Recovery, 2017 North Bay Wildfires*](#) (14 pages)
- [*Rules to Making Informed Decisions for Fire Survivors*](#)
- [*Inventory of Contents*](#)
- [*NCTSN-Parent Guidelines for Helping Children Impacted by Wildfires*](#) (3 pages)
- [*Tips for Survivors of a Traumatic Event*](#) (3 pages)
- [*NASP Helping Children After a Natural Disaster: Tips for Parents/Educators*](#)

LINKS FOR PURCHASING SUPPLIES:

Although they may be purchased anywhere, we have created an Amazon “wish list” with links to all the supplies you need to create an *Out of the Ashes* Box:

<https://smile.amazon.com/hz/wishlist/ls/2130MHG6ZJ3K1?&sort=default>

If you’re making multiple boxes, there are more economical choices available at Amazon, Home Depot, Staples or another store of your choice.



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ABOUT US: Out of the Ashes

We are a group of San Diego residents (many of whom lost our home in the 2003 Cedar Creek Wildfire) who are passionate about helping families in the aftermath of a catastrophic natural disaster. This **Home Loss File System** is a tool, modeled on one used by Scripps Ranch residents in the wake of the 2003 Cedar Fire, that helped families deal with rebuilding their lives in an organized and efficient manner. Our mantra was, "Getting organized helps us feel in control of our lives again."

CONTACT INFORMATION:

If you have any questions, please feel free to contact us at : OutOfTheAshes@gmail.com

Please visit our Facebook page at <https://www.facebook.com/OutOfTheAshesBox/>



2005
Out of the Ashes Committee



2017 Distribution to
Ventura County & Thomas Fire



2018
Out of the Ashes Committee

United Policyholders (UP) is a non-profit 501(c) (3) organization whose mission is to be a trustworthy and useful information resource and an effective voice for consumers of all types of insurance in all 50 states. UP was co-founded in 1991. The spark for UP was an urban area wildfire that destroyed 3,000 homes in Northern California. In the aftermath of the disaster, the residents struggled with serious and unexpected gaps in their insurance coverage and a claim process that was often adversarial. UP was formed to help level the playing field between insurers and insureds.