



Code RED

"Contingency Planning for Your Family and Farm Operation"

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**10/7/2019 Battlemind to Home
Summit – preconference.**

Sponsored by:

Purdue Extension Women in Ag Team

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Email group:

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The Purdue Women in Agriculture team is committed to providing educational opportunities, current resources, and a network of support to position all women for success in the agriculture industry through skill development, confident decision making and personal well being.

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GOLD



SILVER

American Dairy Association of Indiana, Inc.
Ceres Solution

BRONZE

Indiana Beef Cattle Association

Why Code Red?

- 2011 Women in Ag Conference
 - Bec Wicker, Beacon Ag Group
- 2012 Grant Idea





Will this work?

- “Kind of like having DNA and hair samples from your kids in the event they are kidnapped...”
- The other problem is...there is security is diversity... not having all your info in one place... if you lose it or it is stolen you are done...
- You are on the right track. Working in an ethanol plant and dealing with farmers everyday, I see that Dad and Mom took care of this and that and the children do not know what to do next. I am not saying all farms are this way. But I still see some of the farms where the first generation has not let the next generation know.



Will this work?

“But I'd take it farther-- contingency doesn't just mean death. If the person who writes the paychecks (or any other critical function) is unavailable for any reason-- sickness/accident/you name it, you have a real emergency that needs a contingency plan.”



Where are we now

- Bryan Overstreet, Extension Educator-ANR Jasper County and Kelly Heckaman – ANR Kosciusko County were Co-lead project developers.
- Released to the Public in 2015
- Over 1300 Flash drives have been distributed across the Midwest.
- Continuing to make updates.
- You can now go to <https://ag.purdue.edu/Extension/wia/Pages/CodeRed.aspx> and get a free download of the program.



What is Code Red?

- Contingency Planning Tool for the What –ifs in life?
- This would be the "go to" Tool if something happened to a key member of the management team.
 - ✓ Accident
 - ✓ Sickness
 - ✓ Death
- This also could be a tool that helps families get motivated to do some type of future planning very critical in succession planning.
 - ✓ Communication tool



Why is it Different?

- Built in Excel
- Flexible
- Includes social media and managing finances in the internet age
- Based on living everyday life not just for death



Security of Code Red

“.....and then who do you trust with it...give access to it... There are relationships where those you thought you could trust turn out to be otherwise...I have seen it and lived it...”

- Do not store on the cloud – internet, dropbox etc
- Have a back-up copy
- Determine who gets a copy
 - Make sure at least one copy is offsite

Code Red

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[Personal](#)

What's in Code Red

Three Sections

Introduction

Personal

Farm/Business

What's in Code Red

Introduction Section

Introduction

Table of contents

Acknowledgements

Set up page – register here

Table of Contents

If you click on the name of the page it will take you to that page.

Each page has a place in the top Left hand corner to get you back to the table of contents.

Set up Page

Please go the Qualtrics Survey below and register your copy of CODE RED

https://purdue.qualtrics.com/SE/?SID=SV_6XVqG1hq8fxz8NL

Farm Name	WIA
Date updated.	4/20/2015

Current Password

How to set pass word

How to Change Password on Code Red Book

- 1: Click on **File**
- 2: Click on **Info**
- 3: Click on the **Protect Workbook Box**
- 4: Click on Encrypt **with Password**
- 5 Type in new password
- 6 Retype the new password.

Where should you keep your **Code Red Book**

- Do not store on the Cloud.
- Have a back up copy.
- who has copies?
- Lawyer?
- Family Member?
- Fire Box?

What's in Code Red

Personal Section (purple tabbed worksheets)

- Personal Information
- Personal Social Media
- Personal Business Contact List
- Power of Attorney
- Important Personal Documents
- Non Farm Personal inventory
- Personal Investments
- Personal Medical Information
- Final Arrangements

1	Back to Table of contents	
2	Farm Name	WIA
3	Date updated.	4/20/2015
4	Personal Information	
5		
6	Full Name	
7	Birthdate	
8	County of Birth	
9	SSN#	
10	Cell Phone#	
11	Death Certification	
12	Date of Death	
13	City and State of Death	
14	Drivers license # and Expiration date	
15		
16	Spouse's Full Name	
17	Spouses' Maiden Name	
18	Date, County and State of Marriage	
19	Spouse's Birthdate	
20	County of Birth	
21	Spouse's SSN#	
22	Spouse's Cell Phone #	
23	Death Certification	
24	Date of Death	
25	City and State of Death	
26	Drivers license # and Expiration date	

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Where to Find Important Personal Documents and Other Important Items.

Farm Name

WIA

Date updated.

4/20/2015

Use this worksheet for help locate the documents you will need in meeting with professional advisers. It is important to gather certain documents to assess your current financial situation, but also to determine ownership and obligations related to your real and personal property. Doing this exercise prior to meeting with professionals will save time, money, and will help them better serve your needs.

Personal Documents

	Location of document or Item	Attorney that wrote Document	Date updated	expiration date
Birth Certificates (All Family Members)				
Marriage Certificates				
Divorce Decrees/Separation				
Social Security Cards				
Prenuptial Agreement				
Postnuptial Agreement				
Healthcare Power of Attorney				
Durable Power of Attorney				
Health Records Access				
Living Will				
Wills and Trust documents				
Cemetery Deeds/Burial Instructions				
List of Special Bequests (to heirs, charity, etc.)				
Safety Deposit Box and Keys.				

Auto filled from Power of Attorney page
Auto filled from Power of Attorney page
Auto filled from Power of Attorney page
Auto filled from Power of Attorney page

Personal Investments

This page is to help you locate and identify personal financial investments

Farm Name
Date updated.

Stocks, and Mutual funds

Company / Fund	Number of Shares	Ownership	Cost (Basis)	Market Value	Website

Bonds

Description	Due Date	Face Value	Market Value	Ownership

Life Insurance Policies

Insurance Co	Policy #	Insured	Owner	Type of Insurance	Face Value

Pension Plans / IRAs

Personal Medical Information

This portion of the book is for when you may need to get ahold of the families doctors and medications.

Health	Business Name	Business Contact	Phone	Cell phone	Email
Doctor #1					
Doctor #2					
Doctor #3					
Doctor #4					
Pharmacy					
Health care Power of attorney					
Heath Savings account					
Flexible Savings Account					
Hospital					
Insurance					

Medications

Patient Name	Medication	Strength	Frequency	Dr. Name	Pharmacy

Medical Allergy

Patient Name	Medication	Reaction

Funeral Planning Declaration

FUNERAL PLANNING DECLARATION

This declaration is made this ___ day of _____, _____

I, _____, being at least eighteen (18) years of age and of sound mind, willfully and voluntarily make kno ceremonies, and the disposition of my remains after my death in accordance with Indiana law (IC 29-2-19).

I hereby declare and direct that after my death *(name of designee)* shall, as my designee, carry out the instruc designee is unwilling or unable to act, I nominate _____ as an alternate designee.

I hereby declare and direct that after my death the following actions be taken as indicated by my initialing or r

Disposition: My body shall be: *(choose one)*

_____ **Buried-- I direct that my body be buried at ___ Cemetery.**

_____ I own a cemetery space there. (Lot/Space _____)

_____ I do not own a space in that cemetery.

_____ I have no cemetery preference and leave that decision to my designee.

_____ Cremated-- I then direct that my cremated remains be disposed of as follows:

_____ Scattered at _____

_____ Buried at _____

_____ Given to and retained by _____

_____ I have no preference. This decision is up to my designee.

_____ Entombed-- I direct that my body be entombed at _____ Cemetery.

_____ I do/do not *(mark one)* own a mausoleum crypt in that cemetery.

_____ I intentionally make no decision concerning the disposition of my body, leaving the decision to

What's in Code Red

Farm/Business Section

(green tabbed worksheets)

Farm Business Structure

Farm Finances

Important Farm Documents

Farm Business Contacts

Farm Social Media

Farm Inventory

Farm Employment Inventory

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2 **Farm Business Structure** Farm Name WIA
Date updated. 4/20/2015

3 **T**

4 Type business stucture	S- Corp	C-Corp	LLC	Trust		
5 LLC/ Corporation Name						
6 Doing Business as						
7 Trustee						
8 Tax ID #						
9 Where Incorporated						

10 **Location of Articles of Incorporation Documents**

11 **Location of minutes**

12 Members	Name	Ownership % /shares	Phone #	Cell#	Email	Address
13 #1						
14 #2						
15 #3						
16 #4						
17 #5						
18 #6						
19 #7						

20 **T**

21 Type business stucture	S- Corp	C-Corp	LLC	Trust		
22 LLC/ Corporation Name						
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25 Tax ID #						
26 Where Incorporated						

27 **Location of Articles of Incorporation Documents**

28 **Location of minutes**

29 Members	Name	Ownership % /shares	Phone #	Cell#	Email	Address
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Farm Finances

This page is to help you locate and identify all financial accounts for the farm

Farm Name WIA

Date updated. 4/20/2015

Farm Bank Accounts

Institution	Type of Account	Account #	Ownership	Website	Login	Password	Signature Authority

Lines of Credit

Institution	Type of Account	Account #	Ownership	Website	Login	Password

Life Insurance policies

Insurance Co	Policy #	Insured	Owner	Type of Insurance	Face Value	Cash Surrender Value	Loans

Loans/Mortgages

Institution	Type of account	Account #	Ownership	Amount of Loan	Payment Schedule	Website	Login

This portion of the book contains a list of names ,numbers and other information of people or firms that you may need to contact if some one is going to be gone from work unexpectedly for a period of time.

Farm Name
Date updated.

Farm Business Contacts

	Business Name	Contact	Phone	Cell Phone	Email	Address
Bank						
Loan Officer						
Attorney						
Accountant						
Financial Planner						
Farm Insurance Agent						
Life Insurance Agent						
Health Insurance Agent						
Crop Insurance Agent						
Auto Insurance Agent						
Home Owner Insurance						
Trust Officers						
Mediator						
Workers Comp Insurance						

Land Lords Auto fills in Farm Finance	Contact	Phone	Cell Phone	Email	Address	written or oral

Governmental Agencies	Business Name	Contact	Phone	Cell Phone	Email	Address
Cooperative Extension						
Farm Service Agency (FSA)						
Soil Water Conservation District (SWCD)						

Farm inventory

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Farm Name WIA

Date updated. 4/20/2015

The physical Inventory needs to be updated at least Annually.

Equipment	#	Model #	Size	Purchase Price	Year Purchased	Condition	Ownership	Book value	Market Value	Where is it.
Office						Good / Fair/ Poor	Owned/ Leased or Borrowed			
Computers										
Desk										
Copiers										
Data storage										
File cabinets										

Grain Equipment	#	Model #	Size	Purchase Price	Year Purchased	Condition	Ownership	Book value	Market Value	Where is it.
Grain Bins										
Grain Bins										
Grain Bins										
Grain Bins										
Grain Bins										
Dryers										
Augers										
Irrigation Equipment										

Shop	#	Model #	Size	Purchase Price	Year Purchased	Condition	Ownership	Book value	Market Value	Where is it.
Tools										
Welder										
Drill Press										
Air Compressor										
Power Washer										
Lift										

Rolling Stock	#	Model #	Size	Purchase Price	Year Purchased	Condition	Ownership	Book value	Market Value	Where is it.

Owner(s) and Current Employee(s) of Farm Operation						Farm Name	WIA	
Human Resource Inventory						Date updated.	4/20/2015	

Owner/ Employee	Assigned Duties	Salary / Wages	Work Schedules	Home phone	Cell Phone	Emergency Contacts	Allergies	Tax ID

Task /Duties

Daily	Who	What	When	Where				

Monthly	Who	What	When	Where				

Quarterly	Who	What	When	Where				



After You Have Completed the Code Red Tool....

We hope this resource will help families turn a code red situation into a code green and the business can continue to operate on a daily basis.



How have you used the Code Red Document?

55% for Contingency planning

22% for Succession Planning

33% as a Communication Tool



Why Code Red Documents have been completed

Information for my children when they need to plan our funeral

To provide information for family in case my husband and/or I are incapacitated.

Incase of my death, wife & kids can locate pertinent information

As a communications tool so that my children know where to find necessary documents when I die.

So my kids can find things

To enter information that my family will need when my husband or I pass away

As a repository of information

Fully informing family members as to accounts, etc.

Let's Take a Look!

Code RED



Code Red Flash Drives \$4.00

Code Red Lanyards \$2.00

- You can now go to <https://ag.purdue.edu/Extension/wia/Pages/CodeRed.aspx> and get a free download of the program.



Thank You!

- Bec Wicker from Beacon Ag Group
 - for the idea
- Indiana farm and Agribusiness women
 - Support, Reviewers & Feedback
- Purdue Extension Ag and HHS Educators
 - Reviewing and Development