

EMERGENCY PREPAREDNESS CHECKLIST

IMPORTANT DOCUMENTS



Use this checklist to identify important documents and other items that you should take with you if there is a disaster or emergency. Make copies of the documents and other information, and if possible, also copy the information to a Flash Drive. Put the documents in your GO BAG. Store this document and other important items/documents in a waterproof container. Always keep the originals in a safety deposit box or other safe location!

You may not need all the information on this list. Put together only those documents you think you will need to protect yourself, your family and your future!

- Family Emergency Planning Form (*provided in your toolkit*)
 - Medical Emergency Wallet Card (*provided in your toolkit*): Make a copy for each family member!
 - Family Photo (or current picture of each family member and/or pets)
 - Extra Cash
 - Copies of Important Keys
 - A list of all of the things you own and how much they are worth. (*Make a video or take pictures of your home inside and outside. Keep copies of receipts from large purchases. This will help make filing an insurance claim quicker and easier.*)
 - Driver's License(s)
 - Social Security Cards
 - Birth Certificates
 - Passports
 - Proof of Citizenship
 - Copies of Prescriptions
 - Copies of Immunization Records
 - Copies of Recent Bills (*such as Power, Water, Utilities*)
 - Copies of Home or Other Property Deeds, Leases, Mortgages, etc.
 - Copies of Vehicle Titles, Leases, Loan Documents, etc.
 - Copies of Wills, Living Wills, Health Care Power of Attorney, Financial Power of Attorney, and Trust(s), etc.
 - Computer files backed up on CDs, DVD or USB drive
 - Copies of Pet Medical Records, Shots, Microchip Information, etc.
 - Copies of the paperwork for your Service Animal (*hearing dog or other*)
- Financial Information**
- Bank Accounts and Passwords
 - Copy of last year's Tax Returns (Federal and State)
 - Other:
- Copies of Insurance Documents and Cards**
- Medical Insurance
 - Homeowners/Renters Insurance
 - Auto Insurance
 - Life Insurance
 - Flood or Other Insurance

(continued on back side)

IMPORTANT DOCUMENTS (continued)



Important Phone Numbers and Other Contact Information

Doctors

Pharmacists

Veterinarian

Family Members

Close Friends

Other:

Passwords to Remember

Smart Phone

iPad/Tablet/Laptop

Email

Online Accounts

Videophone

Other:



Don't forget!

When it's time to change the clocks for Daylight Saving Time, go through your **IMPORTANT DOCUMENTS**. Review everything to see if any information needs to be updated.

DATE OF LAST UPDATE: ____ / ____