

# IMPORTANT DOCUMENTS



Use this checklist to identify important documents and other items that you should take with you if there is a natural 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 fireproof safe, 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!

Completed Family Emergency Planning Form (included in this toolkit)

A copy of each family member's **MEDICAL EMERGENCY WALLET CARD** (included in this toolkit)

Family photo (or current picture of each family member and any pets)

Extra cash

Copies of important keys

A list of everything of value you own and how much each is 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 card(s)

Birth certificate(s)

Passport(s)

Proof of citizenship

Copies of prescriptions

Copies of immunization records

Copy of last physical exam / discharge summary

Copies of recent bills (such as power, water, and utilities)

Copies of home or other property deeds, leases, mortgages, etc.

Copies of vehicle titles, leases, loan documents, etc.

Copies of will(s), living will(s), health care power(s) of attorney, financial power(s) of attorney, trust(s), etc.

Computer files backed up on discs or flash drive(s)

Copies of pet medical records, shots, microchip information, etc.

Copies of paperwork for your service animal(s)

## FINANCIAL INFORMATION

Bank account number(s) and password(s)

Copy of last year's tax returns (federal and state)

Other:

## COPIES OF INSURANCE DOCUMENTS AND CARDS

Medical insurance

Homeowner's / renter's insurance

Auto insurance

Life insurance

Flood insurance

Other insurance:

(continued on back)

# EMERGENCY PREPAREDNESS CHECKLIST

# IMPORTANT DOCUMENTS



## IMPORTANT PHONE NUMBERS AND OTHER CONTACT INFORMATION

Doctors

Pharmacists

Veterinarian

Family members

Close friends

Other:

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## PASSWORDS TO REMEMBER *(Store in a secure location. Do not write passwords on this checklist.)*

Cell / smart phone(s)

iPad(s) / tablet(s) / laptop(s)

Email(s)

Online accounts

Videophone(s)

Other:

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## 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:** \_\_\_\_ / \_\_\_\_