

# **PERSONAL EMERGENCY PREPAREDNESS BINDER**

Want to be super-organized for a wide range of emergencies?

We've got you covered with these personal emergency preparedness binder printables. I looked through my own binder and created this template just for you. It's a good idea to make two copies: one to keep at home and one to keep in a safety deposit box or securely stored at the home of a trusted person.

## **INSTRUCTIONS**

Print off as many copies as needed of the following pages and then use a three-hole punch to organize them in your emergency preparedness binder. If you don't have a printer, you can use these pages as a template to create your own handwritten notebook.

For personal and health information, print off a page for each family member.

For documents, make a photocopy of the front (and back, if applicable) of all important records, documents, and ID.

Head to your closest discount store (or your kids discarded school supplies). You'll need:

- A 3-ring binder
- A 3-hole punch
- Binder inserts with pockets for photos and copies of documents
- Page protectors

Be as thorough as you can when filling out the information – the goal here is to make everything as simple as possible during a crisis or emergency.

## **KEEP THIS INFORMATION SAFE!**

As essential as this information is, it's important to realize that your binder contains all of the necessary paperwork for someone to completely steal your identity. There are a few options:

- ✓ Store it in a locked, hidden safe
- ✓ Code it
- ✓ Store it on an encoded thumb drive

## **ADULT PERSONAL INFORMATION**

Full Name:

Date of Birth:

Social Security Number

Physical Address:

### **Document Checklist:**

- ✓ Birth certificate
- ✓ Driver's license
- ✓ Marriage license/divorce paperwork
- ✓ Passport
- ✓ Academic records
- ✓ Military records
- ✓ Firearms-related documents (CCW permit, ownership permit in some areas, serial numbers)
- ✓ A recent photograph
- ✓ Immigration or naturalization documents

## **CHILD PERSONAL INFORMATION**

**Full Name:**

Date of Birth:

Social Security Number

Physical Address:

**School:**

Address:

Phone Number:

Teacher:

Principal:

### **Document Checklist:**

- ✓ A recent photograph (For children, a photo with parents is preferable for ID purposes)
- ✓ Birth certificate
- ✓ Custody documents or adoption records
- ✓ Passport
- ✓ School records
- ✓ Immigration or naturalization documents

# HEALTH INFORMATION

Name:

Date of Birth:

Blood Type:

Pre-existing Conditions:

Prescription Medications and Dosages:

Allergies:

Surgeries:

- |                      |               |
|----------------------|---------------|
| • Primary Physician: | Phone Number: |
| • Specialist:        | Phone Number: |
| • Dentist:           | Phone Number: |
| • Orthodontist:      | Phone Number: |

## Medical Document Checklist:

- ✓ Health insurance card
- ✓ Medical records
- ✓ Immunization/Vaccine records
- ✓ Medical Power of Attorney documents
- ✓ Medical advance directives

## **PET INFORMATION**

Name:

Species:

Breed:

Sex:

Color:

Spayed/neutered: Y/N

Veterinarian:	Phone number
Kennel:	Phone number

Name:

Species:

Breed:

Sex:

Color:

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## **Veterinary Document Checklist**

- ✓ Proof of vaccinations
- ✓ Veterinary care records
- ✓ Recent photo of pet (preferably with a family member)
- ✓ License (if required in your area)
- ✓ Microchip information

# **FINANCIAL INFORMATION**

Bank/Credit Union:

- Acct. number:
- Website address:
- Contact: Phone Number:

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## **Document Checklist**

- ✓ Photocopy of debit cards, front and back
- ✓ Photocopy of credit cards, front and back
- ✓ Mortgage paperwork
- ✓ Deeds to all real estate
- ✓ Copy of investment documents like bonds, stocks, 401K, pension plans
- ✓ Location of safety deposit boxes
- ✓ Recent statements from banks, investment firms, and credit unions
- ✓ Loan documents
- ✓ Life insurance policies
- ✓ Copy of professional licenses or certifications

# **HOMEOWNER OR RENTAL INFORMATION**

Home Address:

Mortgage Holder/Landlord

Homeowner's (or Renter's) Insurance Policy Number:

Phone Number:

## **Home or Rental Document Checklist:**

- ✓ Copy of Mortgage
- ✓ Copy of lease if you rent
- ✓ Home inventory
- ✓ Official appraisals of jewelry, art, or antiques
- ✓ Homeowners or Renter's Insurance Policy
- ✓ Photos of each room in your house
- ✓ Photos of expensive items like electronics, exercise equipment, furniture
- ✓ Serial numbers where applicable
- ✓ Photos of the outside of the home and the yard
- ✓ Home improvement documentation and receipts
- ✓ Receipts for major purchases

# **AUTOMOTIVE INFORMATION**

## **Vehicle Make:**

Model:

Year:

Color:

Automotive Repair Shop:

- Phone Number:

Insurance Company

- Policy Number
- Phone Number

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Model:

Year:

Color:

Automotive Repair Shop:

- Phone Number:

## **Insurance Company**

- Policy Number
- Phone Number

## **Vehicle Document Checklist**

- ✓ Ownership
- ✓ Loan paperwork
- ✓ Copy of registration
- ✓ Copy of insurance policy
- ✓ Copy of maintenance/repair records (not necessary if you use the same facility all the time)

# **LEGAL INFORMATION**

Attorney:

- ✓ Phone Number:

## **Legal Document Checklist:**

- ✓ Living wills
- ✓ Power of attorney designation
- ✓ Burial instructions
- ✓ Beneficiary directions
- ✓ Wills(Only the original copy is legally binding)
- ✓ Binding Contracts
- ✓ Bills of Sale
- ✓ Tax Returns
- ✓ Police Reports
- ✓ Documents related to any criminal or civil proceedings

## **IMPORTANT PHONE NUMBERS**

Gas Company:

Account Number:

Phone Number

Electric Company:

Account Number:

Phone Number

Water Company:

Account Number:

Phone Number

Propane Company:

Account Number:

Phone Number

Cable Company:

Account Number:

Phone Number

Internet Service Provider

Account Number:

Phone Number

### **Non-Emergency Numbers**

Municipal Police:

State Police:

Sheriff:

Ambulance:

Fire:

City Office:

## **EMERGENCY CONTACTS:**

Add emergency contact information for family members or close friends.

Name:

Address:

Home phone number:

Cell phone number:

Email address:

Name:

Address:

Home phone number:

Cell phone number:

Email address:

Name:

Address:

Home phone number:

Cell phone number:

Email address:

Name:

Address:

Home phone number:

Cell phone number:

Email address:

Name:

Address:

Home phone number:

Cell phone number:

Email address:

Name:

Address:

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Email address:

Name:

Address:

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Cell phone number:

Email address:

# EVACUATION CHECKLIST

- ✓ Bug out bags
- ✓ Cell phone
- ✓ Address book with important contacts
- ✓ Money, credit cards
- ✓ Pet carriers
- ✓ Pet food
- ✓ Comfortable clothing
- ✓ Extra shoes
- ✓ Personal hygiene items
- ✓ Documents (id, insurance, passports, etc.)
- ✓ A utility bill or other proof of residence
- ✓ Small portable safe for valuables
- ✓ Reading material
- ✓ Laptops
- ✓ Water
- ✓ A small fire extinguisher
- ✓ Swim goggles (for eye protection in smoky conditions)
- ✓ Extra fuel in a safe container
- ✓ Phone and laptop chargers
- ✓ Security items for children
- ✓ Items to entertain children
- ✓ Prescription medication
- ✓ Allergy medication
- ✓ Heartburn medication
- ✓ Religious items for comfort
- ✓ Emergency food
- ✓ Bedding
- ✓ Photos
- ✓ Sentimental items
- ✓ Special items of clothing