



# HOME EMERGENCY BINDER

The **Home Emergency Binder** is a place to store COPIES of your important documents so you can grab them if you have to evacuate in an emergency.

Consider keeping electronic copies on an external hard drive and/or in a secure cloud. Store the original documents and/or the external hard drive in your home in a fire-proof safe or in an external safety deposit box.

Note: After a disaster, banks may not be open to retrieve a safety deposit box.

*After a disaster, always be cautious about storing and sharing personal financial information, such as your bank account number, social security number, or credit card number.*

## **Documents to store in your binder:**

### **Household Identification**

- Photo ID/Real ID/Passports (to prove identity of household members)
- Birth certificates
- Social Security cards (to apply for FEMA disaster assistance)
- Military service/veteran ID cards
- Pet ID tags, local licenses, & medical/vaccination records/microchip numbers
- Marriage/divorce/adoption/death certificates
- Naturalization or Citizenship documents
- TSA/Global Entry cards
- Current photos of all family members & pets
- Addresses and phone numbers of family members you will want to contact

### **Financial and Legal Documentation**

- Housing payments & mortgage documentation
- Power of Attorney
- Wills
- Living Wills/End of Life directives
- Trust documents
- HIPAA release forms, if necessary
- Sources of income (to maintain payments and credit)
- Current IRS Tax statements (to provide contact information for financial and legal providers and to apply for FEMA disaster assistance)
- Medical Records



# HOME EMERGENCY BINDER

- Health Insurance information
  - Include physical addresses and toll-free phone numbers of all insurance institutions
  - Include all account numbers and online passwords so you can access accounts
- Immunization records
- Home, Business, & Property/Car Insurance Information
  - Include physical addresses and toll-free phone numbers of all insurance institutions
  - Include all account numbers and online passwords so you can access accounts
- Banking & Financial Information
  - Include physical addresses and toll-free phone numbers of all financial institutions
  - Include account/PIN numbers and online passwords so you can access accounts
  - Keep all credit card/debit card information as private as possible
  - Include your online access to all three credit reporting agencies
- Titles/leases/deeds to homes, cars, & other property
- Insurance agents
  - Include physical addresses and toll-free phone numbers of all insurance institutions
  - Include all account numbers and online passwords so you can access accounts
- Location of Safety Deposit Box and key
- Business documents, i.e. LLC formation docs, etc.

## **Other Documentation**

- Physician information (in case medical care is needed)
  - Include physical addresses and phone numbers of any other medical professionals
- List of Medications with RX numbers/Refill information
- Allergy information (for household members with specific allergy needs)
- Service providers
  - Include physical addresses and toll-free phone numbers of all your service providers including gas, electricity, water, trash, internet/cell phone, etc.
- Place of worship
  - Include physical addresses and emergency phone numbers of your place of worship, if you have one.
- Household Property Inventory List
  - Include photos, if possible
  - Include any appraisals

HOUSEHOLD CONTACT INFORMATION

BANKING INSTITUTIONS  
INSURANCE AGENTS  
HEALTH PROFESSIONALS  
SERVICE PROVIDERS  
PLACE OF WORSHIP