

Emergency & End of Life Binder

Attach a 4x6
Family Picture Here

The _____ Family

Important Phone Numbers

Fire: **911**

Police: **911**

Ambulance: **911**

Our Information

Address:

Phone Numbers:

*If you are unsure
who to call and it
is an emergency,
dial:*

911

Family Member Essential Info:

(Type each person's name, DOB and allergies)

Other Emergency Numbers:

Poison Control Center: 800-222-1222

24 Hr. Nurse Line:

Animal Control:

Gas Company:

Electric Company:

Water & Sewer Company:

Road Conditions:

Fire Department:

Police Department:

Plumber:

Landlord:

Insurance:

Car

Life

Health

Dental

Prescription

Renter's / Home Owners:

Doctor's Numbers:

Pediatrician

Pediatric Dentist

Dentist

Adult Primary Care

Other specialists:

Husband's Family Numbers:

Wife's Family Numbers:

Local Friend's Numbers:

Other Friend's Numbers:

Other Important Numbers:

Section 1

Identification Kits

- ID Kit (Adult, Child, Pet)
- Birth Certificate
- Shot/Immunization Records
- Passports

Attach a Picture Here

Adult ID Kit

Today's Date: _____

First Name: _____

Middle Name: _____

Last Name: _____

Nickname(s): _____

Current Address: _____

City, State, Zip: _____

Home Phone: _____

SS#: _____

Cell Phone: _____

Work Phone: _____

Place of Employment: _____

Employment Phone: _____

Date of birth: _____

Gender: _____

Ethnicity: _____

Height: _____ Weight: _____

Hair color: _____

Eye color: _____

Birthmarks: _____

Distinctive moles: _____

Scars: _____

Other (glasses, contacts, braces, prosthetics etc.): _____

Allergies: _____

Medical Conditions: _____

Medications: _____

Right Thumb

Right Index

Right Middle

Right Ring

Right Pinky

Left Thumb

Left Index

Left Middle

Left Ring

Left Pinky

Attach a Picture Here

Child ID Kit

Today's Date: _____

First Name: _____

Middle Name: _____

Last Name: _____

Nickname(s): _____

Current Address: _____

City, State, Zip: _____

Home Phone: _____

SS#: _____

Cell Phone: _____

Work Phone: _____

Place of Employment: _____

Employment Phone: _____

Date of birth: _____

Gender: _____

Ethnicity: _____

Height: _____ Weight: _____

Hair color: _____

Eye color: _____

Birthmarks: _____

Distinctive moles: _____

Scars: _____

Other (glasses, contacts, braces, prosthetics etc.): _____

Allergies: _____

Medical Conditions: _____

Medications: _____

Primary caregiver: _____

Cell Phone: _____

Work Phone: _____

Secondary caregiver: _____

Cell Phone: _____

Work Phone: _____

Right Thumb

Right Index

Right Middle

Right Ring

Right Pinky

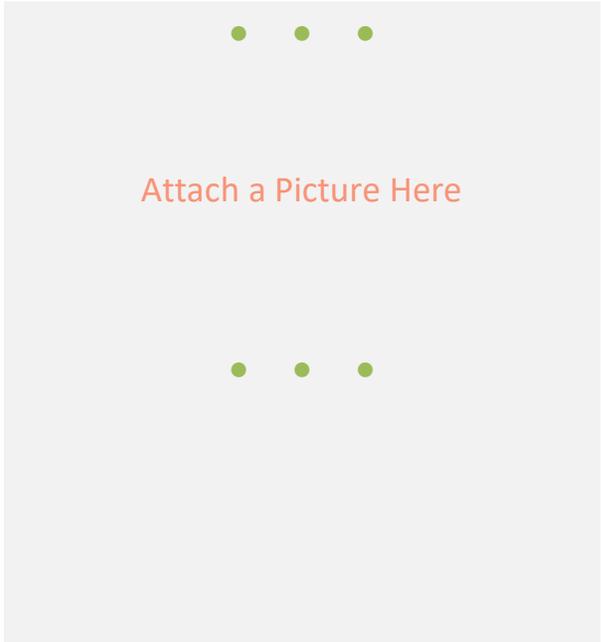
Left Thumb

Left Index

Left Middle

Left Ring

Left Pinky



Left Paw

Right Paw



Pet ID Kit

Microchip? Yes No #: _____

Name: _____

Nickname(s): _____

Address: _____

Primary Owner: _____

Cell Phone: _____

Secondary Owner: _____

Cell Phone: _____

Vet: _____

Vet Phone: _____

Rabies ID: _____

Age: _____ Gender: _____

Breed: _____

Weight: _____ Eye Color: _____

Colorings: _____

Markings: _____

Allergies: _____

Medical Conditions: _____

Medications: _____

Section 2

Certificates / ID

- Social Security cards
- Marriage Certificate(s)
- Divorce Certificate(s)
- Death Certificate(s)
- Copy of Diploma(s)
- Passports (photocopy)
- Driver license or other ID (photocopy)
- Church documents

Section 3

Insurance Policies

- Homeowners/Renters
- Vision
- Auto
- Health
- Dental
- Life
- Flood

Section 4

Property Documents

- Apartment or condo leases
- Home or other property deeds / titles
(mortgage, car, RV, ATV, watercraft, etc.)
- Auto Loan (s)
- Mortgage Company
- Rental agreement & Landlord Info
- Estate documents
- High value receipts
- Home Inventory List (photo or video inventory)

Section 5

Financial Documents

- Bank account (s), Credit Card (s)
- Tax returns
- Loan documents (car, education, etc.)
- Investment account information
- Copies of recent bills (Water, Power, etc.)
- Employment contracts
- Retirement Account(s) Statements
- Pension Account(s)
- Certificate of Deposit
- (Copies of same items if owner of a business)
- PayPal, Venmo, Bitcoin info.
- Other legal documents

Section 6

Other Important Docs

- Copy of wallet contents (front and back)
Driver License, credit cards, etc.
- Medical records,
- Power of Attorney & Living Will Document
- List of current prescription medication(s)
- Copies of important keys
- Account / Password Lists
 - Trade Union
 - Gym Health Club
 - Home Owners' Association
 - Costco/Sam's Club
 - Vitamin/Prescription/meal plans/clubs
 - Health Cost Sharing
 - Dental Savings club
 - Newspapers, Magazines, Online
 - Netflix, HBO, HULU, Spotify, iTunes, Pandora, etc.

Section 6- Continued

Other Important Docs

- Child Support
- Veterinarian
- Lawn Service
- Health Caregiver
- Physicians and Specialists
- College classes,
- Hobby / Clubs / Online Gaming
- Home Security System
- Amazon Prime
- Online photo/data
- Antivirus/Norton/AVG
- Other subscriptions* (Adobe, Microsoft Office, QuickBooks, Dropbox, Steam, Xbox Live, Birchbox, Entertainment & streaming, niche website subscriptions, monthly food/pet supply deliveries)

Section 7 Utilities

Cell Phone

Land Line Phone/ Fax

Cable TV

Internet

Garbage & Recycling

Electricity

Gas

Solar

Water / water filtration services

Sewer

Other

Section 8

Password Log for items each item listed in Sections 6 & 7

Include Site name, web address, username, password, fees/charges and date of renewal if applicable, account #, etc.

Remember to include all:

- Internet accounts
- Bank Accounts
- Subscriptions
- Personal email
- Work email
- Business web/email
- Journal/data/cloud
- Family History Sites

Section 9

Digital Back-ups

Digital Pictures and Videos

Electronic Documents

Others

- Make sure these documents are accessible to those for whom they will be meaningful. Where are they and how will they be accessed and found?
- Be sure to add usernames and passwords for these digital accounts.

Section 10

When a Loved One Dies Check lists

Immediately:

Notify family & friends

Notify your employer of your absence

Locate key documents: (Use previous sections and **The Book** or a simple accordion file for ease of transport)

Will

Social Security Card, Driver's license, and/or other gov't ID

Marriage & Birth certificate

Insurance (all) Policies (contact Life Ins. ASAP. They can coordinate with funeral home to cover funeral expenses.)

Deeds & property titles

Automobile Title & registration

Stock Certificates

Honorable discharge papers for a veteran and/or VA claim number

Income tax and W-2 forms, most recent

Mortgage loan info

Monthly bills, checkbook, and credit cards (check wallet)

Proceed with or make Funeral Arrangements if this has not already been done

Within One Month

These are Accounts you will notify/change/cancel and include: Financial Accounts, Insurance, Utilities, Memberships, Medical Providers, Subscriptions. See sections 6, 7, 8

1. Obtain Death Certificates (at least 10) from the funeral home
2. Contact Social Security Office and notify them of your loved one's passing. There is a one-time death benefit to surviving spouses of \$255.00.
3. Contact Division of Motor Vehicles. Cancel license and voter registration to avoid identity theft. Monitor Credit report to check for identity theft.
4. Transfer Car Registration and Title to survivor's name.
5. Transfer all monthly bills/utilities to survivor's name.
6. Insurances (all) gather policies and change beneficiaries if needed
7. Contact all banks: for joint accounts: a) ask if you are required to close the account and open an individual account; b) Close the deceased's individual accounts; c) Check auto-draft bill payments and make certain they are switched to the survivor.
8. Cancel upcoming appointments, events, trips scheduled for a loved one.

Within Nine Months

File tax return for the deceased

Ensure your own estate planning is complete

Section 11

Local Evacuation Plan

- Map of Area
- Family Emergency Plan
- Neighborhood Emergency & Evacuation plans
- Community & Faith group Emergency plan

Emergency Preparedness

Organize Your Emergency Plan

- Choose two people that each family member can contact in the event you are separated. If possible, pick one contact that lives in the same state and another who lives out of the state.
- Pick two meeting places in case you are separated. The primary meeting place should be close to home and the other should be farther away or out of the state.
- Go online and look up the evacuation routes for your area. It's important to know what your options are in the event of an evacuation.

Gather Your Records

- Make sure you have quick access to your Emergency Binder including vital documents, financial and legal papers.

Document Your Valuables

- Use a camera or video camera to thoroughly document everything of value in each room of your home.
- Using the Home Inventory List, write down the likely replacement value for each item.
- Give your inventory video, photos and/or list to someone you trust that does not live with you.

Organize Your Emergency Kit

- Assemble the items listed in the Emergency Supply Kit below along with food, cash, medication, eyeglasses, whistle and a first aid kit. Make sure you have enough food and water per person to last 3 to 5 days.

Hold a Family Meeting—approx. 30 min

- Program each emergency contact's number into everyone's cell phones.
- Walk through the emergency plan together; tell everyone where the emergency kit is located, where they can find the Emergency Binder, and who has a copy of the Home Inventory List.

Emergency Supply Kit

- Water, one gallon of water per person per day for 3 days minimum
- Battery-powered or hand crank radio
- Flashlight & extra batteries
- Moist towelettes, garbage bags, plastic ties for personal sanitation
- Dust mask, to help filter contaminated air
- Plastic sheeting and duct tape for shelter-in-place
- Fire extinguisher
- Wrench or pliers to turn off utilities
- Can opener for food (as needed)
- Local maps
- Sleeping bag or warm blanket for each person
- Complete change of clothing including a long sleeved shirt, long pants and sturdy shoes
- Matches in a waterproof container
- Pet food and extra water for your pet

Family **Emergency** Plan

Our Family Emergency Plan (should be kept inside our emergency supply kit)

Contact #1 Name: _____

Contact #2 Name: _____

Email: _____

Email: _____

Phone: _____

Phone: _____

Meeting place #1: _____

phone: _____

Meeting place #2: _____

phone: _____

Locations Our Family Frequent (should each have their own evacuation plan)

Dad's Work: _____

Mom's Work: _____

Address: _____

Address: _____

Phone: _____

Phone: _____

Evacuation location: _____

Evacuation location: _____

School location #1: _____

School location #2: _____

Address: _____

Address: _____

Phone: _____

Phone: _____

Evacuation location: _____

Evacuation location: _____

Other place we frequent: _____

Other place we frequent: _____

Address: _____

Address: _____

Phone: _____

Phone: _____

Evacuation location: _____

Evacuation location: _____

Family Emergency Plan

Make sure everyone knows who to call and where to meet in case of an emergency.
Fill out these cards and give one to each member of your family

Family Emergency Plan

Contact #1 Name: _____

Phone: _____

Contact #2 Name: _____

Phone: _____

Meeting Place #1: _____

Meeting Place #2: _____

Family Emergency Plan

Contact #1 Name: _____

Phone: _____

Contact #2 Name: _____

Phone: _____

Meeting Place #1: _____

Meeting Place #2: _____

Family Emergency Plan

Contact #1 Name: _____

Phone: _____

Contact #2 Name: _____

Phone: _____

Meeting Place #1: _____

Meeting Place #2: _____

Family Emergency Plan

Contact #1 Name: _____

Phone: _____

Contact #2 Name: _____

Phone: _____

Meeting Place #1: _____

Meeting Place #2: _____

Family Emergency Plan

Contact #1 Name: _____

Phone: _____

Contact #2 Name: _____

Phone: _____

Meeting Place #1: _____

Meeting Place #2: _____

Family Emergency Plan

Contact #1 Name: _____

Phone: _____

Contact #2 Name: _____

Phone: _____

Meeting Place #1: _____

Meeting Place #2: _____

If there is time, be sure to grab the following:

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____
11. _____
12. _____
13. _____
14. _____

Some examples: laptop, camera, photo album etc.

Evacuation Plan

30 Minutes

Mom's List

- Shoes on
- Kid's shoes on
- Turn on movie for kids (iPad)
- Purse, Dad's wallet, keys and cell phone in van
- Emergency Binder in van
- External hard drive in van
- Extra flashlight / candles in van
- Extra snack food (crackers, a few cans of THRIVE fruit, nuts) in bag in van
- Cooler filled with milk, cheese and fresh fruit & frozen water jugs in van
- Leash and dog in van
- Kid's pillows, blankets, favorite toy in van
- Small suitcase with an extra changes of clothes, extra diapers & wipes, and diaper cream in van
- A bag of toys, coloring books and crayons in van

Dad's List:

- Shoes on
- Shut off gas using our gas shut off tool
- 72 hr kits in van
- Four 5-gallon water jugs in van
- Four 24-pack water bottles in van
- Fire extinguisher in van
- Tent in van
- Camp Stove in van
- Extra blankets in van
- Gun in van
- Computer in van
- Portable DVD player set up in van with a few extra DVDs
- 5-10 preselected books (they are all next to each other on a bookshelf) in van

10 Minutes

Mom's List:

- Shoes on
- Kid's shoes on, plus leash and dog
- Turn on movie for kids
- Purse, John's wallet, keys and cell phone in van
- Emergency Binder in van
- External hard drive put in van
- Extra flashlight / candles in van

Dad's List:

- Shoes on
- Shut off gas using our gas shut off tool
- 72 hr. kits in van
- Four 5-gallon water jugs in van
- Four 24-pack water bottles in van
- Fire extinguisher in van
- Tent in van

Moments

Mom's List:

- Big girls get Emily & Natalie shoes on
- Own shoes on
- Put 72 hr. kit on me and Jake
- Brooke Hold / keep track of Natalie
- Megan Hold/ keep track of Emily
- Grab, purse & cell
- Emergency binder (can be in 72 hr. kit)
- Get leash and dog

Dad's List:

- Jake Shoes on
- Own Shoes on
- Get 72 kits on Brooke and Megan
- Get own 72 hr. kit on
- Keep track of Jake
- Grab wallet and cell
- External Hard drive

Learn from Experience

Note ongoing changes and updates to plans or information in each section.

Family members in the home, pets, electronic data trail, memberships are often changing. Update accordingly.

Also, natural disasters in other areas may open our eyes to potential challenges. Other resources will inform steps you can take to prepare. In the state of Oregon, we have access to the 2 weeks ready website.

<https://www.oregon.gov/oem/hazardsprep/Pages/2-Weeks-Ready.aspx>

You may also find it helpful for you to research solutions for your situation: have livestock? Living alone? Have small children? Need a month's supply of medicine (diabetic)? Need a secondary power source?

This is **your book**, and your family and future.

Include preparation in your plans so you can spend your time gathering with those you love and have peace of mind.

May God be with you.