

Collecting Emergency Documents

This fact sheet is designed to provide a checklist for activities for Collecting Emergency Documents to improve your emergency preparedness in an earthquake.

DATE COMPLETED / ACTIVITIES

_____ Collect Emergency Documents.

_____ Store Emergency Contact List and Documents in emergency supply kits, wallet, safe deposit box and give copies to personal support network and out of area contact.

_____ Update Every 6 Months

Emergency Documents (includes important information typically needed after a disaster).

Copies of Emergency Documents Should Include:

- ❖ Proof of ownership or lease of your residence. (This is important when applying for disaster assistance after an emergency.) *
- ❖ Social security numbers of family members. *
- ❖ Vehicle, boats, etc., including make, identification and license numbers. *
- ❖ Charge card and bank account numbers. *
- ❖ Insurance policy numbers. *
- ❖ Securities, deeds and loan numbers including company name, address and telephone numbers. *
- ❖ Will/living trust and letter of instructions. *
- ❖ Photos or video of all valuables for documentation of insurance claim. (This inventory should be backed up on disk if it is on computer. Consider documenting your inventory by going through your areas with a video or camera and capturing all your possessions on film.) *
- ❖ Important business documents. *
- ❖ Family records (birth, marriage, death certificates). *
- ❖ List style and serial numbers of medical devices such as pacemakers.
- ❖ Specifications for adaptive equipment (in case it needs to be replaced)

* Store these documents only in your home emergency supply kit.

Store Emergency Documents

- Store Emergency Contact List and Emergency Documents in a tightly sealed freezer bag in emergency supplies. Send a copy to an out of state contact and keep another copy in safety deposit box.
- Additional copies of Emergency Contact List and all Emergency Documents (except for those followed by an *) should be stored:
 - in emergency carry with you supply
 - in wallet
 - give to personal support network

Update Every Six Months (i.e., when you change the clocks)

- Emergency Health Information Card
- Emergency Contact List

Adapted from Independent Living Resource Center San Francisco and the American Red Cross

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