

# IT'S ALL IN HERE

\_\_\_\_\_ 's Preparedness Binder

- What's Where: Guide to storing vital documents .....
- Photocopies of vital documents .....
- Cheat Sheet to Not Freaking Out About \$\$\$\$: Your financial checklist .....
- Phone a Friend: Contact information .....
- Get Carded: Store extra printouts here in case one is damaged or lost .....
- Follow the Road to Readiness: Progress tracker .....



Check the boxes as you complete each task.

Preparedness needs vary by household. Use this binder as a prompt to consider what your family requires, and adjust accordingly. For more preparedness tools, visit [Ready.gov](https://www.ready.gov).





# WHAT'S WHERE?

Location, location, location! First up: finding and gathering your vital documents. After you've made photocopies and stashed them in your binder, list where in your home (or elsewhere!) you're storing the originals.

	What	Where
IDENTIFICATION	<b>Birth certificates/adoption records for all household members</b>	_____
	<b>Marriage license</b>	_____
	<b>Divorce decrees</b>	_____
	<b>Child custody papers</b>	_____
	<b>Citizenship papers</b>	_____
	<b>Driver's licenses</b>	_____
	<b>Social Security cards</b>	_____
	<b>Passports</b>	_____
	<b>Military records</b>	_____
	<b>Fingerprint records</b>	_____
FINANCIAL & LEGAL	<b>Death certificates for any immediate family members</b>	_____
	<b>Property records: deeds, leases, titles</b>	_____
	<b>Automobile records: leases and titles, VINs, registrations</b>	_____
	<b>Insurance records: automobile, homeowners or renters, flood, liability, personal property, umbrella</b>	_____



# WHAT'S WHERE?

	What	Where
FINANCIAL & LEGAL	Previous year's federal and state tax returns	_____
	Wills	_____
	Estate planning documents	_____
	Household inventory and appraisals	_____
MEDICAL	Health insurance cards and policies	_____
	Medical history	_____
	Medication & prescription lists, including dosage & pharmacy	_____
	Dental records	_____
	Disabilities documentation	_____
	Disability insurance policies	_____
PET OWNERS	Living wills, medical power of attorney	_____
	Veterinary records	_____
	Vaccination history	_____
OTHER	ID chip numbers	_____
	Contents of wallet	_____
	Family historical information	_____



# PHONE A FRIEND



Having every phone number in the world on your phone doesn't do you any good when you've lost your phone.

**DIRECTIONS**

- Write down all your important phone numbers on these pages, then identify the most crucial, can't-forget-'em contacts and come up with mnemonic devices to help you remember those.
- They can be anything from a song ("five-one-one-eight-seven-six-four" happens to fit perfectly into the first line of "Old MacDonald Had a Farm," incidentally) to a word spelled out by a phone number's corresponding keypad letters.
- Use our keypad to discover words your phone number can spell, or go to [phonespell.org](http://phonespell.org) to find a jumble of possibilities.

**CONTACT ONE**

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Name and relationship

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Phone number

---

Mnemonic device

**CONTACT TWO**

---

Name and relationship

---

Phone number

---

Mnemonic device

**CONTACT THREE**

---

Name and relationship

---

Phone number

---

Mnemonic device

**CONTACT FOUR**

---

Name and relationship

---

Phone number

---

Mnemonic device



# PHONE A FRIEND



	Name and relationship	Phone number
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IMMEDIATE FAMILY	_____	_____
	_____	_____
	_____	_____

EXTENDED FAMILY	_____	_____
	_____	_____
	_____	_____

EMPLOYER	_____	_____
	_____	_____

SCHOOL	_____	_____
	_____	_____

_____	Designated emergency contact	_____
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_____	Child care provider	_____
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_____	Elder care provider	_____
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_____	Pet care/boarding	_____
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# PHONE A FRIEND



Name and relationship	Phone number
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Trusted neighbor

Medical care provider

Pharmacy

Key financial institution

Home insurance company

Auto insurance company

Legal adviser

Police (dial 911 for emergency)

Fire department (dial 911 for emergency)

Poison control

Alternative/accessible transportation

Electric company

Water company

# GET CARDED



**STEP 1:** Play the song "Safety Dance." On repeat.

**STEP 2:** Fill out these cards for every member of the household, and task them with keeping one with them at all times in a purse, wallet or backpack. Contact info goes on one side; a map of your emergency meetup spot goes on the other.

**STEP 3:** Cut out the cards (adult supervision required with scissors), fold them on the dotted line, and have them laminated. Make sure that kids' contact cards are concealed from public view, not hanging from a backpack zipper.

**FOLD HERE**

Use scissors with adult supervision.

<p>Emergency contact name</p> <p>Phone number</p> <p>Other important information</p> <p><b>DIAL 911 FOR EMERGENCIES</b></p>	<p><b>NEIGHBORHOOD MEETUP SPOT</b></p>
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**FOLD HERE**

Use scissors with adult supervision.

<p>Emergency contact name</p> <p>Phone number</p> <p>Other important information</p> <p><b>DIAL 911 FOR EMERGENCIES</b></p>	<p><b>NEIGHBORHOOD MEETUP SPOT</b></p>
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# FOLLOW the ROAD to READINESS

Fill in each step with a different color as you complete each task. Put this progress tracker in a place where you'll see it every day to make sure you stay on the path to preparedness.

