

# **FAMILY DOCUMENTS EMERGENCY PLANNER**

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## Your Family Emergency Planner

We are constantly bombarded with the importance of storing water, food, clothing, medical supplies, and cash in small bills. But just as important are all your financial records, vital information, phone numbers, bank accounts, business and investment records, etc.

**Now is the time to get organized – while you're thinking about it and before life interrupts.**

Documentation for proof of ownership of real estate, vehicles, insurance policies and other financial papers and records may be necessary, depending on the possible disaster.

Having this information all in one place can also be helpful in case the main responsible individual becomes incapable of administering the family affairs. Planning ahead and having all the forms and information handy in one place can save much anguish, time, and money.

**Keep the originals of all your important forms in a safe deposit box at the bank or in another secure, private, accessible place away from your home.**

The following pages contain details to help you complete an inventory and compilation of your family's personal and financial information.

Buy a sturdy 3-ring binder and print the worksheets provided here. This will give you a place to keep your family's important information all in one place should you need to evacuate your home. Make sure everyone knows where it is kept, preferably in close proximity to your 72-hour kits.

Shopping for your planner, include the following items and accessories:

- 3-Ring Binder
- Top-loading sheet protectors, if desired
- Index dividers
- Waterproof, portable container

**IMPORTANT EMERGENCY TELEPHONE NUMBERS**

	<b>Person/Resource</b>	<b>Location</b>	<b>Phone Number</b>	<b>When to contact? As Directed</b>
<b>Nearest Relative (not immediate family)</b>				
<b>Local Contact (other than family)</b>				
<b>Out of Area Contact</b>				
<b>Emergency</b>			<b>911 or 1-911</b>	
<b>Fire</b>				
<b>Ambulance or Paramedics</b>				
<b>Police/Sheriff</b>				
<b>Family Doctor</b>				
<b>Poison Control</b>				
<b>Hospital</b>				
<b>Pharmacy</b>				
<b>Utilities / Providers</b>				
<b>Electric Power</b>				
<b>Gas Co.</b>				
<b>Water Co.</b>				
<b>Sanitation</b>				
<b>Telephone Co.</b>				
<b>Insurance Agent</b>				
<b>Babysitter</b>				



**FAMILY INFORMATION**

Name of Family Member	Date of Birth	Place of Birth & Where Recorded	Social Security #

NOTES

**INDIVIDUAL FAMILY MEMBER RECORDS**

Record or Document	Location of Records					
	Name	Name	Name	Name	Name	Name
Birth Certificate						
Adoption Records						
Marriage License						
Social Security Card						
Passport & Visas						
Citizenship Records						
Driver's License						
Military Records						
Retirement Accounts						
Academic Records						
Health Records						
Immunization Records						
Disability Records						
Medications						
Eyeglass Rx						
Church Records						
Will						
Living Will (DNR)						
Other						

LOCATION OF FAMILY DOCUMENTS

Record or Document	Location / Details
<b>Abstract of title for home or other real estate</b>	
<b>Vehicle Titles</b>	
<b>Vehicle Registrations</b>	
<b>Other Vehicle Titles &amp; Registrations</b>	
<b>Bank Statements</b>	
<b>Church Records:</b> <ul style="list-style-type: none"> <li>▪ <b>Baptism</b></li> <li>▪ <b>Confirmation</b></li> <li>▪ <b>Membership</b></li> </ul>	
<b>Cemetery Plot / Deed</b>	
<b>Contracts</b>	
<b>Guarantees / Warranties</b>	
<b>Income Property</b>	



<b>Records</b>	
<b>Insurance Policies</b> <ul style="list-style-type: none"><li>▪ Life</li><li>▪ Pension Plan</li><li>▪ Disability</li><li>▪ Health</li><li>▪ Other</li></ul>	
<b>Keys to Properties</b>	
<b>Keys to Safe Deposit Box</b>	
<b>Keys to Storage Facility or Other Places</b>	
<b>Marriage / Divorce Records</b>	
<b>Military Service Records</b>	
<b>Mortgage Docs</b>	
<b>Pedigrees for Livestock &amp; Pets</b>	
<b>Property Deeds</b>	





<b>Receipts / Tax Records</b>	
<b>Savings Accounts &amp; Passbooks</b>	
<b>Social Security Records</b>	
<b>Stocks &amp; Bonds / Certificates</b>	
<b>Trusts Records &amp; Information</b>	
Unemployment Benefits Records	
<b>Wills</b>	
<b>Other Documents</b>	



















## PROPERTY & HOUSEHOLD INVENTORY

### **Tips for Inventory:**

In case of destruction of or stolen property, knowing exactly what you own will be extremely important in determining how much insurance is needed to protect your belongings. Estimate values if you don't know the exact prices. (Don't forget your food storage and survival supplies.)

### **Inventory Methods:**

- Manually – Print out the sheet below and write down everything. Inventory one room at a time and tag each item with a sticky label when the item is accounted for and all values are determined.
- Take photos of each item or area and write the names, purchase dates, costs, or current price, or value when purchased on the back of the photo. Or number the photos and use an audio recording to describe what is in each photo.
- Use a video recording. Include everything: jewelry, clothing, toys, in the garage, on walls, in closets – anything that has value. If you don't own a video recorder, borrow or rent one for a weekend. Use the audio feature to record your descriptions and prices.

Store the written inventory documents, photos or videos in a safe deposit box, if possible.

(Continue to form on the next page.)









FINAL DISPOSITION INFORMATION & GUIDELINES

Preferences After Death:

Autopsy if doctor or family deems it necessary.

Disposition of Body

Donate my body's organs: Arrangements made on date with organization

Cremation Scatter ashes:

Bury container: Location

Funeral Arrangements: Simple No public viewing Least expensive burial or cremation container Immediate disposition Bury at:

Services: Memorial (after disposition) Funeral (before disposition)

Graveside ceremony at: My church Mortuary Other

Memorial gifts to: Omit flowers

I have made pre-arrangements with: Name/Address of Mortuary

Signature: Date:

Witness: Date:

Witness: Date:

Additional Disposition Instructions

Table with 8 empty rows for additional instructions.

Complete a copy of this form for each family member.