



FIRES, FLOODS, FAULTS, TERRORISTS...*DO YOU KNOW WHERE YOUR VITAL RECORDS EMERGENCY INFORMATION IS...?*

During a disaster, such as an earthquake or flood, you may need to evacuate your home rapidly. You will want to have some important legal documents with you and others in a safe place. Take steps now to ensure that you safeguard your legal documents and have appropriate access to them for disaster recovery!

1. Open a bank safe deposit box or buy a fireproof safe for essential, irreplaceable, original documents. These include:

- Family birth certificates
- Marriage certificates and divorce papers
- Citizenship papers
- Military records and discharge papers, copies of the face of military ID cards
- Copies of insurance policies with agent contact information
- A list of bank accounts with the bank address
- A list of credit card numbers and addresses
- Accountant's copy of your income tax filings for 7 years
- Securities, US Savings Bonds, certificates of deposit, and other financial instruments
- Original Social Security Cards for all family members
- Titles and deeds for property
- Vehicle titles and a copy of the registration papers

2. Make a GoKit Document Cache to keep in your family emergency kit. Organize these records in a 1" ring binder with page protectors or in a waterproof container. You can make a waterproof container with a 14" piece of 3" PVC pipe and two end caps. Use adhesive to attach one end cap permanently and use a threaded cap for the other end. Fill the book or tube with the following documents/copies and update it each spring and fall.

- Copies of birth certificates and marriage/divorce papers
- Emergency contact information for all family members: work address and phone, school address and phone, day care/after school care address and phone
- Out of area contact person's name, address and phone number
- Copies of citizenship papers/green cards
- Original passports for all family members
- Military papers to prove Veterans Benefits eligibility, copies of the face of military ID cards
- Copies of medical information for each family member: physicians names and numbers, prescription drug names and dosages, pharmacy name and number
- Copies of insurance policies with 24 hour contact information for every policy
- Copies of the tax bill, mortgage papers or property deed to prove homeownership; copy of lease to prove legal right to alternate shelter
- Copies of 2 utility bills less than 1 year old to prove residency (owners and renters)
- Copies of the credit card list and emergency numbers to report lost cards
- Copies of all family drivers licenses and auto registrations
- Copies of all Social Security Cards
- One pad of checks and one credit card for an account that you seldom use. Use for emergency expenses: food, alternate lodging, replacement clothing
- \$100 in small bills in case cash registers and credit card machines do not work
- \$10 in quarters for the pay phone
- A copy of the wills for each family member. Make sure that an out of area family member has another copy in a safe place, and that your legal adviser has a copy.
- Copies of funeral arrangements in place or last wishes for adults.

DON'T LEAVE YOUR FAMILY'S FINANCIAL SECURITY TO CHANCE...BE PREPARED!