

EMPLOYEES' FAMILY PLAN EMERGENCY GUIDE

KEY DOCUMENTS



Store original documents in a safety deposit box and keep copies of the documents in a water/fire resistant portable container in your home. The proper documentation will assist you in the recovery process after a major disaster.

- Birth, death and marriage certificates
- Citizenship papers
- Credit cards
- Driver's License
- Government ID
- Income tax records
- Insurance policies
- List of prescriptions, including the phone numbers of your doctor(s) and pharmacy

- Military discharge
- Mortgage papers
- Passports
- Pets – local licenses, microchip numbers, medical records
- Social Security
- Medicare cards
- Stocks and bonds
- Titles to deeds
- Wills

ADDITIONAL INFORMATION

American Red Cross

Emergency Contact Cards

<http://www.redcross.org/prepare/ECCard.pdf>

Department of Homeland Security

Family Emergency Plan

<http://www.ready.gov/america/downloads/familyemergencyplan.pdf>

Household and Personal Property Inventory Book

http://web.aces.uiuc.edu/vista/pdf_pubs/houseinv.pdf