

Personal Emergency Notebook Checklist

Identifying Information

- Name, address, phone numbers (home and cell)
- Date of birth / drivers license number
- Medical conditions
- Allergies
- Medications – names and dosages
- Doctors' contact information
- Pharmacy phone numbers

Emergency Contacts

- List of household family members – date of birth, social security number
- Photo of each family member or of entire family – possibly a photo CD
- List of emergency contacts
 - Names, addresses and phone numbers
 - Relation to you
 - Email addresses of family, friends or home church

Photocopies

- Valid Driver's License / Passport / Proof of residency or citizenship
- Social Security card
- Immunization records
- Birth or death certificates
- Marriage license
- Baptismal record
- Lease agreement, utility bill or merchant's statement
- Deeds
- Deeds of trust
- Titles
- Mortgage payment books or coupons
- Property tax bills or receipts
- Real property insurance with your name listed as owner/insured
- Make/Model/Serial Numbers for durable medical equipment such as wheelchairs

- Paycheck stub
- Social Security disability award letter
- SSI award letter
- Income tax documents
- Bank statement of bank card or debit card
- Checking/savings account numbers
- Online username/password
- Front and back of credit cards
- Insurance policies
 - Home
 - Auto
 - Life
- Health insurance cards
- Prescription plan and card

List of Community Resources (include local agencies and contact information)

Other Important Documents