

Family emergency binder

Contacts and document locations

Print, write by hand, and keep the completed copy private.

Household / prepared by

Last reviewed

Next review

1. People to contact

Name / relationship

Phone / preferred contact

Who can help if unavailable?

Name / relationship

Phone / preferred contact

Who can help if unavailable?

2. Where documents are kept

Document / organization	Original or copy location	Person to contact
Identity documents		
Insurance policies		
Household / housing records		
Financial records		
Legal documents		
Health information location		

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3. Everyday arrangements

Children / dependents: contact and agreed arrangements

Pets: contact and care information location

Home: key holder and maintenance contact

4. Access and review

Person who knows where this checklist is kept

Offline backup location / how to request access

Missing items and next action

No passwords, PINs, recovery codes or full identity/account numbers.

This checklist records locations; it does not grant access or authority.