

Emergency Contacts/Numbers

- Family & Friends addresses and phone numbers
- Phone contact trees – if you have a contact tree for schools, church, friends, and family, etc.
- Doctors, Dentists, and local hospitals/clinics
- Utilities – even if you have left home, you need a list of utilities in case you need to contact them for safe return dates, to report a problem or to inquire about your particular location during an emergency. This would include whoever runs your water, electricity, gas, and propane.
- Local non-emergency numbers for police, fire, ambulance, and city

Financial Information

- Credit card numbers and phone numbers (plus websites and passwords)
- Insurance card numbers and phone numbers
- Bank Cards, accounts and phone numbers (plus websites and passwords)
- Investments/401K/safety deposit information
- Last two statements from all of your financial accounts – checking, savings, 401K, investments

Copies of Vital Documents

- Driver's licenses or State Issued ID Cards
- Birth Certificates
- Social security cards
- Credit cards (front and back)
- Military Records
- Naturalization/Immigration documents

Medical Information

- Advanced Care Directives
- Medical Power of Attorney
- Immunization Records
- Medical history if you have serious illnesses/diseases
- Current Prescription lists
- Insurance information – copies of your cards (front and back)

Legal Documents

- Power of Attorney for you
- Power of Attorney for others – if you are the POA for someone else -- it is vital to have it with you. While in most cases a copy isn't a legally binding document, you may gain some leeway over having a copy in an emergency. Consider keeping the original in a safe deposit box.
- Deed and titles to your home and/or cars
- Birth certificates – you can order duplicate official documents from your state agencies
- Wedding licenses
- Wills – again, original documents are the only ones that are legally binding. Have a copy, but consider keeping the original with your attorney or in a safe deposit box.
- Death Certificates – it may be important to keep a death certificate from a recently deceased family member – this is a judgment call for you.
- Passports
- Car Titles
- Lease information

Insurance

- Insurance Policy with local agent information
- Insurance cards if needed
- Home inventory – Keep copies of your home inventory if you have lost your home due to a localized emergency and need to go to a field office for your insurance company. While you should always have a copy of this (including video/photos) that stays with your local insurance agent, keeping a copy for you to hand in during an emergency might get you on your way to recovery money faster.

Other

- **List of vital websites and passwords** – We keep ours on an encrypted /protected excel spreadsheet and store it on a thumb / flash drive
- **Your Emergency Plan** – once you have defined your emergency plan, share it with your trusted allies. The plan should include who to call, options of where to meet, etc. When you are in the crisis, it may be hard to keep everything straight. Have the plan printed out and kept in the Important Documents folder.
- **Keys to your vehicles, house and storage spaces**, plus keys to locations you might be going to in an evacuation if you have a designated spot (key to your parent’s house if you go there to ride out the storm.)
- **Evacuation Checklist** – your plan for sudden evacuations. Don’t leave trying to remember what to take. Take time to drill the process. In moments of panic, we tend to lose our focus. Having a checklist will allow you to work with purpose and expediency.
- **Maps** — Local and regional map with **planned escape routes**. Print of a map of your neighborhood – the Firewise Council has a great website with many detailed maps of Nevada County (<https://www.areyoufiresafe.com/programs/firewise-usa>). Find one that closely matches your home area and study it to learn a variety of ways to get to a main highway.
- **Photos** – Because we are an all-digital world now, folks are less likely to print off their precious family photos. But even if you did, do you want to haul those boxes full of photos and scrapbooks if you have to evacuate? Better yet, **scan them and put them on a thumb drive or two**, and save all of your photos to a thumb drive. There are also photo scanning services you can ship your pictures and they will scan them for you.
- **Cash** – It is wise to have an emergency bag for each member of your family that contains their personal items and cash. Because lives are uprooted during localized emergencies, have a pencil case or zip lock bag full of some coins (for laundromats, vending machines, etc.) and small bills and larger bills (purchasing food gas and accommodations on the go).