
FROM “IN CASE ANYTHING HAPPENS”

Family Emergency Binder Checklist

All eight categories. Work through it in an evening.

1. IDENTIFICATION & VITAL DOCUMENTS

- ☐ Copies of **driver's licenses / photo IDs** for each family member
- ☐ **Birth certificates and Social Security cards** — or a note of where the originals are
- ☐ **Marriage certificate**, divorce decree, adoption papers if applicable
- ☐ **Passports** — or copies, and where the originals are
- ☐ **Military service records** — a veteran's DD-214
- ☐ **Pet records** — microchip numbers, vet, vaccinations

2. MEDICAL

- ☐ Each person's **medications, dosages, prescribing doctors**
- ☐ **Allergies** and medical conditions
- ☐ **Health insurance cards** (copies) and policy numbers
- ☐ **Doctors and specialists**, with phone numbers
- ☐ Where the **advance directives / living wills** are, if made

3. INSURANCE

- ☐ **Every policy** — home/renters, auto, life, health, disability, umbrella
- ☐ For each: **insurer, policy number, agent**, and where the full policy is
- ☐ **Life insurance** — who the beneficiaries are

4. FINANCIAL & LEGAL

- ☐ **Every bank and credit union** — institution and account type
- ☐ **Retirement accounts**, brokerages, pensions; any HSA/FSA
- ☐ **Credit cards and loans** — mortgage, auto, student
- ☐ **Property** — deeds, titles, mortgage info, where the originals are
- ☐ Where the **will, trust, and powers of attorney** are — and the attorney's name
- ☐ **Safe** combination or key; safe-deposit box and who has access
- ☐ **Tax preparer** and where past returns are kept

Organizer's list: what to gather and where to keep it. Not legal, financial, tax, or medical advice. Full explanations and sources: incaseanythinghappens.com/blog/family-emergency-binder

5. EMERGENCY CONTACTS

- ☐ **Family phone tree** — who to call first, and who calls whom
- ☐ **Neighbors with keys**; the friend who can take the kids or pets
- ☐ **Employer / HR** contacts for each working adult
- ☐ **Attorney, financial advisor, insurance agent**, clergy if applicable

6. HOUSEHOLD & BILLS

- ☐ **Every recurring bill** — provider, when it's due, how it's paid
- ☐ **Home basics** — water shutoff, alarm codes, WiFi password, garage keypad
- ☐ **Car details** — where titles and spare keys are

7. PASSWORDS & DIGITAL ACCESS

- ☐ **Phone passcodes**
- ☐ **Email passwords**
- ☐ **Password manager master password**, if you use one
- ☐ **Apple Legacy Contact** and **Google Inactive Account Manager** — set, and who you chose
- ☐ **Two-factor backup codes** for critical accounts

8. FINAL WISHES

- ☐ **Burial or cremation** preference, and any service wishes
- ☐ **Prepaid funeral or cemetery arrangements**, and where the paperwork is
- ☐ Where any **written letters to family** are
- ☐ **Organ donor** status

WHERE IT LIVES — TELL TWO PEOPLE

Where the binder is kept

The two people I told, and the date
