

FEMA Critical Docs List [With added information]

Name _____

Household

Think about the documents you would need to identify yourself and your household members, including children and pets, your relationships, or status. These may include:

_____ Vital records (birth, marriage, divorce certificate, adoption, child custody papers)

_____ Passport, driver's license, Social Security card, green card, military service identification, other

_____ Pet ownership papers, identification tags, descriptions or photos

_____ Written list of phone numbers for all family, friends, important contacts

Financial and Legal Documentation

If your home or income is impacted by a disaster, you will need documentation to request assistance from insurance providers and from government disaster assistance programs.

_____ Housing: lease or rental agreement, mortgage, home equity line of credit, deed Vehicle: loan documents, VIN, registration, title, Home improvement documents

_____ Other Financial Obligations: utility bills, credit cards, student loans, alimony, child support, elder care, automatic payments such as gym memberships, year-end statements for investments

_____ Financial Accounts: checking, savings, debit cards, retirement, investment

_____ Insurance Policies: homeowners, renters, auto, life, flood, appraisals, photos, and lists of valuable items, medical ins., other insurance agents/brokers

_____ Sources of Income: pay stubs, government benefits, unemployment income stubs, alimony, child support Tax Statements: Federal/state income tax returns, property tax, vehicle tax Estate Planning: will, living will, trust, power of attorney, pension plans and retirement plan records

Medical

_____ Health/dental insurance, Medicare, Medicaid, VA health benefits

_____ List of medications, immunizations, allergies, prescriptions, medical equipment and devices, pharmacy information, dietary restrictions, medical/surgical treatments

_____ Living will, medical power of attorney

_____ Caregiver agency contract or service agreement

_____ Disabilities documentation

_____ Contact information for doctors/specialists, dentists, pediatricians, veterinarians

Emergency or Hotline Contact Information - including a written list of phone numbers

_____ Employers/supervisors

_____ Schools – including degrees, education records

_____ Houses of worship

_____ Social service providers

_____ Homeowners Associations

_____ Home Repair Services: utilities, plumber, roofer, carpenter, electrician

Valuables and Priceless Personal Items

_____ Priceless personal mementos, family photos, and keepsakes

_____ Possessions with monetary value, including jewelry, art, and collectibles

Once you have gathered your financial, legal, and contact information, it is essential to safeguard this information.

Consider storing *paper copies* of important documents at home in a fireproof and waterproof box or safe, in a bank safe deposit box, or with a trusted friend or relative. If you are using a safe deposit box, you may want to ask your bank or check state laws to confirm who can and cannot access the safe deposit box if the lessee dies or is incapacitated.

Store *electronic copies* of important documents in a password-protected format on a removable flash or external hard drive in your fireproof and waterproof box or safe, or consider using a secure cloud-based service. Visit www.us-cert.gov/ncas/tips/st04-019 to learn how to use electronic encryption to protect sensitive information.

Think about where you store valuable belongings and ways to better protect these items. If you have valuable items stored in a basement, you may want to move them to a higher location and put them in waterproof containers to avoid water damage. Or you may want to keep small items in a flood/fireproof home safe. You may also want to secure items that are displayed on shelves or walls if your home may be subject to high winds or earthquakes.