



IMPORTANT PEOPLE AND PAPERS

GET PREPARED. Organize contact information so you can reach your support network and other important contacts. Organize copies of important papers that you may need in an emergency. In an emergency don't count on regular communication; electricity may be out, phones, including cell phones, and wireless devices may not work. Plan how you and your support network partners will be in contact in an emergency if the phones do not work. Contact your support network partners every couple months to confirm everyone's readiness to check in if an emergency happens. If you arranged transportation for an emergency, check in every couple months with your transportation contact person to make sure your plan will still work. Review your contacts and papers every couple months to make sure the information is still current.

PERSONAL SUPPORT NETWORK: Build a personal support network of people who have agreed to check with you in an emergency and help if needed. If possible have more than one support person in case your designated person is unable to help you. You may decide to give your support network a set of extra keys to your home. Make sure your support network knows where your emergency supplies are kept. You may decide to make sure your support network have copies of your important papers, copies of written instructions for your care and copies of your emergency plan. Make sure you know how your support network will contact you in an emergency if phones do not work. Identify a friend or relative-someone who lives 100 miles away-to be your out-of-town contact during an emergency. Make a list of your support network partners, your out-of-town contact, local service providers, and emergency response agencies. Click on the "EMERGENCY CONTACT LIST SAMPLE."

EMERGENCY CONTACT LIST SAMPLE

IMPORTANT DOCUMENTS AND PAPERS: During and after an emergency you will need important documents. Keep copies of your important documents together with your emergency contacts. Store your original documents in another place, one that is waterproof and fireproof. Have an emergency health information card with you at all times. Keep a copy with your important papers. Your card should list your name, address, phone number, medications, equipment, allergies, and sensitivities, communication needs if applicable, family or support contact names and phone numbers.

Here's a list of important documents and papers:

- emergency health information card
- license, state identification, passport
- recent photo if you do not have a license, photo identification or passport
- birth certificate
- Social Security card
- food stamps (SNAP Card) or eligibility letter
- extra copies of medication prescriptions
- Social Security benefits eligibility letter (SSI, SSDI, SSA)
- private health insurance, Medicaid, Medicare cards
- power of attorney, healthcare power of attorney, living will forms, guardianship papers
- written instructions to turn off your utilities
- written instructions for your personal care, transport, and medical equipment