Emergency Document Kit

Welcome to your Emergency Document Kit.

- Reduces stress, and delivers peace of mind in a crisis.

How to read this document:  
1. Start here for the value of the kit:

• Provides clear, step-by-step guidance to locate and retrieve vital documents quickly in a crisis.  
2. Scroll down to each storage location heading (e.g., “## Safe”)—these are sorted by where most documents live first.  
3. Under each location, you’ll find:

• Location details (address or placement info)

• Platform (if applicable, e.g., cloud service or password manager)

• Access steps (what’s required in an emergency)

• Contents notes (if there are multiple containers)

4. The final list shows only the documents stored there, with categories.  
Keep this kit handy and review periodically to ensure accuracy.

<h2>Safety Deposit Box (5 documents)</h2>

**Location details:**  
Bank of America 4075 Evergreen Village Square #170, San Jose, CA 95135

**Access steps:**  
account number, safety deposit box number, safety deposit key, and government id

**Documents stored:**  
- **Social Security Card** (Category: Government)  
- **Birth Certificates** (Category: Government)  
- **Passport** (Category: Government)  
- **Deed or Lease Agreement** (Category: Property)  
- **Property Title and Vehicle Titles** (Category: Property)

<h2>Filing Cabinet (7 documents)</h2>

**Location details:**  
primary bedroom

**Access steps:**  
key to open cabinet

**Documents stored:**  
- **Bank Account Information** (Category: Financial)  
- **Credit Cards/Debit Cards** (Category: Financial)  
- **Checkbook** (Category: Financial)  
- **Insurance Policies (Auto, Health, Home, Life, etc.)** (Category: Financial)  
- **Investment Documents** (Category: Financial)  
- **Mortgage or Rent Payment Records** (Category: Property)  
- **Home Insurance Policy** (Category: Property)  
- **Pet Records** (Category: Miscellaneous)

<h2>Computer/Tablet (9 documents)</h2>

**Location details:**  
desk in office with sticky note that reads personal

**Platform:**  
Google Drive

**Access steps:**  
passcode shared through password manager

**Documents stored:**  
- **Bank Account Information** (Category: Financial)  
- **Credit Cards/Debit Cards** (Category: Financial)  
- **Tax Returns (Last Year’s)** (Category: Financial)  
- **Insurance Policies (Auto, Health, Home, Life, etc.)** (Category: Financial)  
- **Investment Documents** (Category: Financial)  
- **Mortgage or Rent Payment Records** (Category: Property)  
- **Home Insurance Policy** (Category: Property)  
- **Will or Living Will** (Category: Legal)  
- **Contact List** (Category: Miscellaneous)

<h2>Cloud storage (Google Drive, Dropbox, etc.) (6 documents)</h2>

**Platform:**  
Google Drive

**Access steps:**  
password and user name is shared through password manager

**Documents stored:**  
- **Bank Account Information** (Category: Financial)  
- **Credit Cards/Debit Cards** (Category: Financial)  
- **Tax Returns (Last Year’s)** (Category: Financial)  
- **Insurance Policies (Auto, Health, Home, Life, etc.)** (Category: Financial)  
- **Investment Documents** (Category: Financial)  
- **Mortgage or Rent Payment Records** (Category: Property)  
- **Home Insurance Policy** (Category: Property)

<h2>Phone (2 documents)</h2>

**Location details:**  
primary bedroom nightstand

**Access steps:**  
passcode shared through password manager

**Documents stored:**  
- **Emergency Medical Information** (Category: Medical)  
- **Contact List** (Category: Miscellaneous)

<h2>Wallet (2 documents)</h2>

**Location details:**  
handbag in primary bedroom closet

**Documents stored:**  
- **Government-issued ID (Driver’s license, state ID)** (Category: Government)  
- **Health Insurance Cards** (Category: Medical)

<h2>Mobile Application(s) (3 documents)</h2>

**Platform:**  
MyHealthOnline

**Access steps:**  
password and user name is shared through password manager

**Documents stored:**  
- **Health Insurance Cards** (Category: Medical)  
- **Prescription Medications List** (Category: Medical)  
- **Vaccination Records** (Category: Medical)

<h2>Password Manager (4 documents)</h2>

**Platform:**  
1password

**Access steps:**  
password and user name is shared through password manager

**Documents stored:**  
- **Bank Account Information** (Category: Financial)  
- **Credit Cards/Debit Cards** (Category: Financial)  
- **Tax Returns (Last Year’s)** (Category: Financial)  
- **Insurance Policies (Auto, Health, Home, Life, etc.)** (Category: Financial)  
- **Investment Documents** (Category: Financial)  
- **Mortgage or Rent Payment Records** (Category: Property)  
- **Home Insurance Policy** (Category: Property)

<h2>With Attorney (2 documents)</h2>

**Access steps:**  
email attorney and provide name to arrange for zoom meeting and provide government issued id at meeting

**Documents stored:**  
- **Medical Power of Attorney** (Category: Legal)  
- **Will or Living Will** (Category: Legal)  
- **Power of Attorney** (Category: Legal)

<h2>Closet (2 documents)</h2>

**Documents stored:**  
- **Medical Power of Attorney** (Category: Legal)  
- **Will or Living Will** (Category: Legal)  
- **Power of Attorney** (Category: Legal)

<h2>USB flash drive (2 documents)</h2>

**Location details:**  
safety deposit box

**Access steps:**  
follow instructions to access safety deposit box

**Documents stored:**  
- **Medical Power of Attorney** (Category: Legal)  
- **Will or Living Will** (Category: Legal)  
- **Power of Attorney** (Category: Legal)