



Emergency Binder Guide

Your Step-by-Step Guide to Organizing Essential Information for Life's Unexpected Moments



How to Create an Emergency or Life Organizational Binder



Creating an Emergency or Life Organizational Binder is a proactive step to ensure that you and your loved ones have quick access to essential information during emergencies or significant life events. Here's a simple, step-by-step guide to get you started.

How to Create an Emergency or Life Organizational Binder

Start with a sturdy 3-ring binder (1.5" to 2" is ideal). Gather dividers with tabs, clear plastic sheet protectors, a zipper pouch for small items, and paper or printable templates.



Supplies You'll Need:

- 3-ring binder (1.5" or 2")
- Dividers with tabs
- Sheet protectors
- Pen, pencil, and highlighter
- Printable templates (emergency contacts, medical records, etc.)
- Zipper pouch (for small items like USB drives, keys, etc.)

Organize Key Sections

Divide the binder into key sections based on your personal needs. Common sections include:



Emergency Contacts

- Contact information for family, friends, neighbors, and work/school contacts.
- Emergency services numbers (police, fire, poison control, etc.).



Medical Information

- Personal medical history for each family member.
- Copies of health insurance cards.
- List of medications, allergies, and primary care physicians.



Financial Information

- Bank account details (but never include full account numbers).
- Insurance policies (health, life, auto, homeowners, etc.).
- Investment and retirement account contacts.



Legal Documents

- Copies of wills, trusts, and powers of attorney.
- Birth certificates, marriage certificates, and Social Security cards (store securely).
- Property deeds, vehicle titles, and other critical ownership documents.



Home & Property Information

- Home maintenance schedules and service provider contacts.
- Warranty information and receipts for major appliances.



Emergency Plans

- Family emergency plans (evacuation routes, meeting points, etc.).
- Copies of natural disaster plans (flood, earthquake, tornado, etc.).



Miscellaneous Section

- Pet information (veterinarian, vaccination records, etc.).
- Travel itineraries and emergency instructions if you're traveling.



Passwords & Digital Access

- Write down key usernames and passwords for crucial accounts (or use a password manager).
- Instructions for accessing digital accounts, cloud storage, and social media accounts.





Collect and Protect Your Documents

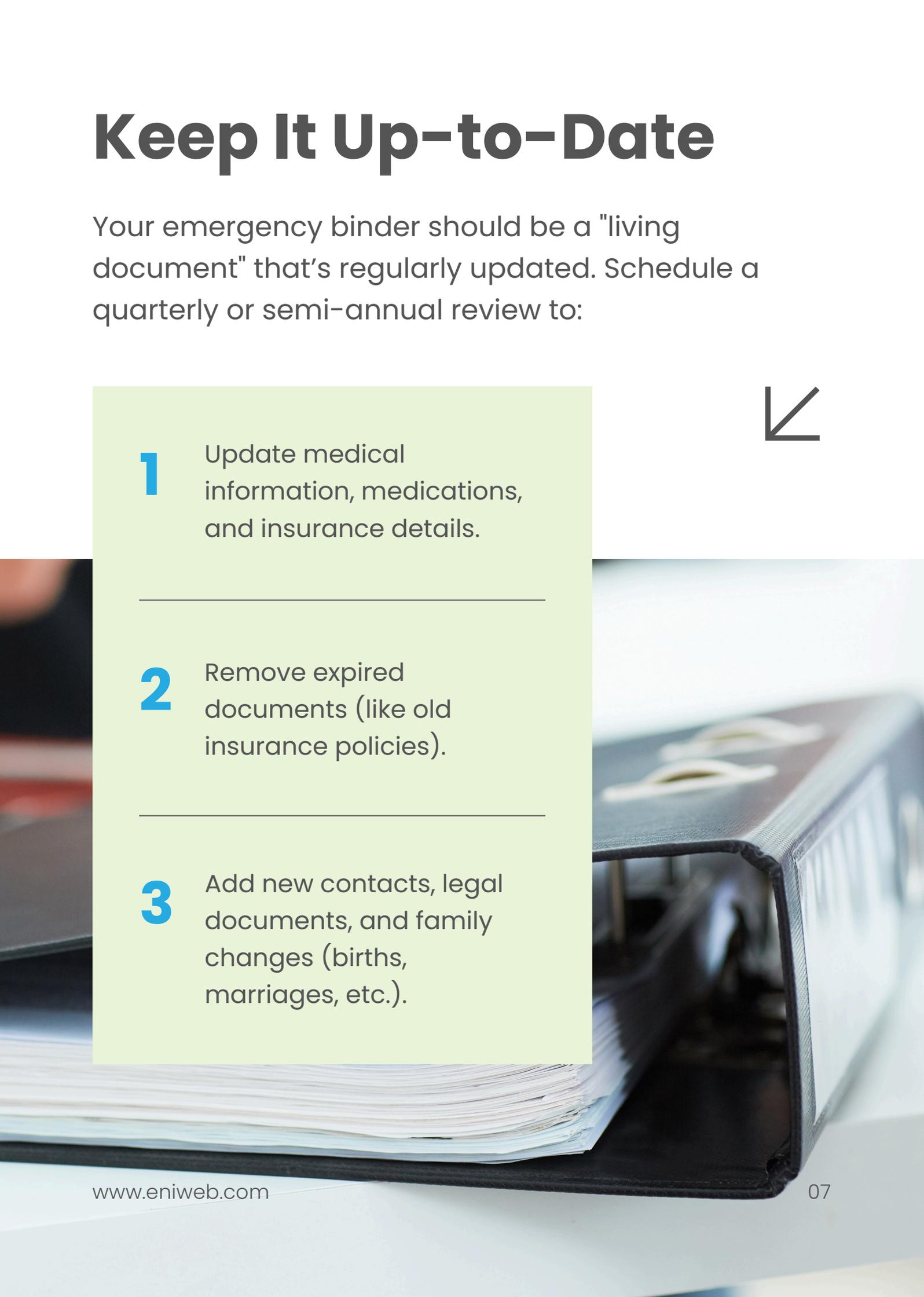
Start gathering copies of important documents and place them in their respective sections. For critical, sensitive documents (like birth certificates), you may want to use photocopies for the binder and store the originals in a fireproof safe.

Pro Tip:

Use sheet protectors to keep paper documents clean and intact. For highly sensitive documents, consider using password-protected USB drives or encrypted digital storage.

Keep It Up-to-Date

Your emergency binder should be a "living document" that's regularly updated. Schedule a quarterly or semi-annual review to:



1 Update medical information, medications, and insurance details.

2 Remove expired documents (like old insurance policies).

3 Add new contacts, legal documents, and family changes (births, marriages, etc.).

Store It Safely

The binder should be stored in a safe but accessible location. Consider:

Safety Considerations

- **Fireproof Safe:** Best option for safety and protection.
- **Home Office:** Easily accessible for daily use, but ensure it's not left in the open.
- **Trusted Family Member:** Consider giving a copy to a trusted family member.

Communicate Its Location

-  Make sure your family, partner, or trusted individuals know where the binder is located. During an emergency, knowing where to find it can save valuable time.

Why Create an Emergency Binder?



Essential Benefits

- Peace of Mind: Reduce stress during emergencies.
- Family Preparedness: Loved ones have access to essential information.
- Time-Saver: Quickly locate critical documents when you're in a hurry.

By following these steps, you'll have a comprehensive Emergency or Life Organizational Binder ready when you need it most. This small effort can make a big difference in times of crisis or transition.





Contact Information



Call 1.800.327.2255



Log-on at www.nexgeneap.com



Mobile App: NexGen EAP