



# Are You Ready?

*When seconds count, can you find your key documents?*

Scan the news, and you're bound to see a story about a flood, fire or other crisis. When each second counts, can you quickly find your key documents?

A little planning now can help keep you, your family and your property safer. Start by making three copies of each item below. Keep a copy of each in a safe near the door, a local safe deposit box, and an out-of-state safe deposit box. Update these documents each year and after major life events.

## *Key document checklist*

- |  |  |
|--|--|
| <input type="checkbox"/> Your lease or proof that you own the place you live           | <input type="checkbox"/> Medical card  |
| <input type="checkbox"/> Social Security numbers                                       | <input type="checkbox"/> Emergency contact list (how to contact your doctor, pharmacy, family, lawyer, etc.) |
| <input type="checkbox"/> Vehicle information (make, model, license, title, etc.)       | <input type="checkbox"/> Passports   |
| <input type="checkbox"/> Financial account information                                 | <input type="checkbox"/> Recent tax returns  |
| <input type="checkbox"/> Insurance cards or policy numbers                             | <input type="checkbox"/> Driver's license  |
| <input type="checkbox"/> Will/Living trust and instructions                            | <input type="checkbox"/> List of medicines   |
| <input type="checkbox"/> Photos or videos of all items of value (for insurance claims) | <input type="checkbox"/> Cash (enough for 48 to 96 hours)  |
| <input type="checkbox"/> Key business records  | <input type="checkbox"/> Medical records   |
| <input type="checkbox"/> Family records (birth, marriage, death certificates)          | <input type="checkbox"/> Pet information   |
| <input type="checkbox"/> Medical device information                                    | <input type="checkbox"/> Safe deposit box information and copies of keys                                     |

*(continued)*

Keeping these documents up to date and easy to find is a big part of being ready in an emergency. For an in-depth guide, read *Are You Ready? An In-depth Guide to Citizen Preparedness by the Federal Emergency Management Agency (FEMA)*. So whether it's a leaky pipe or a flood, you'll be ready.

Remember, if you need someone to talk to after a crisis, your Employee Assistance Program (EAP) is here for you. You can call your EAP any time using the toll-free access number to the right. You will be connected or referred to a professional who can help with trauma, grief, loss, or anxiety.

### *Need help?*

**Call toll-free, 24 hours a day,  
seven days a week:**

**1-866-327-4762**

TTY/TDD callers, please dial: 1-800-327-0801.

**Or visit us at:**

**[eap4soc.mhn.com](http://eap4soc.mhn.com)**

**and register with the  
company code: soc**