



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. Consider storing the information below in a secure, online storage vault. 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 video 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 below. You will be connected or referred to a professional who can help with trauma, grief and loss or anxiety.

Need help?

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

1-866-EAP-4SOC | 1-866-327-4762

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

**Or visit us at: eap4soc.mhn.com
and register with the company
code: soc**