

ESSENTIAL DOCUMENTS CHECKLIST

- Medical information: health insurance card, doctor's name and phone number, immunization records and prescriptions, including those for glasses and contacts
- Copy of driver's license
- Account and service numbers for utilities, credit cards, mortgage or lease, checking, savings and investment accounts
- Copies of three most-recent federal and state tax returns
- Inventory of your possessions
- Backups of critical digital information, such as accounting files
- Copies of wills and emergency directives
- Copies of documents in a safe deposit box, if you keep one, otherwise, include those actual documents as well
- Copy of your insurance coverage and the contact numbers you might need if you need to make a claim
- Recent photographs of you and your family members
- CD or videotaped footage of valuable possessions
- Copies of passports, licenses and birth certificates
- Written instructions on how to turn off electricity, gas and water if authorities advise you to do so. (Remember, you'll need a professional to turn them back on.)

Source: Red Cross, the National Hurricane Center, Centers for Disease Control and Prevention,

Coastal Pet Rescue, Coastalstorms.com, Humane Association of Georgia, Chatham Emergency Management Agency,

"Organize for Disaster" by Judith Kolberg; ASPCA