



FAMILY STEPS TO SURVIVAL

Emergency Cash and Important Documents



For additional information go to www.westcovina.org
Or call 626-939-8824

WHY? Stash some cash!

A disaster may disrupt power. If this should happen, it won't be "business as usual." Banks and ATM's might be closed for an indefinite period, so your money in the bank will stay there.

Your emergency kit should include a sufficient amount of cash to get you through the emergency period. You'll need cash to purchase food, gas and other emergency supplies. Small bills—ones, fives and tens—are best.

Be sure you also include plenty of change to call your out-of-state contact from a public phone. (Public phone lines are among the first to be restored after a disaster.) You also can use your calling card to make the call.

You'll also need insurance policies, birth certificates and other vital records after a damaging disaster. Take steps NOW to protect them. The reverse side of this Focus Sheet includes examples of documents you should have and suggestions on how to safely store them.

These are only suggestions for preparing your family. Use discretion and common sense in your preparations.

STEP 6

www.espfocus.org

Important Documents

After a damaging disaster or emergency, you'll need vital personal documents and information for insurance claims and other matters. Keep the following items and documents and/or copies of them in a safe deposit box, freezer or another safe place:

- Social Security cards
- Birth certificates
- Marriage and death records
- Drivers' licenses
- Credit cards
- Insurance policies
- Recent income tax returns
- Mortgage or rental receipts
- Employment paycheck stubs
- Deeds
- Stocks and bonds
- Savings and checking account books
- Documentation of valuables
- Computers
- Stereo systems
- Televisions
- Jewelry
- Cars
- Cameras

Video or photo documentation will facilitate insurance claims.

- Wills
- Health history, allergies, blood types
- Recent photos of family members for identification purposes

Storage Tips

Several options for safely storing valuables and important documents are available to you, including the following:

- Fireproof storage box or safe deposit box
- Freezer (make sure you tightly seal documents in a freezer bag before placing them in the freezer)
- The home of your out-of-state contact (send only copies of documents, not the originals)

Quick Reference

Complete and use the form provided below as a quick, pocket reference about vital information and documents.

Name: _____			
SS#: _____			
Phone: _____			
Auto Insurance Policy #: _____			
Home	Insurance	Policy	#: _____
Health	Insurance	Policy	#: _____
Company: _____		Phone: _____	
Family Members		Social Security Number	
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
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