Family emergency binder

A printable guide to who to call and where to find important information.

Protect private information

Use this binder to record who to contact and where to find important information. Keep passwords, PINs, security answers, recovery codes, device-unlock codes, Social Security numbers, and full account, card, or policy numbers out of this shared index. Store detailed records separately. A completed binder may still contain sensitive health information, family contacts, and home-access details. Store it securely and share it only with people who need it. Financial institutions may require proof of identity, authority, and other documents before providing information or access.

START HERE

Make the first useful version before filling in every section. A gap can say "not arranged" or "not yet located," with a person and next action. Use the detailed sections below when a short pointer is not enough.

PREPARED FOR; LAST CHECKED

CURRENT COPY; WHO KNOWS HOW TO OBTAIN IT

FIRST CONTACT; CHECKED NUMBER; AGREED ROLE

DOCUMENT; VERSION; LOCATION; WHO CAN HELP

HOUSEHOLD TASK; WHEN; HELPER; INSTRUCTIONS LOCATION

STILL TO CHECK; NEXT ACTION; PERSON; FOLLOW-UP DATE

TRIED WITH; RESULT; NEXT REVIEW DATE

Who to call first

Start with urgent help, then contact the people who know your family.

Emergency services come first

In the U.S., call 911 first if someone needs immediate police, fire, or medical help. Once emergency help is underway, use these personal contacts. Outside the U.S., use the local emergency number.

Privacy reminder: include only details these people have agreed to share. Do not record passwords, PINs, or security answers.

PRIMARY FAMILY CONTACT

NAME AND RELATIONSHIP

PHONE

WHAT THIS PERSON CAN HELP WITH

NEARBY TRUSTED PERSON

NAME AND RELATIONSHIP

PHONE

WHAT THIS PERSON CAN HELP WITH

BACKUP FAMILY CONTACT

NAME AND RELATIONSHIP

PHONE

WHAT THIS PERSON CAN HELP WITH

PERSON WHO CAN HELP WITH HOME ACCESS

NAME AND RELATIONSHIP

PHONE

WHAT THIS PERSON CAN HELP WITH

People who matter

List the people your family may need to reach and why.

FAMILY, FRIENDS, AND DEPENDANTS

Name	Relationship	Phone or email	Notes

PROFESSIONAL CONTACTS

Role	Name or organization	Phone or email	What they handle

CHILDREN, OLDER RELATIVES, PETS, OR OTHERS WHO RELY ON ME

Important documents

Record where documents are kept and who can help locate them.

Use locations, not sensitive numbers

Do not copy full financial, identity, card, policy, or account numbers into this binder. Describe the secure location instead.

DOCUMENT MAP

Document or record	Where it is kept	Who can help

USEFUL CATEGORIES

- ☐ Identity and civil records
- ☐ Insurance documents
- ☐ Property and vehicle records
- ☐ Will, trust, power of attorney, and advance directive
- ☐ Tax and employment records
- ☐ Secure financial records

SPECIAL INSTRUCTIONS FOR OBTAINING AUTHORIZED ACCESS

Financial and digital map

Name the institutions and services. Keep credentials and full numbers elsewhere.

FINANCIAL INSTITUTIONS AND ADVISERS

Institution or adviser	Purpose	How to contact	Where records are kept

Power of attorney

If someone may need to use a power of attorney, ask each financial institution in advance what it will accept and what identification or forms it may require.

DIGITAL SERVICES

Service or category	Why it matters	Authorized person who can help

Never record passwords, PINs, security answers, recovery codes, or device-unlock codes here.

Home and property

Help your family reach the right person without exposing unnecessary access details.

HOME CONTACTS

LANDLORD, BUILDING MANAGER, OR NEIGHBOUR

UTILITY PROVIDER CONTACTS

REPAIR OR MAINTENANCE CONTACT

PERSON WHO CAN HELP AUTHORIZED FAMILY MEMBERS ENTER THE HOME

HOUSEHOLD HELP

WHO CAN HELP AUTHORIZED FAMILY MEMBERS CONNECT TO WI-FI

PET CARE CONTACT AND ROUTINE

VEHICLE OR TRANSPORT CONTACT

OTHER PRACTICAL HELP

PROPERTY AND HOUSEHOLD NOTES

Item or responsibility	Where to find information	Who can help

Health information

Share only what would help in an emergency or support ongoing care.

This page can be sensitive

Protect completed copies. Keep detailed medical records in their usual secure location and record only what your chosen people need to know.

Do not use this page to change prescribed treatment.

PRIMARY DOCTOR OR CLINIC

PHARMACY

HEALTH INSURANCE CONTACT

EMERGENCY HEALTH CONTACT

LAST REVIEWED

ALLERGIES OR CRITICAL CONDITIONS

CURRENT MEDICINES THAT MAY MATTER

WHERE DETAILED HEALTH RECORDS ARE KEPT

CARE NOTES

Wishes and preferences

Give your family useful context while keeping formal legal documents separate.

This page is not a legal document

Use this page to explain your preferences. It is not intended to replace a will, trust, advance directive, or other legal document. Ask an attorney which documents and formalities apply where you live.

PEOPLE I WANT INVOLVED IN IMPORTANT DECISIONS

CARE, MEMORIAL, CULTURAL, OR RELIGIOUS PREFERENCES

PEOPLE, PLACES, POSSESSIONS, OR ROUTINES THAT MATTER TO ME

WHERE MY FORMAL LEGAL DOCUMENTS ARE KEPT AND WHO CAN HELP LOCATE THEM

A personal note

Leave the context that forms and lists cannot carry.

Write a note in your own words. You might explain what matters most, where to begin, or whom you trust to help.

REVIEW LOG

Date reviewed	What changed	Reviewed with

About this template

A practical starting point for a clearer family file.

WHAT IT IS

This free printable template helps you organize contacts, document locations, household information, health notes, and personal wishes. Choose what to include, keep completed copies protected, and review them after important changes and at a regular interval that works for you.

You do not need a DearFile account to use this template.

PRINTING AND SHARING

- ☐ The blank template is free to print, copy, and share.
- ☐ Share completed copies only with the people you choose.
- ☐ Keep completed paper copies in protected locations.
- ☐ Keep separate copies in secure places when that suits your family.

> **General information only**
>
> This template is for organization and general information. It is not legal, financial, medical, or emergency advice. Requirements vary. Ask a qualified professional about your situation.

MY NEXT REVIEW DATE

Learn more and download a fresh blank copy at DearFile.com