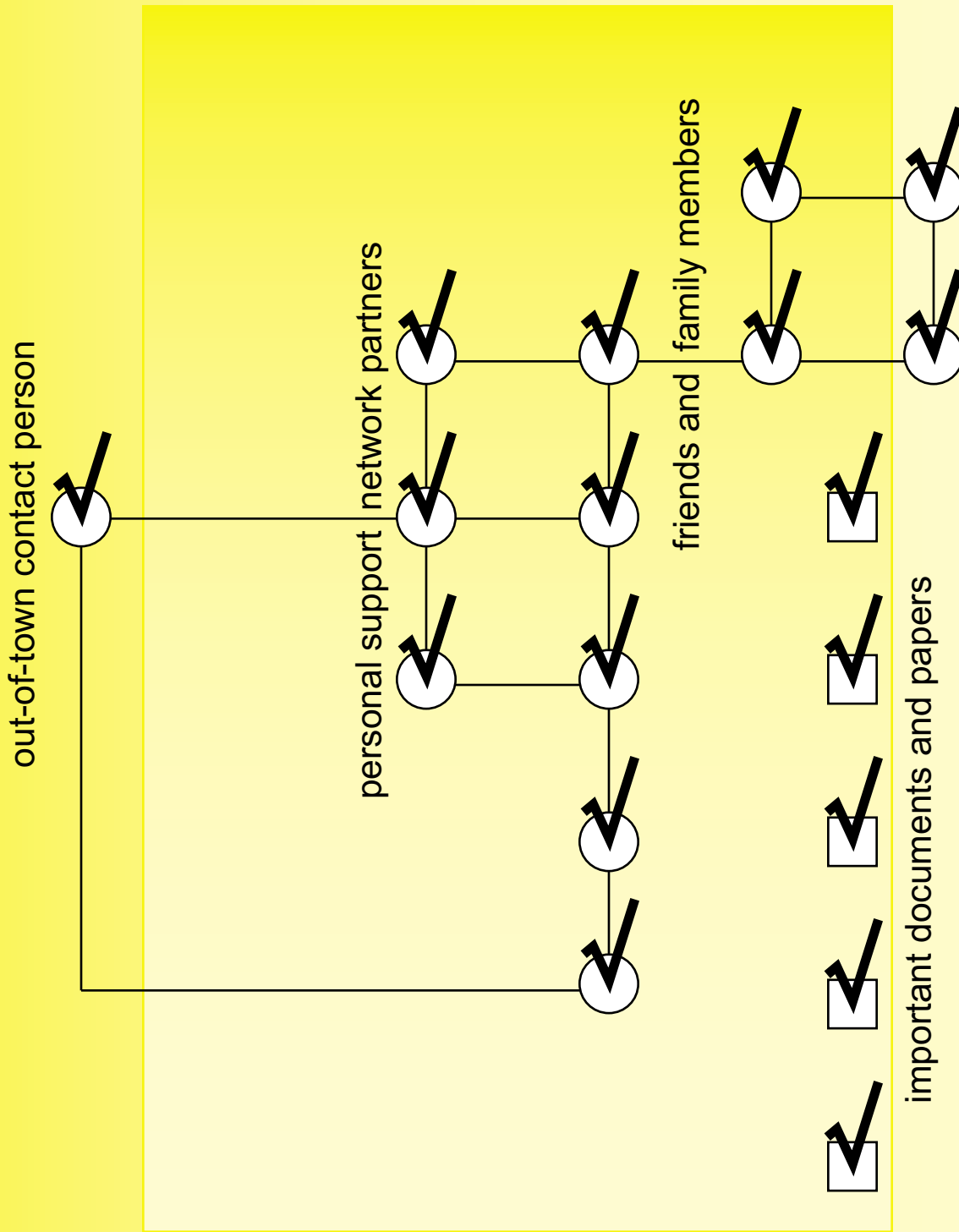


# Yellow Checklist:

## Important People and Papers



# Gather contact numbers and papers

**Get prepared.** People who are prepared for emergencies usually stay safer when something happens than people who are not ready.

The purposes of this “Important People and Papers” booklet are to organize contact information so you can reach your support network and other important contacts, and organize copies of important papers that you may need in an emergency.

In an emergency, don’t count that regular communication will work. Electricity may be out, phones, including cell phones, and wireless devices may not work. Plan how your support network partners will contact you in an emergency if the telephone does not work.

Contact your support network partners regularly to confirm their readiness to check with you in an emergency and their ability to come to your aid if needed. If you arranged for transportation in an emergency, check in every couple of months with your transportation contact person to make sure that your plan will still work.

Review your contacts and papers every couple months to make sure the information is still current.

# 1. Personal Support Network

Build a personal support network of people who have agreed to check with you in an emergency and help you if needed.

- If possible, have more than one support person in case your designated person is not able to help you.
- If you decide to, give keys to your support network partners.
- Tell your support network partners where you keep emergency supplies.
- If you decide to, give copies of your plan, copies of important papers, emergency plans, and written instructions to your support network partners.
- Plan how your support network partners will contact you in an emergency if the telephone does not work.
- Contact your support network partners regularly to confirm their ability to check with you in an emergency and to come to your aid if needed.

Local phones may not work during an emergency. It may be easier to call a support network person long distance than to call someone within your area. The long distance person can serve as the point of contact.

- Identify a relative or friend - someone who lives about 100 miles away - to be your out-of-town contact person during an emergency.
- Instruct your support network partners to try to call your out-of-town contact person to report your condition and your location.
- Make a list of your support network partners, your out-of-town contact person, local service providers and emergency response agencies.

SEE CONTACT LIST ON THE NEXT PAGE >

## 2. Emergency Contact List

During and after an emergency the 911 system may be overwhelmed with calls or out of service entirely. Make a list of direct-dial telephone numbers, cell phone numbers, e-mail addresses, and any alternate methods of contact.

Out-of-town contact person: \_\_\_\_\_  
Contact:

Support network person: \_\_\_\_\_  
Contact:

Support network person: \_\_\_\_\_  
Contact:

Support network person: \_\_\_\_\_  
Contact:

Police department/county sheriff: \_\_\_\_\_  
Contact:

Fire department: \_\_\_\_\_  
Contact:

Local Red Cross: \_\_\_\_\_  
Contact:

Case manager, service coordinator or other provider: \_\_\_\_\_  
Contact:

# Emergency Contact List (continued)

Service and repair for medical equipment: \_\_\_\_\_  
Contact:

Primary physician: \_\_\_\_\_  
Contact:

Other treatment providers: \_\_\_\_\_  
Contact:

Other treatment providers: \_\_\_\_\_  
Contact:

Other treatment providers: \_\_\_\_\_  
Contact:

Pharmacy/prescription mail order: \_\_\_\_\_  
Contact:

Electric company: \_\_\_\_\_  
Contact:

Gas company: \_\_\_\_\_  
Contact:

Water company: \_\_\_\_\_  
Contact:

# Emergency Contact List (continued)

Other emergency contact: \_\_\_\_\_  
Contact:

Other emergency contact: \_\_\_\_\_  
Contact:

Other emergency contact: \_\_\_\_\_  
Contact:

Other emergency contact: \_\_\_\_\_  
Contact:

Other emergency contact: \_\_\_\_\_  
Contact:

Other emergency contact: \_\_\_\_\_  
Contact:

Other emergency contact: \_\_\_\_\_  
Contact:


Other emergency contact: \_\_\_\_\_  
Contact:

Other emergency contact: \_\_\_\_\_  
Contact:

# 3. Important Documents and Papers

During and after an emergency you will need important documents. Keep copies of your important documents in this folder, together with your emergency contacts. Store your original documents in another place, one that is waterproof and fireproof if possible.

Prepare an Emergency Health Information Card to carry with you at all times. Keep a copy with your important papers. Your Card should list your name, address, phone number, medications, equipment, allergies and sensitivities, sensory and communication limitations, treatment wishes, case manager, service coordinator or other providers, their names and telephone numbers, your family, contact people, and support network partners.

- 
- Emergency Health Information Card
  - license, state identification or passport
  - recent photo, if you have no license, state identification or passport
  - birth certificate
  - Social Security card
  - food stamps card or eligibility letter
  - extra copies of medication prescriptions
  - Social Security benefits (SSI or SSDI) eligibility letter
  - private health insurance, Medicaid and Medicare cards
  - power of attorney, health care power of attorney, living will forms
  - written instructions to turn off your utilities
  - written instructions for your personal care, transport and medical equipment

*Yellow Checklist: Important People and Papers*

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