



# EMERGENCY PREPAREDNESS POINTER

ADA COUNTY EMERGENCY MANAGEMENT & COMMUNITY RESILIENCE

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## Prepare Your Personal Documents

When updating your 72-hour kits at the start of the new year, don't forget to include your important documents. Personal information, insurance policies, bank accounts, credit cards, and many other documents can change a lot over a year. Be sure to review your personal documents and store them properly. Below are some of the documents or copies of these documents that should be included in your kit:

- ⇒ Will and insurance policies
- ⇒ Contracts, deeds, stocks and bonds
- ⇒ Passports and social security cards
- ⇒ Immunization and other critical medical records
- ⇒ Bank account information
- ⇒ Credit card information

## Make Copies of Your Documents

Ready.gov provides steps you can take to make sure your hard copies and digital files of personal information are prepared for the unexpected. Check out the [Ready.gov website](https://www.ready.gov) for additional tips on using technology to help with storage of personal documents.

- ⇒ There are several apps for mobile devices that enable you to scan your documents with your camera and create digital copies of documents. This enables you to digitize your insurance policies, identification documents, and medical records with ease. Don't forget about your pets information.
- ⇒ Back up your computer and laptops to protect photos and other personally important files.
- ⇒ If you have print photos, scan them into digital files. This will ensure you still have the photos in the event your hard copies are lost or damaged in your home.
- ⇒ Any hard copies of important documents should be kept on a higher level in your home. It is encouraged that they are stored in a waterproof and fireproof container.
- ⇒ Keep your contacts updated and synced across all of your communication channels, including phone, email and social media. This will make it easy to reach out to the right people quickly to get information and supply updates.



## Create Digital Back-Ups



While electronic versions of critical documents may not be the perfect answer, they are a relatively inexpensive way to manage documents in a compact form that you can easily fit in your 72 hour kit. Thumb drives are inexpensive and easy to store. Online cloud storage is also a great alternative and does not take up any space in your kit. It is advised to use more than one type of digital back-up and to store them in separate locations.



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