Family Emergency Binder Checklist

Tick each section when it's filled in. Write where things are, not the secrets themselves.

Done	Section and what to record	Where it's kept
☐	**Emergency numbers** Emergency and non-emergency lines, utility outage lines, your address as you'd read it to a call-taker	
☐	**People** Everyone in the house, family and friends to call, the neighbour with a key, your plumber and electrician	
☐	**Home** Spare keys, where the water main, electrical panel and gas shut-off are (sketch them), utility accounts, warranties	
☐	**Vehicles** Make, model and plate, insurer and where the policy is, roadside assistance number, service log	
☐	**Papers and accounts** Where policies, IDs and documents are kept, which banks you use, digital accounts and subscriptions	
☐	**Bills** Monthly due dates, plus yearly renewals like insurance, licences and memberships	
☐	**Sitter pages** House-sitter instructions and daily routines, a babysitter page, a pet care page	
☐	**The plan** Where to meet, an out-of-area contact, a go-bag checklist, the date you last reviewed it	

Never write in the binder:

Passwords and PINs, alarm codes, full account or card numbers, Social Insurance or Social Security numbers. Instead, note where that information is kept or who to ask.

Binder lives at: _____ **Everyone knows where it is: [ ]**

Review dates: Sun Mar 14, 2027 [ ] Sun Nov 7, 2027 [ ] After any move / new car / new pet [ ]

Away for the holidays? Fill in the house-sitter and pet pages by Sat Dec 19 (the weekend before Christmas).

Organisation tool only: not legal, financial or medical advice, and not a replacement for emergency services. Check local numbers.

Free for personal use. For the full 25-page fillable Household Emergency Binder (4 sizes), see LedgerLeafPrintables on Etsy.