

Basic Checklist for Preparations (Vital Documents)

Each circumstance is unique. This guide provides general guidance but those preparing themselves in case of disaster should only use it as a guide and not consider the list to be exhaustive. If you feel you should bring something, it is likely better to bring it than wish you had.

Done	Item	Comments
<input type="checkbox"/>	Passports	Source of identity verification
<input type="checkbox"/>	Drivers License	Source of identification and use of vehicle
<input type="checkbox"/>	Birth Certificate	The second proof of citizenship
<input type="checkbox"/>	Marriage Registration	Proof of marriage
<input type="checkbox"/>	Wills	If not stored off-site
<input type="checkbox"/>	Permanent residency or other proof of citizenship	As applicable to the individual
<input type="checkbox"/>	Powers of Attorney	If you have been delegated power of attorney or act as a special caregiver,
<input type="checkbox"/>	Prescriptions (pharmacy copy)	This provides details for medication in case there is a need to access additional medication
<input type="checkbox"/>	Special medical documentation	This may involve additional treatment, services, or conditions.
<input type="checkbox"/>	Life insurance	If purchased
<input type="checkbox"/>	Deed to Home	Proof of ownership of property
<input type="checkbox"/>	Home and property insurance	With respect to proof of coverage
<input type="checkbox"/>	Social Insurance Number	Taxes and other government services
<input type="checkbox"/>	Passwords for internet banking	Access of funds
<input type="checkbox"/>	Employer information	Name and contact info for employer
<input type="checkbox"/>	Emergency Contacts	Family or friends to notify and means of contact
<input type="checkbox"/>	List of accounts	Bank account information
<input type="checkbox"/>	Other benefits	Pension or disability information
<input type="checkbox"/>	Back up of computers	This can be done on a thumb drive or removable media
<input type="checkbox"/>	Tax returns	If needed
<input type="checkbox"/>		
<input type="checkbox"/>		
<input type="checkbox"/>		
<input type="checkbox"/>		
<input type="checkbox"/>		

Documents should be kept together in a binder or envelope with each document separated. This envelope should be sealed within a waterproof wrapping and ideally carried in a hardened case. The key here is to ensure that the documents are protected against damage due to the threat being faced or secondary threats (for example, threat of fire, loss due to transport, or water damage).

Another option is to make electronic copies (scanned to removable media) as a backup. If you are doing this, ensure that where you store it is reasonably secure (encryption, accessible only to those you authorize).