

Grab & Go – Digital Documents

Your emergency Grab and Go kit document file should contain all the important information about you and your family. This includes everything that you might need to access during a crisis. Think about the documents you would need if you were trying to rebuild your life after an emergency.

This sheet provides you with a list of documents that will assist you in making a start in preparing your emergency kit documents. You will no doubt think of other documents that are important to you to include so on the other side we have included extra lines for you to write in other documents..

You can store this information on a usb or in a document wallet provided by Kingborough Council and please contact the Kingston Library to book a time to scan your documents..

Document		USB	Paper
Vital Records	copies of birth certificates / adoption records for each family member		
	copy of marriage certificate		
	copies of drivers licenses		
	copies of passports		
	copy of wills		
	copies of all property records – deeds, leases, titles, etc.		
	copies of all insurance policies – house, car, boat, caravan, rental and life etc.		
	car registrations		
	tax file numbers		
Financial Information	list of all bank account numbers – copies of latest statements		
	copies of the front and back of each credit card and debit cards		
	list of all investment account numbers		
	list of all retirement / pension account numbers		
	detailed information about any current income / benefits		
	detailed information about any outstanding mortgages / loans		
Medical Information	copies of health / life / disability insurance cards and policies		
	medical history for each family member – care plans etc.		
	list of medications and prescriptions, including dose and pharmacy		
	details about any ongoing medical conditions and treatments		

This project is a partnership between Kingston Library and Kingborough Council

Contacts	friends and family to reach in case of an emergency or during an emergency		
	neighbours who have access to your house		
	financial institutions, insurance companies, and legal advisors		
	physicians, specialists, hospitals, and other healthcare providers		
	employers and schools for each member of the family		
	utility companies power, water, gas, your local council		
Other	pet vaccinations, medications, and vet contact details		
	pet registrations		

Notes:

This project is a partnership between Kingston Library and Kingborough Council