

THE JUST IN CASE FOLDER

HOW TO BE PREPARED

COURTESY OF CONSIDER IT DONE TRANSITION SERVICES



CONTENTS

3 IN AN EMERGENCY

Are you prepared?

4 WHAT IS IT

Why do you need it?

5 WHAT GOES INTO IT

Information at your fingertips

6 STORAGE, ACCESS & SHARING

Where to hide and who to tell

7 INFORMATION TO INCLUDE

The Checklist

IN AN EMERGENCY



Are you prepared?

If you were faced with an emergency tomorrow and had only a few moments to leave your home, would you quickly be able to put your hands on the most important information to get you through a crisis? If your answer is no, then you need to consider putting together a **Just In Case Folder**.

WHAT IS A JUST IN CASE FOLDER?



A **Just In Case Folder** is exactly what the name implies. It's a folder that holds key information, just in case something happens. That could be having to leave your home in a hurry due to an emergency situation. Or it could be having the info available for loved ones in the case that something unexpected happens to you. If you have elderly parents, then this is a good topic to discuss with them too. While none of us enjoy talking about death, the reality is that there are practical matters that need to be handled when a loved one passes.

In a moment of distress, we don't want to waste time or deal with the stress of finding important documents.

WHAT GOES INTO A JUST IN CASE FOLDER?

A **Just In Case Folder** will contain copies of important documents that can prove your identity, key contacts such as your insurance agent, a summary of financial accounts etc. Any information that would need to be accessed if the worst were to happen.



If you haven't read it yet, head over to the resource tab at www.ConsiderItDoneIN.com and take a look at my 'How To' article titled **PrePlanning Your Funeral**. Making your wishes and plans known to family and loved ones is important.

Your Just In Case folder is an ideal location to store that info.

SAFE STORAGE + QUICK ACCESS

Now you may be thinking, how can I safely store this important information in a way that is both safe but easy to retrieve? My trick is to **disguise the folder** as something else. Perhaps put a kid's drawing on the outer cover or name it 'Recipes'.

If you have a collection of books, you can store the information inside a family favorite. It should be in a location that is not obvious to anyone else, but that is easily accessible and remembered by you and your family. It should be hidden in plain sight.



SHARING THE INFORMATION

You should share the location of the **Just In Case Folder** with your family: spouse, parents, children or anyone else who may be involved if the unexpected were to happen. Show them where it's located and talk them through the information that's contained inside. Be sure the ones you trust and love know where to get these documents.

INFORMATION TO INCLUDE

This **Just In Case Folder checklist** will get you started on building your binder. Save this document, print it out and check off the information that you gather for your folder.

Copies of Identification

- Driver's License/ID Cards/Passport
- Social Security Cards
- Military Records
- Recent Photo

Important Contacts

- Family/Friends Address & Phone
- Work and School Contact Numbers
- Local Hospitals
- Local Police

Financial Information

- Credit Card numbers
- Bank Accounts
- Investments & Savings Accounts

Insurance Information

- Insurance Agent & Contact Info
- Policy Information
- Home Inventory

Medical Information

- Copies of Insurance Cards
- Blood Type/Important Medical History
- Advanced Care Directives

Legal Information

- Power Of Attorney information
- Home/Car Deeds and Titles
- Will & Final Arrangements

Don't forget to review your Just In Case Folder once a year and make any updates that might be needed.

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