ALLORNOTHINGHQ

Emergency and Life Admin Binder

Contacts, emergency plan, go-bag list, document inventory, insurance, accounts overview, subscriptions, home and vehicle logs, and an annual review. One binder for the paperwork of life.

Planning tool. Not legal, financial, medical or emergency-services advice. Never write passwords, PINs or full account numbers in this binder.

How to use this binder

Print the pages you need and put them in a 3-ring binder. The left margin is wider for punching. Fill in the pages in pencil or pen, and update them once a year (see **Annual review**). Keep one copy at home in a safe, private place and tell one trusted person where it is.

What to keep out of this binder

Never write passwords, PINs, security answers, full card or account numbers, or Social Security or other government ID numbers in this binder. If it is lost or stolen, someone could misuse them. Instead write **where** the information is (for example "in my password manager" or "in the safe, folder 2") and **who** can reach it. Use the **Digital life** page to record how to reach your accounts safely.

How the pages work

- [ ] Start with **Contacts** and the **Emergency plan**. They matter most in an emergency.
- [ ] Add your **Important documents**, **Financial accounts**, **Insurance** and **Medical information**. Record where each thing is, not the secret itself.
- [ ] Use **Home**, **Vehicles** and **Subscriptions** to stay on top of dates and bills.
- [ ] Use **If something happens to me** to leave clear instructions for the people who would need them.
- [ ] Do the **Annual review** every year so the binder stays true.

Important. This is a planning and organizing tool. It is not legal, financial, medical, tax or emergency-services advice. For wills, powers of attorney and other legal documents, talk to a licensed attorney. In an emergency, contact your local emergency services and follow official guidance from your local emergency agency. Names of programs and numbers differ by country and change over time: check them yourself.

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Household

Who lives here and who depends on whom.

People in the household

Name	Relationship	Date of birth	Phone	Notes (school, work, needs)

Pets

Name	Kind	Vet and phone	Microchip or tag	Notes (food, medicine)

Home

Address _____ Landlord or building contact _____

Main water shut-off is at _____ Main power switch is at _____

Gas shut-off is at (if any) _____ Spare key is with _____

Contacts

Write the numbers down. Phones can be lost or dead.

Who	Name	Phone	Another number	Notes
Local emergency services				
Out-of-area contact				
Close family 1				
Close family 2				
Close friend or neighbor				
Neighbor with a key				
Doctor				
Dentist				
Pharmacy				
Vet				
Employer or school				
Landlord or building manager				
Insurance claims line				
Utility emergency lines				
Plumber or electrician				
Locksmith				
Mechanic or roadside help				
Other				

Emergency plan

Decide this together before you need it. Check your local emergency agency's guidance for your area.

Where we meet

If we cannot get home, we meet at _____

If the neighborhood is not safe, we meet at _____

Out-of-area contact everyone calls or messages _____

Who picks up the children or other dependents _____

Who looks after the pets _____

Ways out of the home

Exit route 1 _____

Exit route 2 _____

Where the household checks in after leaving _____

Our communication plan

- [ ] Everyone knows the out-of-area contact
- [ ] Everyone has the contact list (this binder or a card)
- [ ] Phones and power banks are charged in a regular place
- [ ] Children know their parents' numbers
- [ ] We know how to get local alerts and official updates

Special needs and notes (mobility, medical equipment, language, pets)

Go-bag and supplies

A starting list. Adjust it for your household and your area. Check official guidance for amounts.

Water, food and health

- [ ] Drinking water for everyone, enough for several days
- [ ] Non-perishable food and a manual can opener
- [ ] Baby, pet or special-diet food
- [ ] First aid kit
- [ ] Prescription medicines and a list of them
- [ ] Glasses, contact lenses or hearing aid supplies
- [ ] Hygiene items and masks

Documents and money

- [ ] Copies of ID, insurance and key documents in a waterproof bag
- [ ] Copy of this contact list
- [ ] Cash in small bills
- [ ] Spare house and car keys
- [ ] Map of your area
- [ ] A USB drive with scanned documents (keep it protected)

Car kit

- [ ] Jumper cables and a flashlight
- [ ] Water and snacks
- [ ] Blanket and warm clothes
- [ ] First aid kit
- [ ] Phone charger
- [ ] Ice scraper or sun shade if relevant

Light, power and tools

- [ ] Flashlights and spare batteries
- [ ] Battery or hand-crank radio
- [ ] Phone chargers and power banks
- [ ] Multi-tool
- [ ] Whistle
- [ ] Duct tape and basic repair items
- [ ] Matches or a lighter in a waterproof case

Clothing and comfort

- [ ] Change of clothes and sturdy shoes
- [ ] Warm layer and blanket
- [ ] Rain gear
- [ ] Items for children or pets
- [ ] Something to read or play
- [ ] Sunscreen and bug spray if relevant

My own items

- [ ]
- [ ]
- [ ]
- [ ]
- [ ]
- [ ]

If you need to leave, or stay in

A checklist to read now so you are not deciding in a hurry. Always follow instructions from local officials.

Before you leave

- [ ] Listen to local officials and follow their instructions
- [ ] Take the go-bag, medicines, phone and chargers
- [ ] Take pets, with their food and carriers
- [ ] Take copies of key documents
- [ ] Turn off utilities only if you know how and are told to
- [ ] Lock up and take your keys
- [ ] Tell your out-of-area contact where you are going
- [ ] Leave a note if safe and sensible

If you stay in

- [ ] Stay informed through official channels
- [ ] Move to the safest room you identified
- [ ] Keep water, food, light and chargers within reach
- [ ] Keep pets with you
- [ ] Check on neighbors who may need help, if it is safe
- [ ] Do not use a generator or grill indoors
- [ ] Keep the phone line free for emergencies
- [ ] Write down what you used so you can restock