

Emergency Binder Checklist

Printable checklist for organizing emergency information and document locations

For families and caregivers preparing an emergency binder, folder, or digital backup.

Checklist items ☐ Emergency contacts ☐ Medication and allergy lists ☐ Doctors, pharmacy, and insurance basics ☐ Caregiver notes ☐ Important document locations	Contacts and locations Primary contact: Backup contact: Provider/pharmacy: Where current records are kept:
Handoff notes Use this space for factual notes about where information is kept, who updates it, and which trusted helper can confirm current details.	Review reminder Review after contact, medication, allergy, provider, document, supply, caregiver, or household changes.

Privacy and safety note

Share only with trusted caregivers or contacts. Store paper copies where they are easy to find but not publicly visible. This sheet can help organize emergency information; it is not medical or legal advice and does not replace 911, clinicians, medical records, medication labels, allergy action plans, care plans, patient portals, legal documents, or professional guidance.

