



Important documents and cash

Cards, ATMs and online banking can stop working in a crisis, and lost papers slow down insurance claims and aid. This page shows which documents to copy, where to keep them and how much cash to hold.

CHECKLIST

- | | |
|--|---|
| ☐ Copies of passports and ID cards | ☐ Recent photo of each family member |
| ☐ Copies of insurance policies | ☐ Cash in small notes |
| ☐ Copies of birth and marriage certificates | ☐ Spare house and car keys |
| ☐ Bank records and account contacts | ☐ Waterproof document container |

PREPARE

- Copy passports, birth and marriage certificates, licences, wills, deeds and insurance policies.
- Keep copies inside and outside the home, for example with a relative out of town.
- Keep originals of key papers in a safe place away from home, such as a deposit box.
- Put document copies in your kit in a waterproof container, or save them electronically.
- Take recent photos of each family member in case someone goes missing.
- Photograph or video your home and belongings for insurance claims.

USE AND MAINTAIN

- Take ID for every family member and your document copies if you evacuate.
- Keep your household plan with your passports and insurance papers so you can grab them fast.
- Use cash for essentials if digital payments stop working.
- Have more than one way to pay, such as cards from different banks or networks.

REVIEW

- Use your copies and home inventory to start insurance claims and aid applications.
- Top up your cash reserve and update document copies.
- Use cash occasionally so you stay familiar with it.
- Consider building an emergency savings fund for any crisis.

MY NOTES

Sources: Get Prepared (Public Safety Canada), Your Emergency Preparedness Guide (<https://www.getprepared.gc.ca/cnt/rsrscs/pblctns/yprrdnssgd/>); Ready.gov (FEMA), Financial Preparedness (<https://www.ready.gov/financial-preparedness>); Ready.gov (FEMA), Build A Kit (<https://www.ready.gov/kit>); Swedish Civil Defence and Resilience Agency (MCF), Payments and cash in times of crisis (<https://www.mcf.se/en/advice-for-individuals/home-preparedness--prepping-for-at-least-a-week/payments-and-cash-in-times-of-crisis/>); UK Government (Prepare), Get prepared for emergencies (<https://prepare.campaign.gov.uk/get-prepared-for-emergencies/>) General guidance in our own words. Always follow your local authorities.