



CITY OF PALM SPRINGS



Checklist of Items to Include in Your Grab and Go Kit

*For each household member as applicable: Make copies of documents, scan documents onto a CD or a flash drive. Store originals in safety deposit box or a fire/water proof container. Keep copies, CD, flash drive in a fire/water proof, container in a location that is easy to grab and go out the door as you evacuate.

Updated on: _____

✓	DOCUMENT *	AGENT NAME	CONTACT INFORMATION	ACCOUNT/POLICY NUMBER
	Homeowners/ Rental Insurance Policy for each property owned			
	Umbrella Insurance Policy			
	Auto Insurance Policy for each vehicle owned			
	Boat Insurance Policy for each vehicle owned			
	Life Insurance Policy for each household member			
	Flood Insurance Policy			
	Earthquake Insurance Policy			
	Copy of all medical insurance policies and insurance cards for each household member health/dental/prescription			
	Pet Insurance Policy			
	Copy of birth records for each member of the household	Name: State of birth:	Name: State of birth:	Name: State of birth:
	Copy of identification pages on your passport	N/A	N/A	N/A
	Copy of Driver License for each member of the household	N/A	N/A	N/A
	Copy of Social Security Card for each member of the household	Replacement Social Security card: http://ssa-custhelp.ssa.gov/app/answers/detail/a_id/251/~/replace-a-social-security-card-for-an-adult		
	Photo of each household member	N/A	N/A	N/A
	Photo of you with your pet	N/A	N/A	N/A
	Copy of immunization records for each household member	N/A	N/A	N/A
	Copy of immunization records for each pet	Records for the following pets:		
	School records for each child			

✓	DOCUMENT *	AGENT NAME	CONTACT INFORMATION	ACCOUNT/POLICY NUMBER
	List of prescription medications and eye glasses	Person name: Prescription expires:	Person name: Prescription expires:	Person name: Prescription expires:
	Marriage Certificate	State filed in:		
	Divorce Settlement	Date finalized: State filed in:		
	Copy of documents for Child Custody Arrangement	State filed in:		
	Copy of Titles for vehicles	License Plate: State:	License Plate: State:	License Plate: State:
	Copy of Title and Deed for Home, Property, Land Lease Agreement			
	Copy of rental agreement			
	Copy of Will, Living Trust, Durable Power of Attorney, Personal Representative, Guardian and Conservator Appointments for each member of the household as applicable			
	Copy of all Insurance policies and insurance cards for each household member health/dental/prescription			
	Copy of all bank and brokerage accounts with account and phone numbers			
	Copy both sides of your credit cards to give you card numbers and phone numbers for each company			
	Copy of your State and Federal Tax Returns for the last three (3) years for each household member	Tax year 1:	Tax year 2:	Tax year 3:
	Picture inventory of the outside and inside of your home, valuables and vehicles			
	Make a disc of your personal photos			
	Your family's emergency plan			

NOTES: