**EMERGENCY GO-FILE CHECKLIST**

EMERGENCY CONTACTS

SERVICE PROVIDER CONTACTS

HOUSEHOLD INFORMATION

FAMILY EMERGENCY PLAN

FINANCIAL INFORMATION (credit card, bank, investments)

COPIES OF VITAL DOCUMENTS (driver’s license; social security card; marriage certificate; birth certificates, etc.)

HOME INVENTORY

MEDICAL INFORMATION

INSURANCE INFORMATION

PHOTO ID CARDS (or recent photos of household members)

CASH

KEYS (if applicable, keep spare keys to vehicle, storage space or evacuation locations in file)

[**www.ks.childcareaware.org**](http://www.ks.childcareaware.org) **Toll Free (855) 750-334**

**SERVICE PROVIDER CONTACT INFORMATION**

|  |  |  |  |
| --- | --- | --- | --- |
| **Utility Company** | **Address** | **Phone Number** | **How they can assist** |
| Electric Company |  |  |  |
| Gas/Natural Gas Company |  |  |  |
| Water |  |  |  |
| Sewer |  |  |  |
| **Emergency Management Officials** | **Address** | **Phone Number** | **How they can assist** |
| Kansas Division of Emergency Management | 2800 SW Topeka Blvd.  Topeka, KS 66611 | **Main Phone Line:** (785) 646-1409  **24hr Emergency #:** (785) 291-3333 | Provides planning requirements/guidance, response coordination & administration of recovery programs for the civil sector of the State |
| County (Local) Emergency Manager |  |  |  |
| **Fire Department** | **Address** | **Phone Number** | **How they can assist** |
| Local Fire Department |  |  |  |
| **Emergency Medical Responder** |  |  |  |
| Local Emergency Responder |  |  |  |
| **Hospital/Clinic/Doctor/Dentist** |  |  |  |
| Local Hospital |  |  |  |
|  |  |  |  |
|  |  |  |  |
| **Homeowner/Renter’s Insurance** | **Address** | **Phone Number** | **How they can assist** |
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|  |  |  |  |
| **Auto/Boat/Medical/Other Insurance** | **Address** | **Phone Number** | **How they can assist** |
|  |  |  |  |
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