

START HERE

Build it gradually.

Accurate information in one known place is more valuable than a perfect binder no one finishes.

1

Complete Quick Reference first

Give a trusted person the essentials they would need immediately.

2

Add people and care information

Record emergency contacts, medical needs, dependents, and pets.

3

Map important records

Document where records are stored; avoid exposing passwords or full account credentials.

4

Build one section at a time

Skip anything that does not apply and return as life changes.

5

Review it every year

Confirm dates, contacts, coverage, access instructions, and storage location.

US LETTER PRINTING NOTE

This edition is formatted for US LETTER paper. Print single-sided for easiest binder use.

Store it securely, but make sure the trusted people named inside know where it is.

QUICK REFERENCE

Primary Emergency Contact

Name: _____

Phone: _____

Email: _____

Secondary Emergency Contact

Name: _____

Phone: _____

Email: _____

Key Medical Information

(Allergies, conditions, medications, or notes)

Where Important Documents Are Stored

INDIVIDUAL PROFILE

Full Name

Preferred Name / Nickname (if applicable)

Date of Birth

Place of Birth

Identification Number or Where It Is Stored

Primary Phone Number

Email Address

Home Address

HOUSEHOLD & UTILITIES

The information needed to keep the home safe, accessible, and operating.

INSIDE THIS SECTION

- Home and utility details
- Systems and shutoffs
- Service providers
- Access and entry notes

BUILD THIS SECTION FURTHER

Explore compatible home systems extensions in the JIC product library.

[OPEN THE PRODUCT LIBRARY ->](#)