

Family Emergency Binder: Annual Review

Check the contacts and location labels, record what changed, and choose the next review date.

■ THIS REVIEW

Reviewer _____ Completed _____ Next review _____

■ CHECK THE INDEX

	CHECKED
Confirm each trusted adult and ordinary contact detail	☐
Confirm each record group still exists	☐
Confirm each plain location label points to the current place	☐
Remove outdated pages and leave secret or specialist details out	☐

■ CHANGES MADE

Record the category and the new plain location or contact. Do not copy the sensitive record itself.

Category or contact _____	Change made _____
Category or contact _____	Change made _____
Category or contact _____	Change made _____
Category or contact _____	Change made _____
Category or contact _____	Change made _____
Category or contact _____	Change made _____

■ FINISH

Person told where the current binder lives _____ Date told _____