

Family Emergency Binder: Trusted Contacts

Ordinary contact details for the trusted adults who can help locate household records.

■ WHO KEEPS THIS INDEX CURRENT

Binder owner _____ Backup reviewer _____

Completed _____ Next review _____

■ TRUSTED ADULTS

List only people who already know they are a contact. Do not use this page to grant access or authority.

Name	Relationship
Phone	Email
Name	Relationship
Phone	Email
Name	Relationship
Phone	Email
Name	Relationship
Phone	Email
Name	Relationship
Phone	Email
Name	Relationship
Phone	Email

Family Emergency Binder: Record Location Index

Name the record group and its plain storage location. Leave secret values and copies where they already belong.

■ THIS INDEX

Household label

Index owner

Checked

■ WHERE RECORDS LIVE

Use a location another trusted adult can recognize, such as “locked file box in upstairs closet.”

	RECORD GROUP	PLAIN LOCATION LABEL	WHO CAN LOCATE IT	LAST CHECKED
1				
2				
3				
4				
5				
6				
7				
8				

Do not write passwords, PINs, account or identification numbers, medical details, legal instructions, financial details, access codes, or secret recovery information on this sheet.

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Remove outdated pages and leave secret or specialist details out	☐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 _____