

Notify In Case of Emergency Card and Emergency Instructions

Notify in Case of Emergency

Pages 1 and 2 are the front and back of a “Notify in Case of Emergency” card that will fold up to be about the size of a business card. This is to be kept in your purse or wallet in addition to the ICE or “In Case of Emergency” information you should list in your cell phone.

There are two cards per sheet so you can print a card for your significant other at the same time.

Here's what to do:

1. Take a piece of 8 ½ x 11 card stock paper (available at any office supply store) and print page 1 on one side and page 2 on the other. Hold it up to the light to make sure the red borders on each side line up. If they don't line up, simply move your margins a little and reprint.
2. Cut out the cards just outside the red borders.
3. Fill out the information on the cards.
4. You'll note that one line says “Remind this person their instructions are located...” Here's the deal on that. The last page in this set is the “Open Only in Case of Emergency” form. This is the set of instructions you leave with the person you're about to list as an emergency contact on your wallet card. Ask them where they'll be storing their instructions, so that if they're ever contacted, the Emergency Responder that makes the call can read the card and remind them where they stored their emergency instructions telling them what you need them to do in an emergency. Remember, any time a family member gets a call like that, the last thing they'll be thinking about is where they put that letter you gave them detailing what to do!
5. Fold up the card along the dotted lines and put it in your wallet.
6. Enter ICE as a contact on your cell phone and enter your emergency contact person's phone number.

Open Only in Case of Emergency

As we stated above, this is the instructions for your emergency contact. This form helps you detail what you might need this person to do for you or your family in case you are incapacitated in an emergency. You'll note that on your emergency card there is room for more than one contact. We did this for a couple of reasons; one, in an emergency redundancy is our friend, and two, you might need different emergency contacts to do different things.

Here's what to do:

1. Pick a couple of people to be your emergency contacts.
2. Decide the specific duties you would need each of these contacts to do on your behalf.
3. Fill out the instructions on this form and give a copy to your emergency contact.
4. Ask them where they'll be storing the form.
5. List this storage location on your Notify in Case of Emergency card on the “Remind this person their instructions are located...” line.

Now that you have filled all this out, here's our most important instruction of all: Be prepared and maintain good awareness so you don't need any of this other information!

In Case of Emergency

My name is: _____
Address: _____
City: _____
County: _____ State: __ Zip: _____
Phone: _____
Cell phone: _____
Work phone: _____
Email: _____
Other: _____

Notify 1: (Name) _____
Address: _____
City: _____ St: _____ Zip: _____
Phones: _____
Cell phones: _____
Work phones: _____
Email: _____
 Remind this person their instructions are located:

Notify 2: (Name): _____
Address: _____
City: _____ St: _____ Zip: _____
Phones: _____
Cell phones: _____
Work phones: _____
Email: _____
 Remind this person their instructions are located:

This is the **front side** a **larger** "Notify in Case of Emergency" card. **The next page is the backside of the card.** It'll **fold along the dotted lines** and wind up being about the size of a business card.

In Case of Emergency

My name is: _____
Address: _____
City: _____
County: _____ State: __ Zip: _____
Phone: _____
Cell phone: _____
Work phone: _____
Email: _____
Other: _____

Notify 1: (Name): _____
Address: _____
City: _____ St: _____ Zip: _____
Phones: _____
Cell phones: _____
Work phones: _____
Email: _____
 Remind this person their instructions are located:

Notify 2: (Name): _____
Address: _____
City: _____ St: _____ Zip: _____
Phones: _____
Cell phones: _____
Work phones: _____
Email: _____
 Remind this person their instructions are located:

Fold so that the "In Case of Emergency" panel winds up on the outside.

<p>Notify: (Name): _____</p> <p>Address: _____</p> <p>City: _____ St: _____ Zip: _____</p> <p>Phones: _____</p> <p>Cell phones: _____</p> <p>Work phones: _____</p> <p>Email: _____</p> <p><input type="checkbox"/> Remind this person their instructions are located: _____</p>	<p>Blood type: _____ Organ donor? ___ Age: _____</p> <p>Allergies: _____</p> <p>Medic Alert?: _____</p> <p>On medication for: _____</p> <p>Doctor: _____</p> <p>Address: _____</p> <p>City: _____ St: ___ Zip: _____</p> <p>Phones: _____</p>
<p>Other instruction: _____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p><input type="checkbox"/> I live alone and have pets or _____ at home.</p> <p><input type="checkbox"/> _____</p>	<p>Other medical data: _____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>

This is the **backside** of your larger “**Notify in Case of Emergency**” card. Though it folds up to about the size of a business card, there is more room for extra instruction if so needed. You may need this room for extra people to contact, additional instruction for personal needs or those of dependants, etc.

<p>Notify: (Name): _____</p> <p>Address: _____</p> <p>City: _____ St: _____ Zip: _____</p> <p>Phones: _____</p> <p>Cell phones: _____</p> <p>Work phones: _____</p> <p>Email: _____</p> <p><input type="checkbox"/> Remind this person their instructions are located: _____</p>	<p>Blood type: _____ Organ donor? ___ Age: _____</p> <p>Allergies: _____</p> <p>Medic Alert?: _____</p> <p>On medication for: _____</p> <p>Doctor: _____</p> <p>Address: _____</p> <p>City: _____ St: ___ Zip: _____</p> <p>Phones: _____</p>
<p>Other instruction: _____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p><input type="checkbox"/> I live alone and have pets or _____ at home.</p> <p><input type="checkbox"/> _____</p>	<p>Other medical data: _____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>

OPEN ONLY IN CASE OF EMERGENCY

If you are reading this letter, it must mean we are in the middle of an emergency situation and need your help.

The information contained here should provide you enough data for you to help us in our absence.

As we have no idea what kind of emergency has prompted you to open this envelope, please follow these instructions in the order listed. Above all, thank you for your help!

1. If you are trying to reach us and have no other way to find us, start by trying the following:

Name	Phone 1	Phone 2	Email

In addition to the above we have:

- A phone list posted by our phone. ® Our address book is located _____.
- We have an address book program on our computer. The software name is _____.
- Our computer password is: _____ (← Note: Sensitive info.)

2. If you are securing care for us or our dependents for whatever reason, you'll need to know the following:

Medical ("Who For?" = Who is the family member that sees this doctor?)

Type	Name	Who For?	Phone 1	Phone 2	Email
Doc 1					
Doc 2					
Vet					

Professional

Type	Name	Phone 1	Phone 2	Email
Insurance				
Attorney				

3. If you are gathering our goods and gear to help is in an emergency evacuation, please bring the following:

- Our "Bugout Kit" is in a: (number & type of packs or bags) _____ and is located in: _____.
- Our "Bugout Kit" has a "Last Minute List" located in its: _____. This list will give more info.
- Our main Rendezvous Point is: _____.

4. This copy of this Emergency Letter is being left with: (name): _____. We may need the following specific help from you: _____

5. Attachments and Enclosures: (Attach or enclose only what is needed by this letter's recipient.)

- House key is enclosed, or is hidden: _____
- Safe deposit box key is enclosed or is located: _____
- Custody Release for minor child
- "Find Me" sheet(s)
- Computer disk enclosed
- Legal documents attached: _____
- Please contact the people listed on the attached sheet and notify them of our emergency. ("Important Contacts" page.)
- Alarm code: _____
- Other key(s) enclosed: _____
- Medical Release for minor child
- "Important Contacts" page(s)
- Computer password: _____
- Special instructions for pet care
- "Family Member Data" sheet(s)
- Other written instruction attached

Note: Ask where this recipient stores this letter. Note the location on your "Notify in Case of Emergency" card.