

COPY & PROTECT IMPORTANT DOCUMENTS

Make copies of all important documents.

For example:

- birth & marriage certificates
- health cards
- prescriptions
- driver's licences
- banking & investment information
- wills
- passports
- land deeds
- vehicle registration

Find recent photographs of each family member and include them with your sets of copies. Make backup copies of important electronic files and scanned documents as well. Store them on a CD, DVD or USB drive.

Keep one set of all backup copies in your emergency preparedness kit and store another set in a safe place away from home. These files contain sensitive information so store them in a safe place. You might choose to store them in a safety deposit box or with trusted family or friends who live out of town.

TAKE AN INVENTORY OF HOUSEHOLD POSSESSIONS

Compile an inventory of your household possessions. For each item, include a description, serial numbers, approximate value and original purchase receipts if possible. Photographs are an excellent way to keep track of your home's contents, especially unique items such as antiques and jewelry.

When your inventory is complete, it is a good idea to make sure you have adequate insurance for your property and possessions. Check that you are covered for the types of emergencies that might occur in your area.

