# Emergency Information Kit Creation

This playbook outlines the steps to create a portable emergency information kit. It will ensure you have all critical documents and essential information readily available in case of an emergency.

### Step 1: Gather Documents

Collect all critical documents such as personal identification (ID, passport, birth certificate), insurance policies, medical records, deeds, and legal paperwork.

### Step 2: Make Copies

Create photocopies of all the critical documents. If possible, make electronic copies as well.

### Step 3: Secure Storage

Place the original documents in a secure, fireproof, and waterproof container to protect them from potential damage.

### Step 4: Prepare Kit

Pack the photocopies along with other emergency items, such as a list of emergency contacts, medications, and a small amount of cash, into a portable and durable bag or backpack.

### Step 5: Digital Backup

Store the electronic copies of your documents on a secure cloud storage service or on a flash drive that you can include in your emergency kit.

### Step 6: Accessibility

Ensure that the kit is easily accessible in your home and that all household members know its location. Consider keeping a secondary kit in your car or at your workplace.

### Step 7: Review

Regularly review and update the contents of your emergency information kit, especially the documents, to ensure they are current and valid.

## General Notes

### Privacy

Be mindful of personal data privacy when creating digital copies of sensitive documents. Use password protection and encryption when storing them electronically.

### Local Regulations

Check local regulations or guidelines on what specific documents should be included in an emergency information kit for your area.