

The Information Your Emergency Contact Needs to Know

LEAVE HERE

- ☐ Confident that your emergency contact knows your information
- ☐ Confident they know who to contact for each circumstance.

*This guide is for general educational purposes and
isn't legal advice.*

Emergency Contact Quick Sheet

Your emergency contact puts the marble in the machine. They start the chain.

BASIC INFORMATION

Full legal name _____ Date of birth _____
Home address _____
Phone _____ Email _____

MEDICAL + INSURANCE

Medical History (including important/big surgeries)

Allergies

Medications

Health insurance _____ Member ID _____
Primary care doctor _____ Preferred hospital _____

PET INFORMATION

Pet name(s) _____ Veterinarian _____
Name of designated caretaker _____
Essential pet notes _____

ACCESS + IMPORTANT INFORMATION

Keys / home access _____ Important documents _____
Digital access / instructions _____

For digital access, note where instructions or a password manager emergency-access plan can be found - not your passwords themselves.

If Something Happens to Me

A first-call map for the person who gets the call — enough direction to start, not a life manual.

WHAT TO DO NEXT

1

START HERE

Tell the people I would want to know first — for example, my closest living relative and/or a close friend.

Contact: _____ Phone/Email: _____

2

IF I'M HOSPITALIZED AND CAN'T SPEAK

Contact the person I named to make healthcare decisions for me.

Contact: _____ Phone/Email: _____

Usually called a healthcare proxy / health care agent; the document naming them may be part of an advance directive.

3

FOR MY PET(S)

Contact the person who agreed to step in temporarily or permanently to care for my pet(s).

Contact: _____ Phone/Email: _____

4

MY EMPLOYER NEEDS TO KNOW

Contact supervisor / HR / trusted colleague

Contact: _____ Phone/Email: _____

5

FOR FINANCIAL MATTERS WHILE I'M ALIVE

Contact the person legally authorized to handle financial matters if I can't.

Contact: _____ Phone/Email: _____

Often a durable financial power of attorney.

6

IF I DIE

Contact the executor named in my will and the people I asked to be notified.

Contact: _____ Phone/Email: _____

An executor's authority and duties are separate from the emergency-contact role.

7

OTHER

Contact: _____ Phone/Email: _____

A QUICK DISTINCTION

A healthcare proxy names the person who can make medical decisions if you can't.
An advance directive is broader: it can include that appointment plus your written wishes for care.
Terminology and legal requirements vary by state.

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