



Emergency & Family Information

How to use:

Part 1 is what you need in the first 30 minutes of any emergency — fill this in first. Part 2 is the full record for the days that follow. Save this PDF and share it with the people in the Family section at the end so more than one person can find it when it matters.

Last Updated

Prepared By

Prefer to fill this out together as a family in Google Docs? →

PART 1 · For the ER & First 30 Minutes

Personal Information

Full Name

Date of Birth

Height

Weight

Phone

Blood Type

Address

Health Insurance

■ Bring the physical card — this is the backup reference.

Insurance Provider

Policy / Member ID

Group Number

Customer Service Phone

Medicare ID (if applicable)

Medicaid ID (if applicable)

Medical Snapshot

■ What a doctor needs to know in the first 5 minutes.

Current Medications & Doses

Known Allergies / Reactions

Known Conditions (diabetes, heart condition, etc.)

Primary Care Doctor

Doctor Phone

Pharmacy Name

Pharmacy Phone

Preferred Hospital or Medical Center

Healthcare Authority

■ Who can make medical decisions if this person cannot speak for themselves?

Healthcare Proxy / POA Name

Proxy Phone

Location of Advance Directive / Living Will

Location of Healthcare POA Document **Emergency Contacts — Call In This Order**Contact 1 — Name & Relationship Phone Contact 2 — Name & Relationship Phone Contact 3 — Name & Relationship Phone **Phone & Digital Access**☐ Critical if you need to reach someone through this person's device.Phone PIN or Passcode * Legacy / Trusted Contact Location of Spare Keys / Physical Access *

* Sensitive info — think about where you'll store or share this document before filling this in.

PART 2 · Full Family Contact Directory**Medical Providers**☐ Complete record of all providers — not just the emergency snapshot above.**Primary Care**Doctor Name Phone Patient Portal Practice Name & Address **Specialist 1**Doctor Name & Specialty Phone Practice Name Notes **Specialist 2**Doctor Name & Specialty Phone Practice Name Notes **Dentist**Doctor Name Phone Practice Name / Notes

Eye Doctor

Doctor Name Phone
Practice Name / Notes

Mental Health Provider

Name Phone
Practice / Notes

Pharmacy

Pharmacy Name Phone
Pharmacy Address

Where Key Documents Are Located

■ You don't need to store the documents here — just note where to find them.

Will / Trust
Advance Directive / Living Will
Healthcare POA
Financial / Durable POA
Life Insurance Policy / Policies
Property Deeds / Vehicle Titles
Safe or Fireproof Box — Location & Combination *
Safe Deposit Box — Location & Key *

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Faith & Community

Clergy / Faith Leader Name Phone
Organization / Congregation Name
Notes (preferences for services, visits, etc.)



Pets & Dependents

■ Who cares for them if this person is hospitalized or passes away?

Pet / Dependent Name & Type

Caretaker Name & Phone Vet Name & Phone

Food, Medications, or Special Care Notes

Family — Who Has A Copy Of This Document

■ List everyone who has access so the right people can find this when it matters.

Name & Relationship Phone / Email

Name & Relationship Phone / Email

Name & Relationship Phone / Email

Additional Notes

■ Consider completing a HIPAA authorization so family members can access medical information in a crisis. Ask your primary care doctor's office.

Notes

A Good Start — Here's What Comes Next

This covers the contacts and access your family needs in an emergency. Leo Kit goes further — it helps you organize all of life's essential information in one place, so your next of kin can find what they need, when they need it. Estate management, emergency preparedness, and everyday organization, all in one. Peace of mind for you, a smaller burden for the people you love.

[Learn More About Leo Kit](#)

This is a free organizational tool for personal and family use — it isn't legal, medical, financial, or security advice. You decide what to include and how to store or share this document once it's filled in; Leo isn't responsible for how this information is stored, shared, or used. For questions about legal authority (like power of attorney), talk with a qualified attorney.