If Something Happens to Me

Everything you need is in these pages.
Start with the first one.

STARTER EDITION · LAST UPDATED _____

Free from getreadybinder.com

📖 How to use this binder

A note for the person holding this.

1. **You don’t have to do everything today.** Read “Start Here.” Make the one or two calls it tells you to make. The rest can wait.
2. **This binder is a map, not a vault.** It tells you where documents, accounts, and passwords live — it deliberately doesn’t contain the secrets themselves.
3. **Week one:** Who to Call and Medical are the sections that matter first.
4. **Later:** Insurance, Money, and Digital Life will guide the paperwork, with the professionals listed inside to help.

What's inside

1	Start Here	The first page your person reads
2	Who to Call	Family, friends, and the professionals
3	Medical	One card per person — conditions, meds, doctors
4	Insurance	Every policy, and how to claim it
5	Money	Accounts, cards, debts — where the money lives
6	Digital Life	Getting into the accounts — the modern master key

This free starter covers the first week. The full ReadyBinder has 14 sections, also including Our Household, Bills & Subscriptions, Home, Cars & Utilities, Legal Documents, Kids & Dependents, Pets, My Wishes, Letters.

🧭 Start Here

If this binder is ever opened for real, someone you love is having one of the worst days of their life. This page tells them where to begin.

A NOTE TO WHOEVER OPENS THIS BINDER

THE FIRST PERSON TO CALL FOR HELP

WHERE THE IMPORTANT DOCUMENTS ARE KEPT

THINGS THAT NEED ATTENTION IN THE FIRST WEEK

📠 Who to Call

The people who should hear the news from a person, not a Facebook post — and the professionals who already know your affairs.

Family & close friends to notify

NAME

RELATIONSHIP

PHONE

NOTES

NAME

RELATIONSHIP

PHONE

NOTES

Professionals who know our affairs

ROLE

NAME & FIRM

PHONE

EMAIL

WHAT THEY HANDLE

ROLE

NAME & FIRM

PHONE

EMAIL

WHAT THEY HANDLE

EMPLOYER(S) TO NOTIFY — COMPANY, MANAGER OR HR CONTACT, PHONE

Medical

In an emergency, this section can matter within minutes. Fill one card for each member of the household, including the healthy ones.

Medical cards

NAME

MEDICAL CONDITIONS

CURRENT MEDICATIONS & DOSES

ALLERGIES (DRUGS, FOOD, OTHER)

BLOOD TYPE

PRIMARY DOCTOR — NAME & PHONE

SPECIALISTS

PHARMACY

HEALTH INSURANCE — COMPANY, MEMBER ID, WHERE THE CARD IS

ORGAN DONOR? ADVANCE DIRECTIVE?

NAME

MEDICAL CONDITIONS

CURRENT MEDICATIONS & DOSES

ALLERGIES (DRUGS, FOOD, OTHER)

BLOOD TYPE

PRIMARY DOCTOR — NAME & PHONE

SPECIALISTS

PHARMACY

HEALTH INSURANCE — COMPANY, MEMBER ID, WHERE THE CARD IS

ORGAN DONOR? ADVANCE DIRECTIVE?

Insurance

Life insurance goes unclaimed all the time simply because no one knew the policy existed. List every policy — even the small ones through work.

Policies

TYPE

INSURANCE COMPANY

POLICY NUMBER (OR WHERE TO FIND IT)

WHO IS INSURED / BENEFICIARY

AGENT OR CLAIMS PHONE

PREMIUM & HOW IT'S PAID

TYPE

INSURANCE COMPANY

POLICY NUMBER (OR WHERE TO FIND IT)

WHO IS INSURED / BENEFICIARY

AGENT OR CLAIMS PHONE

PREMIUM & HOW IT'S PAID

🏦 Money

List the institution, the type of account, and the LAST 4 DIGITS only. Never write full account numbers or passwords in a binder — point to where access lives instead.

Bank & investment accounts

INSTITUTION

TYPE

LAST 4 DIGITS

WHOSE NAME IS ON IT

HOW IT'S ACCESSED

NOTES

INSTITUTION

TYPE

LAST 4 DIGITS

WHOSE NAME IS ON IT

HOW IT'S ACCESSED

NOTES

Credit cards

ISSUER & CARD

LAST 4 DIGITS

WHOSE CARD

NOTES

ISSUER & CARD

LAST 4 DIGITS

WHOSE CARD

NOTES

Debts & loans

WHAT

LENDER

BALANCE BALLPARK & PAYMENT

WHAT

LENDER

BALANCE BALLPARK & PAYMENT

SAFE DEPOSIT BOX / HOME SAFE

OTHER MONEY THINGS (CRYPTO, PAYPAL/VENMO, GIFT CARDS, MONEY OWED TO US)

Digital Life

Write WHERE access lives and HINTS — never actual passwords. If your family can open your phone and your password manager, they can reach almost everything else.

PASSWORD MANAGER & HOW TO GET INTO IT

PHONE UNLOCK PLAN

PRIMARY EMAIL ACCOUNTS

TWO-FACTOR / BACKUP CODES

WHERE THE PHOTOS & FILES LIVE

COMPUTERS & THEIR LOGINS

SOCIAL MEDIA — WHAT TO DO WITH MY ACCOUNTS

WEBSITES, DOMAINS, OR ONLINE BUSINESSES I RUN

📕 Finish the rest of your binder

These pages cover the first week. A complete emergency binder also covers:

🏠 Our Household	Who we are, at a glance
🧾 Bills & Subscriptions	What auto-pays, from where — and what to cancel
🔑 Home, Cars & Utilities	Shutoffs, codes, keys, and who fixes things
⚖️ Legal Documents	The papers, and exactly where they live
🧸 Kids & Dependents	Their routines, their people, and who takes care of them
🐾 Pets	Who feeds them, who heals them, who takes them
🕊️ My Wishes	The decisions your family shouldn't have to guess
💌 Letters	The pages they'll keep forever

ReadyBinder walks you through all 14 sections on screen with plain questions and real examples, saves privately on your own computer (nothing is uploaded), and prints a typeset binder with wallet cards. When something changes, edit it and reprint in minutes. Start free at **getreadybinder.com**. $29 once to print, no subscription.