

RDC Emergency Information & Home Access Plan

A fill-in family workbook for getting the right information, access, and backup plan in place before an urgent situation.

Goal: A trusted person should be able to answer: Where are they? How do we get in? Who do we call? What information do responders need? What happens if the first plan fails?

1 | ESSENTIAL IDENTITY & CONTACTS

Full name	
Home address	
Date of birth	
Primary phone	
Primary family contact	
Backup family contact	
Preferred hospital / health system	
Primary medical office	
Pharmacy	

2 | GETTING INTO THE HOME

Check	Item	Notes / status
☐	At least one trusted person has a current key, code, or approved access method.	
☐	Family knows where the spare key / lockbox is and who is authorized to use it.	
☐	The street number is visible enough for responders to identify the home.	
☐	Gate, apartment, community, or building access instructions are documented.	
☐	A plan exists if the resident cannot answer the door or phone.	
☐	Pet information is documented so responders or family know what to expect.	

Key / lockbox location	
Gate / building instructions	

Pet names / type / handling notes	
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3 | INFORMATION TO GRAB FAST

Check	Item	Notes / status
☐	Current medication list	
☐	Medication allergies / serious allergies	
☐	Insurance cards / Medicare information	
☐	Photo ID	
☐	Emergency contacts	
☐	Primary medical office and pharmacy	
☐	Medical alert provider / device details if used	
☐	Advance directive / healthcare decision-maker information if applicable	
☐	Mobility device / oxygen / equipment information	
☐	Recent hospital discharge instructions if relevant	

Where is this information kept?

Primary location	
Backup copy location	
Who keeps it updated	

4 | POWER OUTAGE, HEAT, WILDFIRE & EVACUATION

Check	Item	Notes / status
☐	There is a place to go if the home becomes too hot, unsafe, or loses power for an extended period.	
☐	Transportation is identified for evacuation if the resident should not drive.	
☐	Charging needs for phone, medical alert, mobility equipment, or other devices are planned.	
☐	Any oxygen or electrically powered health equipment has an appropriate backup plan from the relevant provider.	
☐	A small go-bag includes ID, medication list, essential medications, charger, water, and key documents.	
☐	Pets / animals are included in the evacuation plan.	
☐	Family knows who will confirm the resident is safe after a local emergency.	

Primary evacuation destination	
Person providing transportation	
Out-of-area family contact	
Pet / animal plan	

5 | IF THE FIRST PLAN FAILS

Write the backup sequence now. This is especially useful for an older adult who lives alone or relies heavily on one family member.

1. First person / action	
2. If no answer	
3. If home access fails	
4. If primary caregiver is unavailable	
5. Who updates the rest of the family	

6 | TOP 5 EMERGENCY-READINESS FIXES

Priority	Action	Who	By when
1			
2			
3			
4			
5			

Call 911 for an immediate life-threatening emergency. This workbook is organizational and educational and does not replace emergency services, medical advice, or an emergency-management plan.