



Emergency Services information sheet

Storing key documents

In case of an emergency, store important documents in a fire and waterproof container or safe deposit box.

Review your insurance policies to ensure they are current and adequate.

If you keep documents in your home, try to take them with you if you evacuate.

It is recommended you keep originals and copies of documents at an alternate, secure location.

Some of the documents you should protect include:

- birth, death and marriage certificates
- mortgage/property deeds
- insurance policies
- banking details
- passport
- will and power of attorney documents
- important medical records
- insurance and letters of authenticity for art and jewellery
- back up of important computer stored information.

Storage options

Safe deposit box

Banks rent safety deposit boxes for safe and secure storage of important documents and valuables.

Fire and water proof containers (evacuation boxes)

Evacuation boxes should also include a small amount of cash, a phone card and a list of emergency phone numbers.

Your local emergency service centre or insurance company may provide fire and waterproof containers which you may also find at your local hardware or camping supplier.

Useful tips

Photocopy each document and photograph valuables such as jewellery and art. Keep these copies in a fire and waterproof container at home or in an alternate, secure location.

Make a list of your possessions, including model and serial numbers of goods for insurance or tax purposes. Put one copy of the list in your evacuation box and another in your safe deposit box.

Photocopy receipts of valuable items and keep originals in safe deposit box. The contents of safe deposit boxes and evacuation boxes should be reviewed and updated regularly.

Further information

To find out more about storing key documents please visit our website.

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