

In Case of Emergency: A Guide to My Affairs and Contingency Plans

This document is a comprehensive guide to my personal, financial, and business affairs in case of an emergency. It outlines all critical information to assist those who may need to manage my affairs in situations where I am unable to do so. Please ensure that a trusted person has a copy of this document.

Personal Details

Full Name:

Date of Birth:

Address:

Phone Number:

Email Address:

National Insurance Number:

Medical Information: allergies, medication, blood type, GP details

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Emergency Contacts:

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Emergency Scenarios

Employer/ HR sick pay/income, life & critical illness policy/ legal adviser/ landlord/mortgage/ bank/ notify who in family/ neighbour/ kid's schools, clubs/ pets/ commitments volunteer/hobbies/ subscriptions

If I am injured or critically ill (with capacity) do the following:

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If I am injured or critically ill (without capacity) do the following:

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On my death do the following:

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Family Details

Names, Relationships, and Contact Information:

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Will/Lasting Power of Attorney

Location of Will/LPA(s):

Solicitor/Contact Handling the Will:

Instructions and Beneficiaries:

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Executor Name:

Address:

Phone Number:

Email:

Friends and Support Network

Names and Contact Information:

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Limited Company/Sole Trader/Employer Details

Limited/Sole Trader/Employer Name:

Address:

Your Role/Position:

Key Business/Partner Names & Role:

Contact Phone Number:

Professional Representation

Solicitor:

Financial Adviser:

Accountant:

Financial Accounts

Personal Bank Accounts:

Credit Cards/Loans/Debit:

Business Bank Accounts:

Credit Cards:

Trusts /Life Insurance

Policy Details Provider & Policy Number:

Beneficiaries:

Notes:

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Additional Notes

Include funeral plans, end of life wishes, organ donation preferences, memorial details, digital assets (such as social media accounts and online subscriptions), email information, passwords, pet care instructions, the location of key documents, and details on the location and access to emergency funds.

Include who has a copy of this document.

Make a note in your diary to revisit and review this form annually!

Sorted &

Supported

by Kirsti Cox

ADVOCACY