DFR | Division of Financial Regulation

Department of Consumer and Business Services

Your disaster preparedness checklist
Protect your personal finances

If you had to leave your home in an emergency, you would have only minutes to choose what stays and what goes, and your financial records may be one of the last things on your mind.

Collecting, copying, and storing your financial information now could help you avoid problems and recover faster after a disaster. This checklist can help. Use it to make sure you have the information and documents you need. Then, keep it with your important documents so you can refer to it when needed.

Account numbers

Use the sample table on the next page, or a separate piece of paper, to organize your account and customer service numbers.

Personal records

Make and store copies of:

- Driver licenses
- Passports
- Social Security cards
- Birth certificates
- Marriage and divorce papers
- Home titles or deeds
- Car, boat, or RV registrations and titles
- A room-by-room inventory of your belongings

Financial records

Most financial records can be replaced, but you need your insurance information if your property is damaged, or if you or a family member needs medical care. Keeping records safe also helps you avoid trouble if questions arise later about your investments, taxes, or workplace benefits.

Make and store copies of:

- Insurance policies
- Investment records
- Income tax information
- Pay stubs and employer benefits records
- Wills, living wills, trusts, and financial and medical powers of attorney

Computer files

If you keep financial records, passwords, family photos, and videos on your computer, consider backing the information up to a secure cloud storage service, or back up your data regularly and keep the backups somewhere safe.

Keep important documents safe and always make copies

Be sure to secure and copy your important papers. Keep the originals in a water-tight container, fire safe, or a bank safe deposit box. If you keep your documents at home, be sure you can grab them in a hurry and go.

Store your copies somewhere else – in a secure place at work or with a trusted relative or friend.

If you have access to a computer, you can scan your documents and then put them on a flash drive or store the information at a secure online storage website.

Inventory of your belongings

A written inventory of your belongings, backed up by a video of each room in your home, can help prove what you lost and what was damaged. Visit dfr.oregon.gov for an example.

After a disaster

If a disaster strikes your home, as soon as possible, contact your credit card company, your mortgage lender, and other creditors to let them know about your situation. Most of them have ways to help.

If you can't live in your home, check with your utility companies (e.g., electric, gas, and cable) to see if it is safe to shut off service. Consider weather conditions and whether pipes might freeze without heat available.

Many people and groups will offer help. Disaster-chasing criminals may also show up and try to scam you. Visit dfr.oregon.gov for additional scam prevention information.

Watch out for:

- Upfront fees to help you claim services and benefits or get loans. Government employees never charge to help you get a benefit or service.
- Contractors selling repairs door to door, especially if they offer deep discounts or ask you to pay them upfront.
- Insurance agents who try to sell you after-the-fact policies.
- Organizations with names similar to government agencies or charities.

For more information, contact:
Oregon Division of Financial Regulation

Visit dfr.oregon.gov

Call 888-877-4894 (toll-free)

Email
Insurance
dfr.insurancehelp@dcbs.oregon.gov

Financial services
dfr.financialserviceshelp@dcbs.oregon.gov

Fill in and print

My important financial account information

Loans and credit cards	Account number	Customer service number
Mortgage		
Home equity loan		
Car loan		
Credit card		
Student loan		
Other:		
Home and utilities		
Rent		
Cable or satellite		
Water		
Electricity		
Phone		
Other:		
Other financial accounts and insurance policies		
Homeowner or renter insurance		
Auto insurance		
Medical insurance		
Checking account		
Savings account		
Investment account		
Other:		