

Additional Background Information on the FEMA EFFAK Checklists

Presented at the Rossmoor Emergency Preparedness Fair, September 22, 2018

12

Background Information on the FEMA EFFAK Checklists 1 of 3

The EFFAK contains the following four sections of key records and contact information, each with checklists and forms you can use:

- Household Identification (EFFAK Page 6)
 - Prove the identity of all household members in a post-disaster situation;
 - Maintain or re-establish contact with your family or other members of your household;
 - Maintain contact with your employer or the employers of others in your household; and
 - Apply for FEMA disaster assistance benefits (along with the information contained in the Financial and Legal Documentation section).
- Financial and Legal Documentation (EFFAK Page 12)
 - Housing payments
 - Other financial obligations (for example, utility bills, credit/debit card accounts)
 - Financial accounts (for example, checking, savings, or retirement accounts)
 - Insurance policies
 - Sources of income
 - Tax statements
 - Estate planning

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13

Background Information on the FEMA EFFAK Checklists 2 of 3

- Medical Information (EFFAK Page 20)
 - Health/dental insurance, Medicare, Medicaid, VA health benefits
 - List of medications, immunizations, allergies, prescriptions, medical equipment and devices, pharmacy information
 - Living will, medical power of attorney
 - Caregiver agency contract or service agreement
 - Disabilities documentation
 - Contact information for doctors/specialists, dentists, pediatricians, veterinarians
- Household Contacts (EFFAK Page 22)
 - Children or other family members not living at home
 - Employers/supervisors
 - Schools
 - Houses of worship
 - Social service providers
 - Home Owners Associations
 - Home Repair Services: utilities, plumber, roofer, carpenter, electrician

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14

Background Information on the FEMA EFFAK Checklists 3 of 3

Each section of the EFFAK includes checklists and contact forms to assist you in collecting and assembling your relevant documents and information. Each checklist includes the following columns:

- **Type of Document:** This column provides a list of the specific documents for the category (for example, driver's license, bank statements, and health insurance cards).
- **Have:** Check the box in this column if you have either a paper or electronic copy of the listed document.
- **Need:** Check the box in this column if you determine that you need this document, but you do not have a copy. Once you have obtained the document, you can check the "Have" column and enter the date in the "Date Added/Updated" column.
- **N/A [Not Applicable]:** Check the box in this column if you determine that you do not need this document or that it does not apply to you, your family, or your household. Remember to review your checklist and update documents if your household circumstances change.
- **Date Added/Updated:** Enter the date in this column when you add the paper and/or electronic copy of a document to your EFFAK. This information will serve as a handy reference point to remind you when it is time to review or update the document. You can then enter the new date in this column when you do a recheck or update.
- **Tips and Links:** This column provides additional details on your documents, as well as suggestions and links on how to contact agencies or organizations to request paper or electronic copies of your documents.

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15