

# Sharing Emergency Information With Your Survivors



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# Steps to Sharing

## 4 Take Aways

1. Identify important **passwords** needed in an emergency
  - Share them with those who might need them
2. Identify important **information** needed in an emergency
  - Document that information — Use Apple Tools
3. **Share** it with those who might need it
4. **Review and practice** with those who need the information

# Passwords








# One Way To Share Passwords

# Methods to Share Passwords



## The First Take Away

- Notebook stored in a Safe Place
- Use Your Apple Apps (encrypt and share)
  - Pages — can also create PDF 
  - Notes — store passwords direct or as PDF 
  - Numbers 
- Use a Password Manager

**Recommended**

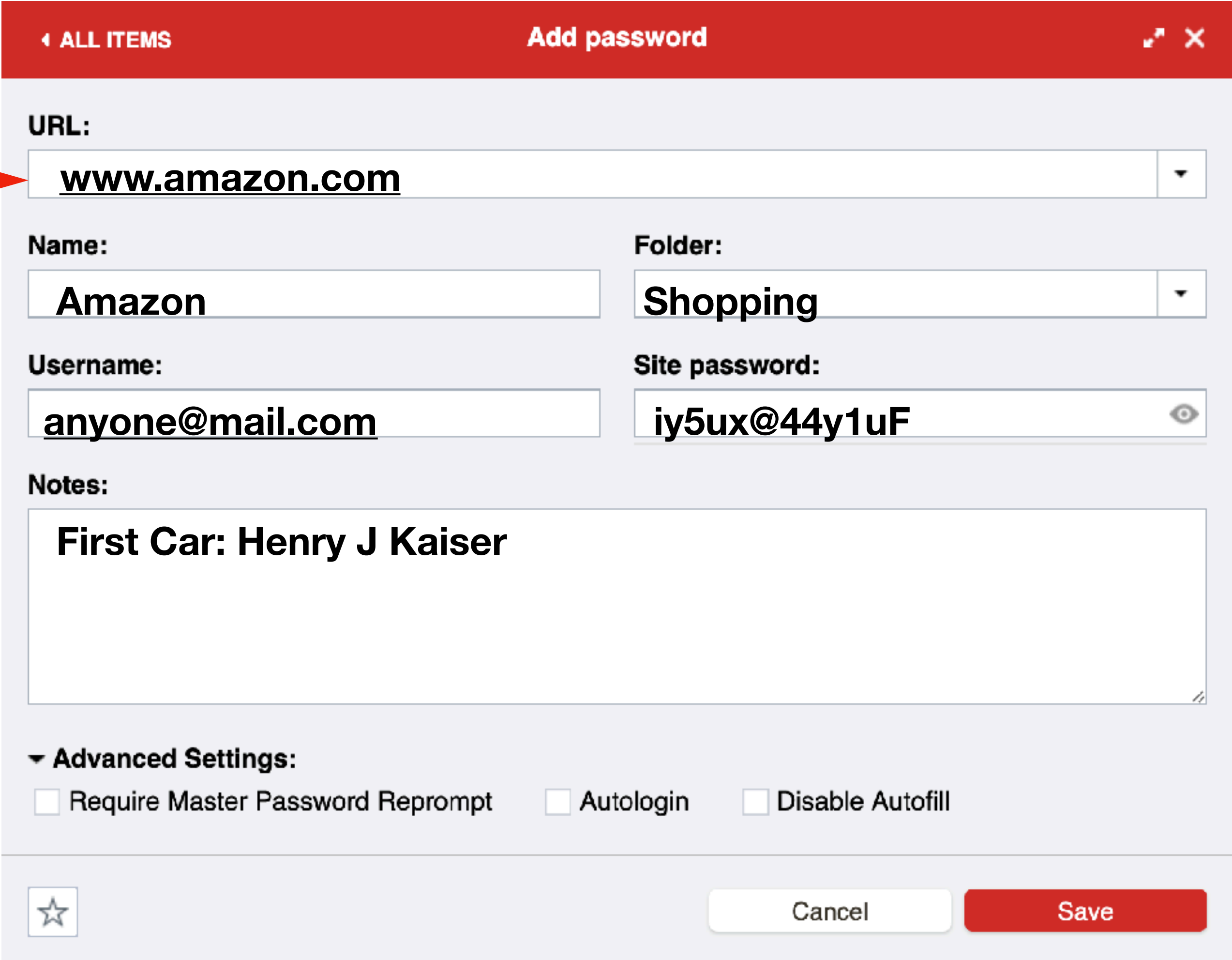


# Benefits of Password Manager

- Several Prominent PW Managers
  - 1Password; LastPass; Dashlane  LastPass... 
- Unique and Secure Passwords — Reduce Password Reuse
- Autofill
- Can Share Passwords or Secure Notes (premium versions)
- Provide Extra Storage for Secure Notes
- LastPass Has an Emergency Access Feature

# Password Entry Example

- Address of Web Page
- Name
- Folder
- Username and Password
- Notes:
  - Secret Answers
  - 2 Factor Authentication
- Advanced Settings

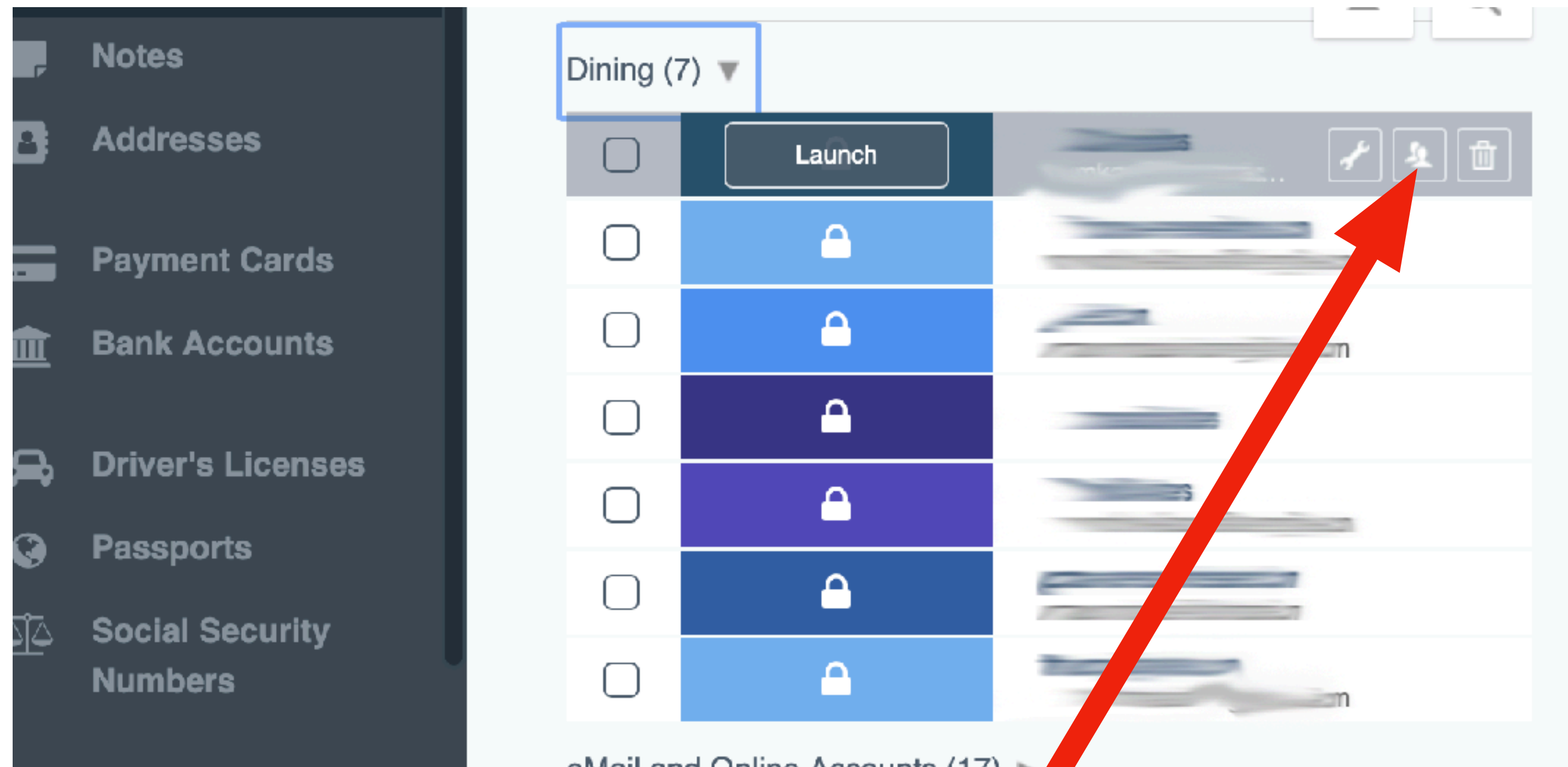


The screenshot shows a password manager interface with a red header bar. The header contains a back arrow and the text "ALL ITEMS", the text "Add password", and a close button. The form fields are as follows:

- URL:** A text field containing "www.amazon.com" with a dropdown arrow on the right. A red arrow points to this field.
- Name:** A text field containing "Amazon".
- Folder:** A dropdown menu showing "Shopping".
- Username:** A text field containing "anyone@mail.com".
- Site password:** A text field containing "iy5ux@44y1uF" with an eye icon on the right.
- Notes:** A large text area containing "First Car: Henry J Kaiser".
- Advanced Settings:** A section with a dropdown arrow and three checkboxes: "Require Master Password Reprompt", "Autologin", and "Disable Autofill".

At the bottom of the form, there is a star icon on the left, and "Cancel" and "Save" buttons on the right.


# Sharing a Password Entry




Share Button




# Password Share Entry Form



**ShareSite:** 

**Recipient Email Addresses:**



☐ Allow Recipient to View Password

# Other Emergency Information

# Other Important Information

- Power of Attorney
- Health Proxy
- Living Will
- Personal Emergency Information

# Record Your Emergency Information

## The Second Take Away

- Fill Out a Paper Form
  - Example for Retired Fire Fighters of Washington  
[www.rffow.org/images/personalinfo.pdf](http://www.rffow.org/images/personalinfo.pdf)
- Create a Digital Document Using a Word Processor
  - Survivor Quick Notes Using PAGES download at  
<https://tinyurl.com/tgdsvg9>
- Create a Spread Sheet
  - NY Times Provides a Template in This Article:  
<https://nyti.ms/2PyzyhW> It Will Work in Numbers

PERSONAL INFORMATION FOR MY SURVIVORS UPON MY DEATH OR  
BY BECOMING OTHERWISE INCAPACITATED

Name: \_\_\_\_\_ SSN# \_\_\_\_\_

Date of last update: \_\_\_\_\_

From Fire Fighters Site  
[www.rffow.org/images/personalinfo.pdf](http://www.rffow.org/images/personalinfo.pdf)

In case of emergency, these people must be notified: attach additional sheets as needed

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Address: \_\_\_\_\_

Home phone: \_\_\_\_\_ work phone: \_\_\_\_\_

Important business and/or personal contacts:

My employer (if applicable): \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

Spouse's Employer (if applicable): \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

Pension Board: \_\_\_\_\_ Phone: \_\_\_\_\_

Department of Retirement: \_\_\_\_\_ Phone: \_\_\_\_\_

Union Local: \_\_\_\_\_ Phone: \_\_\_\_\_

Personal physician: \_\_\_\_\_ Phone: \_\_\_\_\_

Clergyman: \_\_\_\_\_ Phone: \_\_\_\_\_

Attorney: \_\_\_\_\_ Phone: \_\_\_\_\_

Dentist: \_\_\_\_\_ Phone: \_\_\_\_\_

Accountant: \_\_\_\_\_ Phone: \_\_\_\_\_

Insurance Agent: \_\_\_\_\_

Insurance Company: \_\_\_\_\_ Phone: \_\_\_\_\_

Banker: \_\_\_\_\_

Bank name (branch): \_\_\_\_\_ Phone: \_\_\_\_\_

Broker: \_\_\_\_\_ Phone: \_\_\_\_\_

This page shows:

- SSN
- Emergency Contacts
- Important Contacts



Personal documents & information:

My birth date is: My birth certificate is located at:

I was born in: My social security number is:

I was married in: On:

To: Number of children from this marriage:

I was divorced on: State of:

Repeat as necessary for additional marriages

Marriage certificate(s) are located at

Divorce decree(s) are located at:

Children’s birth certificate(s) are located at:

Children’s adoption papers are located at:

Children’s names/Date of Birth/Residence

This Page Shows:

Add additional page if needed

I served in the armed forces branch: service number:

Enlisted or drafted on: at:

Discharge date: discharge papers located at:

Husband’s relatives and addresses: (if deceased, indicate after their name)

1. Mother:

2. Father:

3.

4.

Add additional page if needed

Wife’s relatives and addresses: (if deceased, indicate after their name)

1. Mother:

2. Father:

3.

4.

Add additional page if needed

Grandchildren:

Names/Date of Birth/Parents

Add additional page if needed

- Personal Information
- Military Records
- Addresses of Relatives

**Pension benefits:**

The following benefits are provided by my pension:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_
6. \_\_\_\_\_

**Necessary contacts regarding my pension:**

Pension board: \_\_\_\_\_ phone: \_\_\_\_\_

Department of Retirement Systems (Olympia): P.O. Box 48380, Olympia, WA 98504-8380

Phone: (360) 664-7000 or toll-free (outside the Olympia area) 1-800-547-6657

Union Local: Local \_\_\_\_\_ phone: \_\_\_\_\_

RFFOW: 9134 - 201st Place SW, Edmonds, WA 98026-6559, (425) 775-5880

**Bank accounts and investments:**

Checking acct #: \_\_\_\_\_ bank: \_\_\_\_\_

Checking acct #: \_\_\_\_\_ bank: \_\_\_\_\_

Savings acct #: \_\_\_\_\_ bank: \_\_\_\_\_

Savings acct #: \_\_\_\_\_ bank: \_\_\_\_\_

Certificate of deposit #: \_\_\_\_\_ bank: \_\_\_\_\_

Certificate of deposit #: \_\_\_\_\_ bank: \_\_\_\_\_

Safe deposit box #: \_\_\_\_\_ bank: \_\_\_\_\_

Safe deposit box is accessible to: \_\_\_\_\_ Key is kept at: \_\_\_\_\_

Investment/stock portfolio is located at: \_\_\_\_\_

Bond portfolio is located at: \_\_\_\_\_

Ira cert and file is located at: \_\_\_\_\_

Investment file located at: \_\_\_\_\_

Pension file located at: \_\_\_\_\_

**Credit cards:**

I have credit cards with the following companies

Name acct. Number location of statements insurance provided ?

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Tax returns:**

Copies of my income tax returns are located at: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Living Will:

I have executed a living will: Yes: \_\_\_\_\_ No: \_\_\_\_\_  
An "Original" signed copy of my living will is located at: \_\_\_\_\_  
Additional copies of my living will are on file with my: \_\_\_\_\_  
Personal Physician: \_\_\_\_\_ Attorney \_\_\_\_\_  
Children: \_\_\_\_\_ Other: \_\_\_\_\_

Will:

I have a will: Yes: \_\_\_\_\_ No: \_\_\_\_\_ My will is located at: \_\_\_\_\_  
The Attorney who handled my will is: \_\_\_\_\_  
At the law firm of: \_\_\_\_\_  
My last will is dated: \_\_\_\_\_  
The Executor is: \_\_\_\_\_

Organ Donation:

\_\_\_\_\_ I do not want any of my organs donated  
\_\_\_\_\_ I would like to have organs donated for transplant  
\_\_\_\_\_ I would like to donate the following organs for transplant/research: \_\_\_\_\_

Funeral Details:

Church of preference: \_\_\_\_\_ Religious Affiliation \_\_\_\_\_  
Clergyman: \_\_\_\_\_ Phone: \_\_\_\_\_  
Funeral home to be used: \_\_\_\_\_  
Phone: \_\_\_\_\_ Pre-paid Burial Plan: Yes: \_\_\_\_\_ No: \_\_\_\_\_  
Contact: \_\_\_\_\_  
I prefer: Internment: \_\_\_\_\_ Entombment: \_\_\_\_\_ Cremation: \_\_\_\_\_  
My choice of cemetery is: \_\_\_\_\_  
I've purchased a plot: Yes: \_\_\_\_\_ No: \_\_\_\_\_ If yes the plot is in the name of: \_\_\_\_\_  
Section: \_\_\_\_\_ Lot: \_\_\_\_\_ Block: \_\_\_\_\_  
Location of deed for lot: \_\_\_\_\_  
If internment is in another city, give information on the receiving funeral home:  
Name: \_\_\_\_\_ Phone: \_\_\_\_\_  
Address: \_\_\_\_\_

Pallbearers: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Cremation:**

If cremated, what do you wish done with your ashes?: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Obituary:**

Obituary?: Yes: \_\_\_\_\_ No: \_\_\_\_\_

Please list the following in my obituary: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

I am entitled to Veterans benefits: Yes: \_\_\_\_\_ No: \_\_\_\_\_

I am entitled to Military honors: Yes: \_\_\_\_\_ No: \_\_\_\_\_

I would like longer service cross: \_\_\_\_\_ No: \_\_\_\_\_

By: \_\_\_\_\_

Flowers: Yes: \_\_\_\_\_ No: \_\_\_\_\_

Disposal of flowers: \_\_\_\_\_

Donation in lieu of flowers to: \_\_\_\_\_

Musical selections: \_\_\_\_\_

\_\_\_\_\_

Special requests for service: \_\_\_\_\_

**Other Considerations:**

- Other information you may need to include:
- Information regarding your personal business ventures
  - Information regarding your real estate, such as mortgage holder, homeowners insurance, taxes, titles, payment records
  - Information regarding vehicles, boats, RV's etc., such as insurance, titles, registration, payments to
  - Information regarding any life insurance policies, such as the location of the policies, your insurance agent, address and phone number

This list has put together in an effort to save your survivors as much heartache as possible immediately following your death or the death of a loved one. This is, however, only a guide and there may be additional information not listed that would be applicable to you and therefore should be included in your personal record.

All the planning and preparation in the world won't save a family serious heartache if you don't make this information known to family members before the time comes. Take time with your spouse and family members to sit down and complete this personal information. It may save your survivors many hours of searching for legal and financial documents at some difficult time in the future.

From Fire Fighters Site  
[www.rffow.org/images/personalinfo.pdf](http://www.rffow.org/images/personalinfo.pdf)

# Survivor Quick Notes

**A PAGES Template For Emergency Answers**

<https://tinyurl.com/tgdsvg9>



# Survivor Quick Notes - Pg 1

**Do we have a will and where would I find an original copy?**

**What are the address and phone numbers for my siblings?**

**Name and address of attorney who prepared our Trust, Will, Power of Attorney, etc.**

**Do we have life insurance?**

**What is our social security number and where are the cards?**

**Where are our birth certificates?**

**Where is our marriage certificate?**

# Survivor Quick Notes - Pg 2

**Where are the bank and checking account documents?**

**Do we have Power of Attorney's?**

**Do we have a Living Trust or Irrevocable Trust?**

**What is our military record?**

**Do we have a safety deposit box?**

**Is there a ready source of cash for planning funerals, etc.?**

# **Survivor Quick Notes - Pg 3**

**What are the location of our credit cards and card identification numbers?**

**Have we purchased a pre arranged funeral?**

**What are our final wishes regarding a funeral or burial?**

**What memorial services should be done?**

**What is name and location of funeral director?**

# Survivor Quick Notes - Pg 4

**What is the amount payable for a funeral and the type of funeral?**

**Where is the funeral contract?**

**What are the approximate costs of a funeral?**

**Have we purchased a cemetery lot and where is the space and deed located?**

**What is a record of our past employment?**

<https://tinyurl.com/tgdsvg9>

# Spreadsheet Option

NY Times Provides a Template in This Article:

<https://nyti.ms/2PyzyhW>

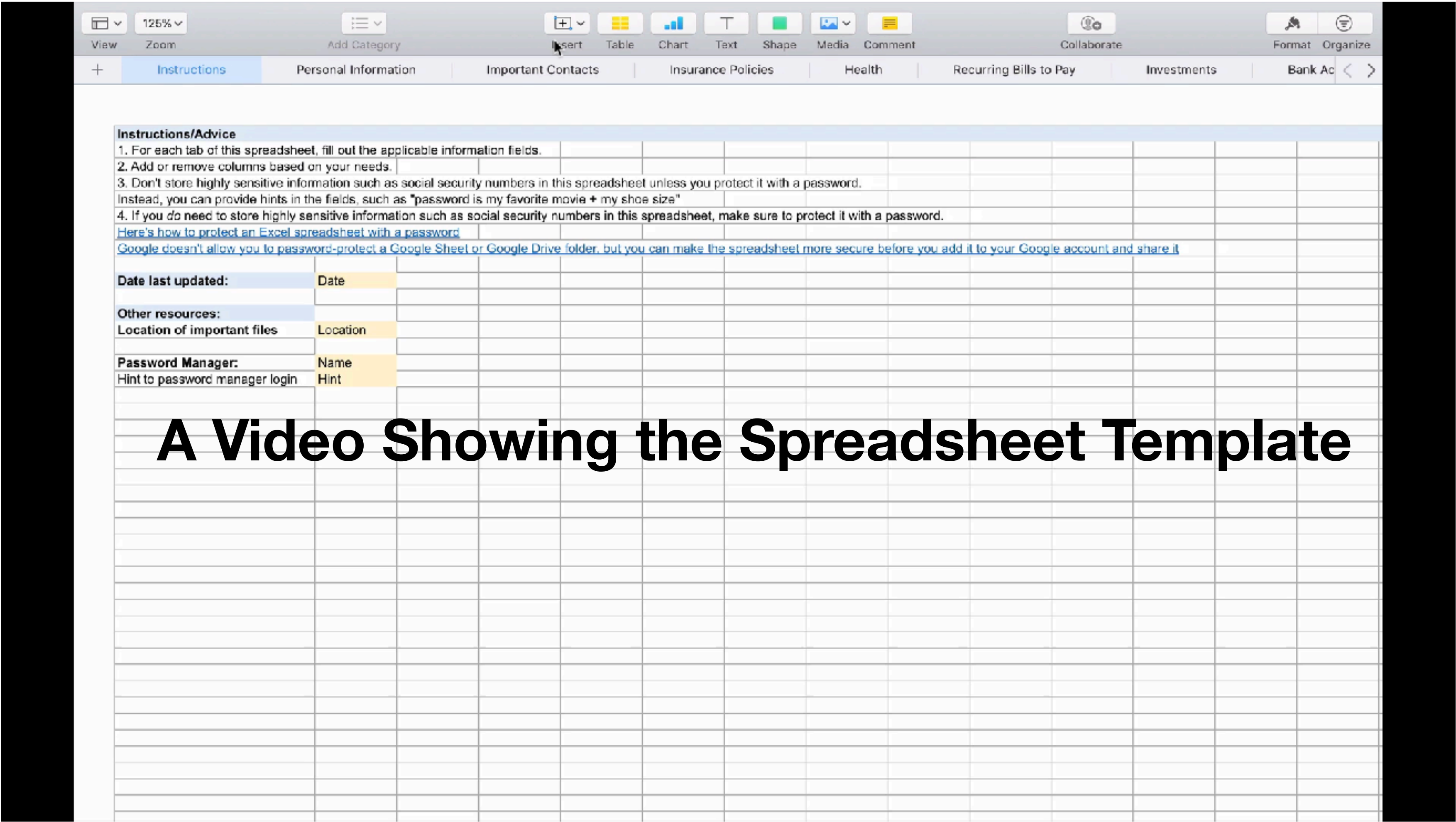
## 11 Tabs in Spreadsheet

- **Instructions**
- **Personal Information**
- **Important Contacts**
- **Insurance Policies**
- **Health**
- **Recurring Bills to Pay**

- **Investments**
- **Bank Accounts**
- **Credit Cards**
- **Real Estate**
- **Other Assets\_ Valuables**



# Spreadsheet Details



A Video Showing the Spreadsheet Template

# Use Pages to Create eBook

**A Personal Example**

**Using Pages for Your  
Survivor Notes**

# Share Your Information

## The Third Take Away

- Give Trusted Recipient a Paper Copy
- Store Encrypted Online on:
  - iCloud Files, Dropbox, SpiderOak, etc — whatever you are comfortable with.

OR

- Use the Secure Notes Section of Your Password Manager
  - LastPass and 1Password both provide for 1 Gb of storage.

# LastPass Example

The screenshot displays the LastPass web interface. On the left is a dark sidebar with navigation options: Collapse, All Items, Passwords, Notes (selected), Addresses, Payment Cards, Bank Accounts, Driver's Licenses, Passports, Social Security Numbers, Insurance Policies, Security Challenge, and Sharing Center. The main content area has a red header with the LastPass logo, a search bar, and a user profile labeled 'Premium User'. Below the header, the 'Notes' section is active, showing a list of notes under the 'Answers & Important Notes (4)' category. A red arrow points to the first note, 'Answer Book', which is underlined. Other notes in the list include 'Device Passwords and Locks', 'Health Proxy/Living Will', and 'Power of Attorney'. Below the list are several empty categories: Business (0), Credit and Debit Cards (0), Dining (0), eMail and Online Accounts (0), Emergency Msg (0), and Entertainment (0).

**Notes** **Sort By:** Folder (a-z) ▼

Favorites (0) ▼

Answers & Important Notes (4) ▼

<input type="checkbox"/>		<u>Answer Book</u>
<input type="checkbox"/>		Device Passwords and Locks
<input type="checkbox"/>		Health Proxy/Living Will
<input type="checkbox"/>		Power of Attorney

Business (0) ►

Credit and Debit Cards (0) ►

Dining (0) ▼

eMail and Online Accounts (0) ►

Emergency Msg (0) ►

Entertainment (0) ►







# Sharing A File - LastPass

The screenshot displays the LastPass web application interface. On the left is a dark sidebar with navigation options: Collapse, All Items, Passwords, Notes (selected), Addresses, Payment Cards, Bank Accounts, Driver's Licenses, Passports, Social Security Numbers, Insurance Policies, Health Insurance Policies, Security Challenge (65%), Sharing Center, Emergency Access, Account Settings, and More Options. The main content area has a red header with the LastPass logo, a search bar labeled 'search my vault', and a user profile labeled 'Premium User'. Below the header, the 'Notes' section shows '1 items selected' and an 'Actions' dropdown. A list of notes is displayed, with the first note 'Answer Book' selected. This note has a checkbox, an 'Edit' button, and icons for share, share with people, and delete. A modal window titled 'ShareSecure note: Answer Book' is open, showing a text input field for 'Recipient Email Addresses' with the value 'daughter@mail.com'. At the bottom of the modal are 'Cancel' and 'Share' buttons. A red circular button with a white plus sign is located at the bottom right of the interface.

Notes 1 items selected Actions

Favorites (0)

Answers & Important Notes (4)

<input checked="" type="checkbox"/>	Edit	Answer Book	Last used Never	  
<input type="checkbox"/>		Device Passwords and Locks	Last used A day ago	
<input type="checkbox"/>		Health Proxy/Living Will	Last used A day ago	
<input type="checkbox"/>		Power of Attorney		

Business (0)

Credit and Debit Cards (0)

Dining (0)

eMail and Online Accounts (0)

Emergency Msg (0)

Entertainment (0)

Financial (0)

Frequent Flyer (0)

Home Devices (0)

Inactive Accounts (0)

ShareSecure note: Answer Book

Recipient Email Addresses:

daughter@mail.com

Cancel Share



# **LastPass' Emergency Access Feature**

# LastPass Emergency Access

The screenshot displays the LastPass web interface. On the left is a dark sidebar with navigation options: Collapse, All Items, Passwords, Notes, Addresses, Payment Cards, Bank Accounts, Driver's Licenses, Passports, Social Security Numbers, Insurance Policies, Health Insurance Policies, Security Challenge (65%), Sharing Center, Emergency Access (highlighted), Account Settings, and More Options. The main content area has a red header with the LastPass logo, a search bar for 'people I trust', and a user profile for 'Premium User'. Below the header, there are two tabs: 'People I Trust' (active) and 'People Who Trust Me'. The 'People I Trust' section includes a title, a brief explanation of Emergency Access, and a list of trusted contacts. A red arrow points to the contact 'daughter@mail.com', which has a 'Waiting period 24 hours' associated with it. A red circular button with a white plus sign is located in the bottom right corner of the interface.

**LastPass** | search people I trust Premium User

People I Trust | People Who Trust Me

**People I Trust** Sort By: Folder (a-z)

Give someone you trust access to your vault. When your trusted contact requests Emergency Access, you can decline their request within the specified waiting period. Otherwise, your vault is added to their LastPass account.

People I Trust (1)

<input type="checkbox"/>		<b>daughter@mail.com</b>	Waiting period 24 hours
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# Review & Practice

## The Fourth Take Away

- Review Your Information With Your Recipient
- Review/Practice Regularly
  - My wife and I regularly schedule computer time together so that she understands what information is on the computer and where it is located.

# Questions

- Firefighters PDF  
[www.rffow.org/images/personalinfo.pdf](http://www.rffow.org/images/personalinfo.pdf)
- NY Times Spreadsheet  
<https://nyti.ms/2PyzyhW>
- Survival Quick Notes  
<https://tinyurl.com/tgdsvg9> (Pages)  
<https://tinyurl.com/ryqeruh> (Word)