FAMILY EMERGENCY BINDER

Margaret Ann Ellis

Prepared by Karen Ellis-Morgan (Daughter) · September 29, 2026

In an emergency

Turn to page 2 for the first-hour checklist, and the red Emergency Information Sheet right after it to hand to paramedics or the ER.

Keep this binder somewhere the family knows about. Review it every 6 months or after any hospital stay. This binder organizes information you provided; it is not legal, medical or financial advice.

SAMPLE

START HERE

If something just happened

1. Call 911 if Peggy is hurt, confused, not responding or in danger. Hand the responders the Emergency Information Sheet (the page with the red banner).
2. Make sure responders know about the allergies: Penicillin (hives).
3. Call Karen Ellis-Morgan (Daughter) at (555) 330-9821, then Mike Ellis (Son) at (555) 719-4402.
4. Bring this binder, the medication list, insurance cards and photo ID. If there's a choice, Peggy prefers Lakeview Community Hospital.
5. Look for a healthcare proxy if one exists; see the Legal documents page.
6. Let Dr. Susan Patel (Primary care) know what happened: (555) 262-1100.
7. Arrange care for the pets: Cat, Biscuit. Linda can feed her; vet is Maple Grove Animal Clinic.
8. Write down what happened, when, and who you spoke with. It helps doctors and family later.

A note from Karen Ellis-Morgan

I put this binder together so that if something happens to Peggy, none of us has to scramble or guess. It has Peggy's 5 medications and 2 doctors, who to call, where the important papers are, and what Peggy wants. If you're reading this in a hurry, start with the first-hour steps on this page and give the red Emergency Information Sheet to the paramedics. It isn't finished; the to-do page lists what we still need to find. Please keep it somewhere easy to reach, and tell me when anything changes. Love, Karen

SAMPLE

EMERGENCY INFORMATION SHEET · hand this to responders

Margaret Ann Ellis

Answers last updated September 29, 2026

DOB 03/14/1949 (age 77) · 412 Birchwood Lane, Maple Grove, OH 43299 · Language: English

Original Medicare + Medigap · Medicare ends 4K21, card in green wallet · Evergreen Mutual Medigap Plan G, card in wallet · Pharmacy: Main Street Pharmacy (555) 267-0033

ALLERGIES
Penicillin (hives)

CODE STATUS
Full code: wants all treatment

Conditions	High blood pressure, high cholesterol, mild hearing loss
Normal for them	Sharp and chatty. Walks on her own, uses a cane outside. Hard of hearing: speak on her left side.
Devices / aids	Hearing aids (both ears), reading glasses, cane outdoors
Preferred hospital	Lakeview Community Hospital
Healthcare proxy	*Not recorded yet*

Call

Karen Ellis-Morgan (Daughter) (555) 330-9821
Mike Ellis (Son) (555) 719-4402
Linda Park (Neighbor) (555) 201-7765

Doctors

Dr. Susan Patel · Primary care · (555) 262-1100
Dr. James Okafor · Cardiology · (555) 566-3400

Medications (5)

Medication	Dose	When	For
Lisinopril	10 mg	Morning	Blood pressure
Atorvastatin	20 mg	Bedtime	Cholesterol
Vitamin D3	2000 IU	Morning	Supplement
Calcium citrate	600 mg	With lunch	Supplement
Acetaminophen	500 mg	As needed	Knee pain

SAMPLE

TO DO

What's still missing

No binder is ever finished. Here's what to close next, most important first.

Do these next

- [ ] **Confirm whether a healthcare proxy exists and where it is**. It names who can speak for Peggy with doctors if Peggy can't.
- [ ] **Confirm whether an advance directive / living will exists and where it is**. It tells doctors what Peggy would want, in writing.
- [ ] **Medical wishes are written here but not in a signed document; ask the doctor about an advance directive or POLST**. Doctors can act on a signed form; spoken wishes are harder to rely on in a crisis.
- [ ] **Consider a medical alert or fall-detection device, since Peggy lives alone**. If Peggy falls when nobody is around, it can call for help.

Wallet card (cut out)

Margaret Ann Ellis · DOB 03/14/1949
Allergies: Penicillin (hives)
Conditions: High blood pressure, high cholesterol, mild hearing loss
Code: Full code: wants all treatment
Call: Karen Ellis-Morgan (555) 330-9821
Full medication list in family emergency binder

SAMPLE