

Emergency Evacuation Checklist

Each person must decide for himself or herself what items to gather according to any list depending upon the time given to evacuate. Here is a compilation of the more useful items to take, what to do before leaving, and what to do now to prepare.

WHAT TO TAKE

Documents

- Photographs of all family members
- Birth certificates
- Computer backup disks
- Computers (including tablets & phones) and chargers
- Drivers' licenses
- Health insurance card
- House deed
- Insurance papers
- Legal documents
- Passports
- Marriage license
- Tax papers

Medications

- First-aid kit
- Pain and/or Motion sickness tablets
- Dentures
- Glasses
- Hearing aids
- Prescriptions for medications

Money

- Blank checks
- Cash, include small bills
- Credit and debit cards
- Wallet

Jewelry (if time permits)

- Decorations, pins, awards
- Family heirlooms
- Gold, silver, and other valuable jewelry

Sentimental (if time permits)

- Irreplaceable keepsakes
- Original paintings
- Photos and albums, slides, movies, home videos

Pets

- ID tags
- Leashes
- Medications

- Water bowls
- Food and treats
- Pets (if advance warning, take to an approved shelter)

Food and water (for three to seven days - if time permits)

- Manual can opener
- Non-perishable, ready-to-eat food
- Water (at least one gallon per person and pet per day)
- Food and Water Storage Containers

Toiletries (if time permits)

- Sanitary devices
- Shaving articles
- Soap and towels
- Toothbrushes and toothpaste
- Emergency Sanitation

Clothing (appropriate for the season - if time permits)

- Change of clothing for each person (for one to seven days)
- Change of underwear
- Winter clothing – Coats, jackets, boots, gloves and scarves
- Hats and caps
- Infant supplies and toys
- Shoes
- Sleepwear

Additional Items to Take (if time permits)

- Cameras, chargers and/or extra batteries
- Covered container to use as an emergency toilet
- Flashlights and extra batteries
- Portable radio and extra batteries
- Reading material
- Recreational items

72-Hour Kit

WHAT TO DO BEFORE LEAVING

- Close evacuation car windows but DO NOT LOCK CAR and leave keys in ignition
- Close fire resistant window coverings, heavy drapes, and Venetian blinds
- Close garage door but leave it unlocked (disconnect automatic garage door opener)
- Close or cover outside vents and shutters
- Close sliding glass doors into the center of the house (DON'T lock them)
- Determine where separated members will meet
- Disconnect or turn off propane or fuel tank
- Don't tie up telephone lines (notify friends and relatives by e-mail where to contact you)
- Establish an evacuation plan, travel route, probable destination
- Fill bathtubs, sinks, and containers with water
- Fill evacuation vehicle gas tank
- Follow any official evacuation instructions
- If instructed, tie large white cloth to front door knob
- Leave one light on in each general area so firefighters can see your house in dark and smoke
- Lock doors and windows
- Make safety equipment obvious for firefighters (spigots, ladders, chain saws, hoses, etc.)
- Move overstuffed furniture away from windows
- Park evacuation vehicle in the garage heading toward street and travel route
- Place a ladder against the roof of the house on the side opposite the approaching fire
- Plug air vents and openings that are close to the ground
- Prepare an "information note" to leave on the door detailing who you are and where you have gone
- In your "information note" tell where flammables are (such as lawnmower gas, ammo, chemicals - move them all into one place)
- Remove combustible items from around the outside of the house
- Remove lace, nylon, or light material drapes and curtains
- Soak burlap sacks, small rugs, or large rags in containers
- Turn off appliances, thermostats, fireplaces, stoves
- Turn on exterior lights
- Release any livestock in the area

WHAT TO DO NOW TO PREPARE

- Clear debris from roof and gutters
- Clear driveway to at least 20 feet wide with 15 feet vertical clearance (for emergency vehicles)
- Clear vegetation from within 3 feet of hydrants
- Clear weeds and cut grass within 10 feet of structures, propane tanks, utility boxes
- Develop outdoor water supply with hoses to reach entire house, nozzle, and pump
- Document an annotated list of all belongings
- Have fire tools, ladder, and fire extinguishers available
- Install chimney screen or spark arrestor
- Install enclosed sides on stilt foundations and decks
- Install only non-combustible roof material
- Install screens on foundation and eave vents
- Install shutters, fire curtains, or heavy drapes on windows
- Install smoke detectors and test quarterly
- Keep evacuation vehicle gas tank full
- Make a video of all belongings, talking about each
- Post name/address signs clearly visible from street or road
- Practice family fire drill and evacuation plans
- Practice STOP, DROP, and ROLL (should clothes catch on fire)
- Prepare a list of valuables to take with you (store together, if possible)
- Remove branches that overhang within 15 feet of roof and chimney
- Remove trash and debris accumulations
- Remove trees growing through porch, deck, or roof
- Stack firewood uphill or on a contour at least 30 feet away from house
- Take still pictures of all belongings as a backup
- Thin and prune your trees and brush