

Emergency Evacuation Checklist – Page 1 of 3

Compiled by Dick Oakes - www.phantomranch.NET

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

Family

- ☐ Pet ID tags
- ☐ Pet leashes
- ☐ Pet medications
- ☐ Pet water bowls
- ☐ Pets (if advance warning, take to an approved shelter)
- ☐ Photographs of all family members

Disabled/Special Needs

Helping Children

In-Place Sheltering

Pets

Prepare Your Vehicle

Documents

- ☐ Birth certificates
- ☐ Car insurance card
- ☐ Computer backup disks
- ☐ Computers (including iPad, iPod, etc.) and chargers
- ☐ Drivers' licenses
- ☐ Health insurance card
- ☐ House deed
- ☐ Insurance papers
- ☐ Legal documents
- ☐ Marriage license
- ☐ Personal Digital Assistant (PDA)
- ☐ Tax papers

Money

- ☐ Blank checks
- ☐ Cash
- ☐ Check books
- ☐ Credit cards
- ☐ Purse
- ☐ Savings books
- ☐ Wallet

Medications

- ☐ Analgesics
- ☐ First-aid kit
- ☐ Motion sickness tablets
- ☐ Prescription dentures
- ☐ Prescription glasses
- ☐ Prescription hearing aids
- ☐ Prescriptions

Jewelry

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

Sentimental

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

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

- ☐ Manual can opener
- ☐ Non-perishable, ready-to-eat food
- ☐ Pet food
- ☐ Pet treats
- ☐ Water (at least one gallon per person and pet per day)

Food Storage

Water Storage

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 1 to 7 days)
- ☐ Change of underwear
- ☐ Coats and jackets
- ☐ Gloves and scarves
- ☐ Hats and caps
- ☐ Infant supplies and toys
- ☐ Shoes and boots
- ☐ Sleepwear

Additional Items to Take (if time permits)

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

First Aid Kit

72-Hour Kit

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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 propane 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(s) gas tank with fuel**
- ___ Follow any official agency's 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)
- ___ Release any livestock in the area
- ___ 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 off natural gas at meter
- ___ Turn on exterior lights

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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 load limits on access bridges
- ___ 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