

Evacuation Checklist

Is this list missing anything?

Let me know: evacuation@smspal.com

Highlights

- Pack important papers
- Turn off gas
- Distance BBQ tanks
- Pet cages/carriers & food
- Leave outside lights on so FD can see your home through smoke.

WHAT TO TAKE

Family

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

Documents

- Health insurance card
- Car insurance card
- House deed
- Marriage license
- Insurance papers
- Tax papers
- Birth certificates
- Drivers' licenses
- Legal documents
- Personal Digital Assistant (PDA)
- Computer backup disks
- Computers (time permitting)

Money

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

Medications

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

Jewelry

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

Sentimental

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

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

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

Toiletries (if time permits)

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

Clothing (appropriate for the season - if time permits)

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

Additional Items to Take (if time permits)

- Cell phones
- Reading material
- Recreational items
- First-aid kit
- Flashlights and extra batteries
- Portable radio and extra batteries
- Cameras and extra batteries

WHAT TO DO BEFORE LEAVING

- Fill evacuation vehicle gas tank
- Park evacuation vehicle in the garage heading toward street and travel route
- Close evacuation car windows but **DO NOT LOCK CAR** and leave keys in ignition
- Close garage door but leave it unlocked (disconnect automatic garage door opener)
- Establish an evacuation plan, travel route, probable destination
- Determine where separated members will meet
- Follow any official agency's evacuation instructions

- Turn off natural gas at meter
- Disconnect propane tank
- Close or cover outside vents and shutters
- Remove combustible items from around the outside of the house
- Turn off appliances, thermostats, fireplaces, stoves
- Leave one light on in each general area so firefighters can see your house in dark and smoke
- Release any livestock in the area
- Close fire resistant window coverings, heavy drapes, and Venetian blinds
- Move overstuffed furniture away from windows
- Close sliding glass doors into the center of the house (DON'T lock them)
- Remove lace, nylon, or light material drapes and curtains
- Place a ladder against the roof of the house on the side opposite the approaching fire
- Fill bathtubs, sinks, and containers with water
- Soak burlap sacks, small rugs, or large rags in containers
- Turn on exterior lights
- Lock doors and windows
- If instructed, tie large white cloth to front door knob
- Don't tie up telephone lines (notify friends and relatives by e-mail where to contact you)
- Make safety equipment obvious for firefighters (spigots, ladders, chain saws, hoses, etc.)
- Plug air vents and openings that are close to the ground
- Prepare an "information note" to leave on the door detailing who you are, where you have gone, where flammables are (such as lawnmower gas, ammo, chemicals - move them all into one place)

WHAT TO DO NOW TO PREPARE

- Keep evacuation vehicle gas tank full
- 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)
- Make a video of all belongings, talking about each
- Take still pictures of all belongings as a backup
- Document an annotated list of all belongings

- Develop outdoor water supply with hoses to reach entire house, nozzle, and pump
- Have fire tools, ladder, and fire extinguishers available
- Post name/address signs clearly visible from street or road
- Post load limits on access bridges
- Clear driveway to at least 20 feet wide with 15 feet vertical clearance (for emergency vehicles)
- Clear weeds and cut grass within 10 feet of structures, propane tanks, utility boxes
- Clear debris from roof and gutters
- Clear vegetation from within 3 feet of hydrants
- Remove trees growing through porch, deck, or roof
- Remove trash and debris accumulations
- Remove branches that overhang within 15 feet of roof and chimney
- Stack firewood uphill or on a contour at least 30 feet away from house
- Thin and prune your trees and brush
- Install smoke detectors and test quarterly
- Install only non-combustible roof material
- Install shutters, fire curtains, or heavy drapes on windows
- Install screens on foundation and eave vents
- Install enclosed sides on stilt foundations and decks
- Install chimney screen or spark arrestor

End of checklist