

## Emergency Evacuation Checklist – Page 2 of 3

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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 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