

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