

# EVACUATION CHECKLIST

## What To Do When You Prepare To Evacuate (p.1 of 2)

**A. 1 Hour or more to prepare:** Use this checklist first if time permits. If not, see reverse.

- 1. Monitor news reports/neighborhood conditions. Watch for/report looters.**
- 2. Back all vehicles close to loading areas** - unlock all vehicle doors. (Vehicle is "prepared", right?)
- 3. Call family/friend contact** that you may/are coming (or where you will shelter).
- 4. Enlist Kids/Family** to pack their own "personal" bag with smaller things important to them and a change of clothes + personal hygiene items. Assign other home shut-down tasks (pet control, lights, etc.)
- 5. Gather up, and keep under control**, all household pets. You may not have time to chase them later.
- 6. Consolidate pre-organized bags/containers:** Place, in home. near vehicles for likely loading:
  - a. "Grab & Go Bag" (Cash, Credit Cards, Passports, Safe Deposit Keys, Important Records File, Misc. Small Items, Prescriptions, Address Books, Passwords, etc.) Flashlight Radio, first Aid Kit, etc.
  - b. Financial/Important Papers File (Bills, Insurance, current tax records, receipts, home inventories, etc.)
  - c. Medications/Personal Needs Case (Prescriptions, Eyeglasses, Med. Records, Med. Equip, etc.).
  - d. Pet Supplies/medical bag
  - e. Evac. Plans & Contact Info Packet
  - f. Computer (NOT MOMTO& etc. & preferably just a most-recently backed-up, external hard-drive)
  - g. Photo/storage discs/drives and other "pre-packed" Mementos Suitcase(s).
- 7. Gather up other small, valuable items (if time permits):**  
Water, Food, Jewelry, Coins, Musical Instruments, and personal mementos/treasures, etc. Pack a personal suitcase for each family member.
- 8. Prepare (Shut Down) home:**
  - a. Close all windows and skylights. Open (or remove) drapes and blinds (unless fire-retardant).
  - b. Non-Evacuation Level floors: Remove all items you plan to take, turn on light, pull flammable items away from windows and exterior walls. Turn on lights to each room and close door. Fill Tubs and sinks with water.  
Remember to turn water off when full. Provide ladder at attic access.
  - c. Evacuation Level floor: Deposit all items to be evacuated near door(s) thru which they will go to be loaded into vehicles. Beginning from furthest rooms from loading doors, begin shutdown (like upper/lower floors) working your way to the last room(s) nearest the loading doors.
  - d. Once loading thru garage is complete, disconnect garage door opener, keep it unlocked and close garage door.
- 9. Prepare Exterior of Home and /Yard:**
  - a. Move combustible items away from home or store in garage. Unlock gates.
  - b. Close trash can lid, and/or place behind home from fire. Secure items from heavy winds
  - c. Identify with sign visible from street if POOL AVAILABLE.
  - d. Place a ladder near the down-fire side of your home if available.  
---- IF TIME PERMITS ----
  - e. Attach garden hoses to spigots. Fill buckets and place around home. Maybe fill a trash can.
  - f. Test generators or pool pumps if available. Clear roof valleys and gutters of debris.
  - g. Start on the fire side of the home: Cover vent openings with non-combustible material (fiber cement bd. (even plywood is better than nothing). Gel home and adjacent foliage (takes about 30 min.)
- 10. Begin preloading** items in your car approx. within 1/2 hour of leaving. When complete, make a final check of things. Monitor news reports. Watch neighborhood conditions.
- 11. Did you:**
  - Turn tub water off?**
  - Shut off sprinklers/hoses.**
  - Shut off gas?**
- 12. Prepare to leave** when loaded or see next page. If there is any Evacuation Check-Out system in place, try to do that (Name, Address, Contact # so authorities know who is gone and how to reach you).

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**B. If you only have 5 minutes +/- available:** If you only have time to make a couple of trips in and out. (If you have done "Pre-Evacuation" tasks, you are ready for these 5 minutes!).

- **GATHER KIDS/FAMILY/COOPERATIVE SMALL PETS IN VEHICLE(S).**
- **GET KEYS, WALLET, PURSE (or "ManBag"), CELL PHONES.**
- **LOAD 'GRAB & GO BAG', EVAC. PLAN and MEDICATIONS.**
- **LOAD IMPORTANT PAPERS/FINANCIAL BOX** - Maybe 1 more item? Any additional time allows you to shut gas off to the home, grab a few more "preloaded" bags, boxes or cases or shut all windows and doors in your home, or do other home/property shut down and stuff loading (see p. 1 for more things you can do if time permits).
- **SHUT ALL DOORS behind you as you exit** (including Garage Door). **GO! – NOW!! - GET OUT!!!**

**C. Immediate: (You have 1 min. or less to leave** - no time to gather belongings - if possible, you should have done Pre-Evacuation work to prepare your home and vehicle for immediate evacuation.

- **GATHER KIDS/FAMILY** in vehicle(s). You do not have time to "chase" pets, or you or family may die!
- **GET KEYS, WALLET, PURSE (or ManBag"), CELL PHONES.** If time permits, take 1 "grabbed" item on the way out. (Hopefully, you have pre-positioned your "Grab & Go Bag" for ANY Immediate Evacuation.)
- **DO NOT RETURN INTO YOUR HOME** for more items.
- **SHUT ALL DOORS** behind you as you exit (including Garage Door).
- **GO! NOW! - GET OUT!**

### ADDITIONAL NOTES:

1. Make a copy of this and put it in several places including on your refrigerator.
2. Review it with your family.
3. On occasion (or when a fire is raging in So. Cal.), do a practice drill of these procedures. See how long it really takes to load up when you are pressured.
4. Pre-load your vehicle with emergency and evacuation items which can always remain in your car.
5. Engage in "Pre-Evacuation" activities such as preparing "Grab & Go Bags", Photo/Memorabilia Suitcases, or an Important Papers/Financial Box, etc. Store small valuables in Safe Deposit boxes. Back up your computer (off-site) or have a backed-up external hard drive ready to evacuate. Know where all your medications are and have some (or all) capable of quick evacuation.
6. Plan for Pet Evacuations. Plan early tips to relocate extra vehicles, animals/pets, and other valuable items to locations out of threatened areas (note that return may be restricted before you get back for a second load). Contact family, friends, or others to aid individuals with conditions which make evacuation activities difficult or simply need additional help (Your help must arrive BEFORE authorities shut down access to you due to official evacuation orders).