

# **Emergency Evacuation Checklist**

This checklist was created for Camino, CA and anyone on evacuation standby; by Kim McCarthy, using numerous sources.

Voluntary Evacuation: Youqe choice to leave, but no in and out privileges, once you leave you canq come back. Take what you want, with you.

Mandatory Evacuation: You must leave, and get out of the way. Imminent danger, emergency services may not be available to you if you stay.

## **Before a fire or emergency happens, do the following.**

### **Begin now - once you are told to evacuate, you may have only minutes to leave.**

1. Pack a %Disaster Emergency Box+(see contents below).
2. Pack a %Fire Box+with important paperwork (see contents below).
3. Plan a place to meet your family in case you are separated from one another in a disaster.
4. Ask a friend outside of the area to be the "check point" so that everyone in the family can call that person to say they are safe.
5. Develop a simple family communications plan, such as a wallet card with common numbers to call.
6. If you do not own a car, make transportation arrangements with friends.
7. Find out where children will be sent if they are in school when an evacuation is announced.
8. Make a backup copy of your hard drive - at least the important files - and keep it at another location.
9. Create backups on a regular schedule.
10. Scan all photographs and save on computer or external hard drive that can be packed.

### **Disaster Emergency Box (for all family members and pets)**

Some of this might also be your camping gear; make it easily accessible.

1. Money
2. Water
3. Food
4. Cotton and woolen clothing
5. Sturdy shoes
6. Handkerchief or mask for protection from smoke
7. Leather work gloves for hand protection
8. Food dishes for pets
9. Battery-powered radio
10. Flashlights/candles/light sticks
11. Extra batteries
12. Tools, equipment, supplies (manual can opener, utensils, fire extinguisher, matches, money, etc.)
13. Tent
14. Sleeping bags
15. Pillows
16. First aid kit

### **Fire Box (perhaps a Rubbermaid bin, or something easy to grab and go)**

1. Copies of Insurance and financial papers.
2. A copy of your address book.
3. Copies of your identifications, such as drivers licenses, passports, military ID, etc.
4. Copies of birth certificates.
5. Lists of all medications and treatments, Including dosage, treatment and allergy information.
6. Other personal/medical needs such as eyeglasses, hearing aids, wheelchairs, and oxygen.
7. List of all doctorsnames and numbers.
8. External hard drive with important saves computer files.

**When Wildfire Threatens: If you have time, the American Red Cross suggests:**

**Inside**

1. Confine pets to one room so you can easily get them.
2. Have pet crate ready to easily transport them.
3. Shut all doors.
4. Shut garage door and disconnect garage door opener.
5. Shut all windows.
6. Close heavy drapes and mini-blinds; remove lightweight drapes.
7. Turn off all gas at house.
8. Turn off pilot lights.
9. Open fireplace damper; close fireplace screens.
10. Turn off air conditioning and/or heating.
11. Move flammable furniture from windows and doors to center of room.
12. Turn lights on in each room to increase visibility of your home in heavy smoke.
13. Pack enough clothes for at least three days (pack your hamper, it will have a lot of cloths).
14. Pack enough medication for at least three days.
15. Consider other personal/medical needs such as eyeglasses, hearing aids/hearing aid batteries, wheelchair batteries, and oxygen.
16. Make plans to stay at a friend's house outside of fire area.
17. Let people know where you're going. Leave a note.

**Outside**

1. Back your car up, so it is facing the escape route. Leave the key in the ignition.
2. Pack %Disaster Emergency Box+in car.
3. Pack %Fire Box+in car.
4. Pack computer or external hard drive in car - no need for monitor; just the computer is important because information and pictures are on it.
5. Seal attic and ground vents with pre-cut plywood or commercial seal.
6. Turn off propane tanks; put flammables- like gas cans- in a cleared area away from buildings.
7. Turn a water sprinkler on underneath above-ground tanks (if not surrounded by gravel or clear dirt).
8. Place combustible patio furniture inside.
9. Connect garden hoses to outside taps.
10. Place lawn sprinklers on roof; wet roof.
11. Wet or remove shrubs and branches within 15 feet of house.
12. Remove all combustibles from around home.
13. Put a ladder up against your house for firefighters to utilize.
14. Leave key in tractor for firefighters to utilize in removing trees and fire hazards away from house.

**When told to evacuate: DO SO IMMEDIATELY!!!!**

1. Wear protective clothing, cotton or woolen.
2. Wear sturdy shoes.
3. Bring leather gloves.
4. Pack your pets in their pet carriers and put in vehicle.
5. Pack yourself, and other humans, in vehicle.
6. Follow directions of emergency personnel.
7. Get out NOW!