



Safety Guidelines Fire Evacuation Check List

There is a lot to think about during a fire especially if an urgent evacuation is required. To help you get organized in an emergency, we have created a checklist for you to use.

PET/ANIMAL CARE:

- ❑ Round up your pets: get them secured and ready to go into the car with no way of escape before they are loaded into the car (this is especially important with cats).
- ❑ Have pet carriers, leashes, food bowls, food, litter boxes, litter, as well as additional pet needs ready to go and ready for car (store in a secure place so these are easily loaded into the car).

SENTIMENTALS:

- ❑ Photograph albums, photo CDs, etc. Have these ready, packed, and stored in a secure place to go immediately into car (or store in a fireproof safe).
- ❑ Cameras, expensive jewelry, or important electronic devices (including chargers).

PERSONAL CARE & NECESSITIES:

- ❑ Suitcase filled with old but useable clothing, socks, underwear, jackets, sweatshirt, extra shoes, etc. Keep this packed ahead. Include a bag of toiletry items, including deodorant, disposable shavers, extra toothbrushes, shampoo and shaving cream, and toothpaste to last a few days.
- ❑ If you have enough room, consider a few items from your camping or picnic supplies such as pillows and light blankets (in case you have to sleep outside while evacuated).
- ❑ COVID PPE (masks, sanitizer, etc.).
- ❑ Medications.
- ❑ Snacks for small children and/or dietary needs.
- ❑ All household and car keys, wallet, handbag.
- ❑ Flashlight, portable radio.
- ❑ Special or valuable items (make your own list).

ELECTRONICS DEVICES:

- ❑ Cell phones, computers, hard drives and any chargers
 - Have very important files, back-up disks, plug-in USB virtual drive, small compact file box ready to go.



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- Computer CPU (hard-drive most important) if you have no back-ups.

FINANCIALS/DOCUMENTS & RECORDS:

- Credit cards and cash (in the event there are power outages in the area).
- Family documents such as: homeowner's policy, auto policies, life and investment files, bank records, legal documents, licenses, etc. (or store in a fireproof safe).
- Complete phone list or phone address book (snail and e-mail), including cell phone numbers of neighbors, family, etc.

TO DO LIST:

- Have at least a half tank of fuel in your vehicle at all times.
- Make a prior arrangement to contact a neighbor or friend who might be available to help you in an evacuation situation with loading or driving a second or third vehicle, or to help with large animals such as horses/goats/penned animals, etc.
- Close all windows, close all interior doors, remove curtains from area of windows.
- Turn off propane gas at tank, remove BBQ propane tank, take it with you or store in a secure place such as a bunker or away from your house.
- If time, draft e-mail, send to friends and family about your intentions.

PERSONAL LIST:

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- _____
- _____

Stay Safe.