Fire Evacuation To-Do List

5 Minute Evacuation	
Item	Location
Gather Pets	
Release Livestock	
72-hour Emergency Kit	
72-hour Pet Emergency Kit	
Wallet & Purse	
Car, House and RV Keys	
Glasses/Contact Lenses	
Cell Phones	
iPad	
Chargers	
Medications	
Computers and Monitor	
Flash Drives / Hard Drives	
Important Documents	
Proof of Residency (Insurance	
Documents & Utility Bills)	
Proof of Pet Ownership (Even	
if Pets are Chipped)	
Tax Documents	
Shoes & Jackets	
Some Family Photos	
Valuables	
Cash (Debit/Credit Cards	
Might Not Work)	

15 Minute Evacuation	
Item	Location
Several Changes of Clothes	
Drinking Water	
Sleeping Bags and Pillows	
First Aid Kit	
Toiletry Bag	
Battery Powered Radio	

30 Minute Evacuation	
Item	Location
Get RV Ready	
Extra Blankets	
Flashlights	
Headlamp	
Extra Batteries	
Lawn Chairs	
Earphones	
All Files	

1 Hour Evacuation	
Item	Location
More Family Photos	
Tent	
Camp Stove	

Suggestions:

- To save time, don't pick through items like medications or jewelry. Instead, take the whole drawer or box if possible.
- Have plastic or paper file boxes available to put all files in so you don't waste time sorting through them. (30 Minute List)
- Store paperwork and thumb drives listed in the 5 Minute List in one bag or (fireproof) box so you can just grab and go. Store valuables together as well.
- Do a trial run through the lists to see if it's possible to complete entire list in the allotted time. Adjust lists accordingly.
- Divide list items amongst all people present to reduce completion time. Have multiple copies of lists to distribute as needed.
- Store items on lists as close together as possible to reduce retrieval time.
- You can buy prepared 72-hour emergency kits online or put one together yourself. You will find 72-hour packing list ideas online.
- List items by location so you can clear one area of the house at a time.
- If water supply permits, run sprinklers around house and on top of roof if possible.

What to Do BEFORE Leaving

□ Call neighbors at first sign of fire and help them as needed.
□ Close evacuation vehicle windows but do not lock car.
□ Leave keys in ignition.
☐ Turn on headlights, AC and tune to local radio station.
☐ Face evacuation vehicle pointing out towards exit.
☐ Fill vehicle with fuel
□ Disconnect propane tank and/or turn off natural gas lines.
☐ If you have one, have RV ready to go, facing out towards exit.
☐ Dress family members in long-sleeved shirts and long pants. Wear leather gloves and goggles.
☐ Tie long hair back in ponytail.
□ Place pets in carriers with water and food and place them next to front door.
□ Determine at least two escape routes.
☐ Remember Bain Road and Mt. Murphy Road are options but only as a last
resort if not being used by emergency vehicles.
☐ Escape route should head downhill and away from fire if possible.
□ Determine where family members will meet outside of local area.
□ Notify out-of-area contact of your phone number, location, and status. Update
regularly.
□ Close all house windows and doors but leave doors and windows unlocked.
☐ Leave house lights on in every room so fire fighters can see house at night and in
smoke.
□ Turn on outside lights.
☐ Make sure spigots, ladders, generators, chain saws. hoses, etc. are obvious to fire
fighters.
☐ Connect garden hoses with squeeze-grip nozzles for fire fighters.
□Prepare info sheet indicating who you are and phone number to reach you and let fire
fighters know where combustibles are. List out-of-area contact info as well. Put list
on refrigerator or taped to front door.
□ Fill bathtub and sinks with water.
□ Turn off ceiling fans.
□ Remove combustible items from next to house exterior and interior walls.
□ Turn off appliances and thermostats.
□ Cover ground vents with plywood or metal covering.
☐ If have a pool, sink waterproof valuables in pool.
□ Place sign next to pool with # gallons pool holds for fire suppression use.

What to Do NOW to Prepare

☐ Set up neighborhood meeting to coordinate evacuation notification/help process and
fire hazard reduction measures specific to your neighborhood.
☐ Clear brush and weed eat 100 ft. around house.
□ Clear debris from around propane tanks.
☐ Thin and prune trees.
☐ Keep gutters clear of leaves and debris.
☐ If you have one, top off water storage tank and make sure spouts and connectors are
functional.
☐ Keep evacuation vehicles full of gas.
☐ Make list and video tape of all belonging in house and sheds, describing them all.
☐ Take still pictures of all valuables.
☐ Make sure fire detectors are operational.
☐ Make sure evacuation list is readily available.
☐ Microchip pets, horses & other large animals.
☐ Have pet carriers readily available.
□ Equip vehicles with emergency supplies.
□ Set up 72-hour kits for family and for pets.
☐ Have unused cat litter box and cat litter on hand.
□ Supply RV with extra water, food, cooking supplies, clothes, toiletries, etc.

Sign up for info on shelters & disaster recovery centers in your zip code area:

- Hurricanes: text **HURRICANE** to **43362** (4FEMA)
- Home fires: text **FIRE** to **43362** (4FEMA)
- Wildfires: text **WILDFIRE** to **43362** (4FEMA)
- Tornadoes: text TORNADO to 43362 (4FEMA)
- Earthquakes: text EARTHQUAKE to 43362 (4FEMA)
- Winter storms and extreme cold: text WINTER to 43362 (4FEMA)
- Power outages: text BLACKOUT to 43362 (4FEMA)
- Floods: text **FLOOD** to **43362** (4FEMA)
- General monthly safety tips: text **PREPARE** to **43362** (4FEMA)
- To search for open shelters: text **SHELTER** and a **Zip Code** to **43362** (4FEMA)
- To search for open Disaster Recovery Centers, text: DRC and a Zip Code to 43362 (4FEMA)

(Text messaging rates may apply)