

EVACUATION ORDER CHECKLIST

Because the time available to you may change in a moment's notice, start with the priority. Secure People, Pets, then Structure.

Refer to local emergency plans for additional information

Time Available	Priority	Task
0 - 60 Minutes	1	Evacuate Immediately. Early evacuation is the safest for you and your family. Late evacuation causes the greatest loss of life.
1 Hours - 1.5 Hours	2	Load your medications, important documents, supplies and pets into vehicle.
	3	Park car in driveway facing out with keys in ignition for a quick exit. Disconnect automatic garage door opener for quick access by emergency personnel.
1.5 Hours - 4 Hours	4	Close windows, vents, doors, venetian blinds or non-combustible window coverings and drapes.
	5	Record your belongings to help with the insurance and recovery process. Take photos of every room, closet, and storage area.
	6	Shut off gas at the meter. Turn off propane tanks including BBQ and other portable tanks. After the threat passes call gas company to re-establish service if assistance is needed. Affix wrench to propane tank for quick access to shut off gas during emergency
	7	Close fireplace screens and/or doors
	8	Move flammable furniture, doormats, brooms and other flammable items into the center of the home away from windows and glass doors.
	9	Turn on a light in each room to increase the visibility of your home in heavy smoke.
	10	Erect ladders against house and place fire-fighting tools (rake, shovel, chainsaw) in front of house
	11	Place combustible patio furniture inside or at least 30 feet away from structure.
	12	Connect garden hoses to outside taps and sprinklers.
	13	If available, set up portable gasoline powered pump.
4 Hours - 6 Hours	14	If combustible materials are present, place lawn sprinklers on the roof and near above ground fuel tanks and wet down. Do not leave sprinklers unattended; turn off when you leave your home.
	15	Wet or remove shrubs within 30 feet of home.
	16	Seal attic and ground vents with pre-cut plywood or heavy aluminum foil.
	17	Fill garbage cans and buckets with water and place in front of house.
	18	Protect water sources - wet down pump house, clear flammable vegetation way from supply infrastructure.
	19	Implement evacuation of livestock.