

EMERGENCY CHECKLIST

IMPORTANT PHONE NUMBERS AND EMAIL ADDRESSES:

(Don't rely on your memory, computer or phone. You may not have any of them available.)

EMERGENCY CHECKLIST

5 MINUTE LIST

- FLASHLIGHT AND SHOES (KEEP NEAR THE BED OR BY THE DOOR)
- MAP (SHOWING 2 EVACUATION ROUTES)
- CELL PHONE AND CHARGER
- EYE GLASSES PLUS: -----
- MEDICATION PLUS: -----
- WALLETS, CASH, CHECK BOOK, IDENTIFICATION
- LAPTOP, CHARGING CABLE, HARD DRIVE
- IMPORTANT DOCUMENTS AND/OR FIRE SAFE
- DIRTY LAUNDRY BASKET (HAS CLOTHES YOU LIKE AND WEAR NOW)
- WARM COAT OR SWEATSHIRT
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FOCUS

EMERGENCY CHECKLIST

15 MINUTE LIST

- EVERYTHING FROM 5 MINUTE LIST**
- SUITCASE, BACKPACK, CONTAINERS**
- 3 SETS OF CLOTHES - MINIMUM - INCLUDING LONG SLEEVES & PANTS**
- TOILETRIES**
- PAPER, PENS, SHARPIE MARKERS**
- 3 DAYS OF FOOD AND WATER**
- FIRST AID KIT**
- EXTRA KEYS**
- PHOTO ALBUMS/JOURNALS (IF TIME)**
- MEMENTOS (IF TIME)**
- MOIST TOWELETTES OR BABY WIPES**
- BOX CUTTER, SCISSORS OR KNIFE**

BREATHE

EMERGENCY CHECKLIST

1 HOUR LIST

- EVERYTHING FROM 5 MINUTE LIST**
- EVERYTHING FROM 15 MINUTE LIST (PLUS MORE CLOTHES!)**
- STAPLER**
- DUCT TAPE AND/OR TWINE**
- EXTRA BATTERIES**
- WRENCH & PLIERS (FOR TURNING OFF UTILITIES)**
- PILLOWS, SLEEPING BAGS OR BEDDING**
- FIRE EXTINGUISHER**
- MATCHES OR LIGHTER**
- MESS KIT AND MANUAL CAN OPENER**
- RADIO/WHISTLE/DUST MASKS**
- SEWING KIT**

PREPARE

EMERGENCY CHECKLIST

OPTIONAL TO DO CHECKLIST

FOLLOW ALL EVACUATION INSTRUCTIONS GIVEN BY FIREFIGHTERS, SHERIFF, ETC.

- FILL GAS TANK OF EVACUATION VEHICLE
- LEAVE KEYS IN VEHICLE (DO NOT LOCK IN, TWO SETS PREFERABLE)
- PARK VEHICLE IN GARAGE HEADING TOWARD STREET & TRAVEL ROUTE
- ESTABLISH AT LEAST 2 EVACUATION ROUTES ON MAP
- DETERMINE WHERE SEPARATED MEMBERS WILL MEET LATER
- PREPARE 'INFORMATION NOTE' TO LEAVE ON DOOR, DETAILING WHO YOU ARE AND WHERE YOU'VE GONE
- INDICATE WHERE FLAMMABLES ARE I.E. GAS, AMMO, CHEMICALS
- HANG LARGE WHITE CLOTH ON FRONT DOOR (SIGNIFIES TO FIREFIGHTERS NO ONE IS INSIDE)
- TURN ON EXTERIOR AND INTERIOR LIGHTS (HELPS FIREFIGHTERS SEE INSIDE)
- TURN OFF NATURAL GAS AT THE METER
- TURN OFF APPLIANCES, THERMOSTATS, FIREPLACES, STOVES
- REMOVE LACE, NYLON OR LIGHT MATERIAL DRAPES AND CURTAINS

EMERGENCY CHECKLIST

- CLOSE FIRE RESISTANT WINDOW COVERINGS**
- MOVE OVERSTUFFED FURNITURE AWAY FROM WINDOWS**
- FILL BATHTUBS, SINKS AND LARGE CONTAINERS WITH WATER**
- PLUG AIR VENTS AND OPENINGS CLOSE TO THE GROUND**
- SOAK BURLAP SACKS, SMALL RUGS OR LARGE RAGS IN CONTAINERS**
- DISCONNECT PROPANE TANK**
- CLOSE OUTSIDE VENTS OR SHUTTERS**
- PLACE A LADDER AGAINST ROOF ON OPPOSITE SIDE OF THE HOUSE FROM THE APPROACHING FIRE**
- MAKE SAFETY EQUIPMENT OBVIOUS TO FIREFIGHTERS, I.E. LADDERS, CHAIN SAWS, HOSES, ETC.**
- REMOVE COMBUSTIBLE ITEMS FROM AROUND OUTSIDE OF RESIDENCE**
- RELEASE ANY LIVESTOCK IN THE AREA**
- LOCK DOORS AND WINDOWS (LOCKED PREVENTS LOOTING, OPEN MAY HELP SOMEONE FIND SHELTER, UP TO YOU)**
- WHEN LEAVING CLOSE BUT DO NOT LOCK GARAGE DOOR. DISCONNECT DOOR OPENER**
- WHEN SAFE AND AWAY: NOTIFY FRIENDS AND FAMILY BY EMAIL OR TEXT WHEN POSSIBLE IN ORDER TO NOT TIE UP PHONE LINES**

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Use this page for important notes