

EVACUATION ORDER CHECKLIST

Because the time available to you may change in a moment's notice, start with the **FIRST 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 vehicle 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. Remove drapes and other combustible window coverings.
	5	Shut off gas at the meter. Turn off propane tanks including BBQ and other portable tanks. Affix wrench to propane tank for quick access to gas shut off.
	6	Close fireplace screens and/or doors.
	7	Move flammable furniture, doormats, brooms and other flammable items into the center of the home away from windows and glass doors.
	8	Turn on a light in each room to increase the visibility of your home in heavy smoke.
	9	Erect ladders against house and place fire-fighting tools (rake, shovel, chainsaw) in front of house.
	10	Place combustible patio furniture inside or at least 30 feet away from structure.
	11	Connect garden hoses to outside taps and sprinklers.
4 Hours – 6 Hours	12	If available, set up portable gasoline powered pump.
	13	Record your belongings to help with the insurance and recovery process. Take photos of every room, closet, and storage area.
	14	If combustible materials are present, place lawn sprinklers on the roof and near above-ground fuel tanks. Wet down these areas but Do Not leave sprinklers unattended; turn off when you leave your home.
	15	Rake a line of bare soil around any structures and wooden fences. Wet or remove shrubs within 30 feet of home.
	16	Seal attic and ground vents with pre-cut plywood or heavy aluminum foil.
	17	Plug the rain gutter downspouts (e.g., with ziplock bag 1/2 full of sand or dirt) and fill the gutters with water.
	18	Protect water sources - wet down pump house, clear flammable vegetation way from supply infrastructure. Fill garbage cans and buckets with water and place in front of house.
	19	Implement evacuation of livestock.