

# Evacuation Checklist

By John F. Smith

- ☐ If Evacuation is a Possibility
  - ☐ Map out a floor plan of your home, and include a main escape route.
  - ☐ Practice family fire drill and evacuation plans.
  - ☐ Designate a meeting place outside for all members of the household.
  - ☐ Park your vehicle facing outward and carry your car keys with you.
  - ☐ Locate your pets and keep nearby.
  - ☐ Ensure that everyone can unlock all doors and windows to escape.
  - ☐ Reinforce to your family that everyone must vacate immediately when they hear the alarm.
  - ☐ Document an annotated list of all belongings.
  - ☐ Prepare a list of valuables to take with you.
  - ☐ Keep evacuation vehicle gas tank full.
- ☐ Before Leaving
  - ☐ Leave one light on in each general area.
  - ☐ Leave windows closed - air conditioning off.
  - ☐ Follow any official agency's evacuation instructions.
  - ☐ Prepare an "information note" to leave on the door detailing who you are and where you have gone.
  - ☐ Release any livestock in the area.
  - ☐ Turn on exterior lights.
- ☐ What to Take
  - ☐ Food and water.
  - ☐ Toiletries (if time permits).
  - ☐ Clothing (if time permits).
  - ☐ Documents such as birth certificates, drivers' licenses, legal or insurance papers.
  - ☐ Money and credit cards.
  - ☐ Medications.
  - ☐ Jewelry.
  - ☐ Sentimental property, such as photo albums and irreplaceable keepsakes.