

# Fire Evacuation Checklist

By John F. Smith

- Attire and Equipment
  - Wear only cotton or wool clothes.
  - Wear long pants, long sleeved shirt or jacket and boots.
  - Carry gloves, a handkerchief to cover your face, water to drink, and goggles.
  - Keep a flashlight and portable radio with you at all times.
  - Tune in to a local radio station and listen for instructions.
- Your Family
  - Evacuate all family members.
  - Make sure to designate a safe meeting place and contact person.
  - Relay your plans to the contact person.
  - Evacuate pets.
- Vehicles
  - Place vehicles in the garage, pointing out with keys in the ignition.
  - Roll up the windows.
  - Close the garage door, but leave it unlocked.
  - Disconnect the electric garage door opener so that the door can be opened manually.
- Inside the House
  - Close all interior doors.
  - Leave a light on in each room.
  - Close fire-resistant drapes, shutters, and venetian blinds.
  - Turn off all pilot lights.
  - Move overstuffed furniture, such as couches and easy chairs, to the center of the room.
- Outside the House
  - Place combustible patio furniture in the house or garage.
  - Shut off propane at the tank or natural gas at the meter.
  - Close all exterior vents if possible.
  - Prop a ladder against the house to provide firefighters with easy access to the roof.

- Make sure that all garden hoses are connected to faucets and attach nozzles set on "spray".
- Close all exterior doors and windows.
- Leave exterior doors unlocked.
- Turn on outside lights.
- If you have an emergency water source (pool, pond, etc ) and/or portable pump, clearly mark its availability so it can be seen from the street.
- Essentials (to place in a car)
  - Important documents (bank, IRS, trust, investment, insurance policy, birth certificates, medical records).
  - Credit and ATM cards.
  - Medications.
  - Prescription glasses.
  - Driver's license.
  - Passport.
  - Computer backup files.
  - Inventory of home contents.
  - Photograph the exterior of the house and landscape if there's time.
  - Address book.
  - Cell phone and charger.
  - Personal toiletries.
  - Change of clothing.
  - Family photo albums and videos.
  - Family heirlooms.