Fire Evacuation Checklist

Created: 1/1/2012

# Tasks:

☐ **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.**