

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.