



For more information go to [ready.gov](http://ready.gov), [readyglenellen.com](http://readyglenellen.com), [halterproject.org](http://halterproject.org)

## Evacuation Plan Checklist

Evacuate immediately if told to do so, as delaying could risk your life. You do not have to wait for a mandatory evacuation order to evacuate. When in doubt, it's better to be safe not sorry.

An emergency or disaster may occur when family members are together or away at work or school. Having a family emergency plan will give you the reassurance that family members will be able to take care of themselves

### Pre-Disaster Preparation

- Register your cell phone numbers with NIXEL (text your zip code to 888777 to receive emergency notifications).
- Prepare and carry Emergency Contact cards for each member of the family.
- Make copies of important documents and photos and store in an off site location such as a bank safe deposit box or a relative in another state.
- Take photos or home movies of your home and possessions and store in a place other than your home.
- Consider getting earthquake insurance or renter's insurance.
- Know how to turn off your gas, water and electricity. Keep a wrench by the gas meter.
  - Only turn off the gas if you smell "rotten eggs" or hear a whooshing sound. Show your children where the gas meter is located and if they are alone and smell gas, have them go to an adult neighbor for help to turn it off.
- Review potential evacuation routes and have at least 2 options.
- Identify a Safety Zone you can temporarily stay in case the fire blocks your exit routes. Safety zones are places where the fuel has been removed so fire cannot burn. Large parking lots, large mowed fields...

### Pre-Evacuation Preparation

Here are a few steps to prepare in case you have to leave your home after a disaster:

- Talk with your family about what you would do during, and immediately after, a disaster, regardless of where you may be.
- Make sure everyone knows how to text, as voice messages or calls may not be operational after a large-scale disaster.
- Be prepared to be without cell service or internet.
- Designate a meeting place where you will all reunite if you're not together during the disaster. Have a plan "A" and "B" location.
- Identify an out-of-area phone contact since you may have a better chance of getting a phone call to connect to a number 200 miles away, than a local number. Make sure your child has this number in their school backpack.
- Know your children's school plan and what you need to do to check them out if students are to be dismissed.

**If You Are Told to PREPARE to Evacuate**

- Listen to your local radio (1350 AM) and/or TV station and follow directions of local emergency officials.
- Alert your neighbors to the danger, especially if they are seniors, disabled, or children who may be home alone.
- Move your car off of the street so that you do not block emergency vehicles.
- Park your car in your driveway with the front facing the street. Leave keys in ignition, dash or your pocket. Roll up windows
- Get dressed in cotton or wool long pants, long sleeved shirt, and sturdy shoes. Carry gloves, handkerchief or mask to cover your face, goggles, and flashlight.
- Assemble and pack your irreplaceable possessions (photo albums, original art, computer records, insurance records, etc.). Use your Grab and Go Checklist.
- Prepare to evacuate on foot. Use your green or blue garbage cans to cart items if necessary. Take your Evacuation Backpacks with you.
- Take your pets with you if you can.
- Post a note telling others when you left and where you are going.

**When You Evacuate**

- Know your evacuation route and have a plan B. Listen to your car radio
- If you are driving, get off the road and out of the way when confronted by approaching fire trucks/emergency vehicles.
- If the roads out of your neighborhood become impassable due to abandoned vehicles or the approaching fire, evacuate on foot or bicycle using pre-determined routes to arrive at a pre- determined family meeting place. Your decision at the time may be determined by the event and location of the threat.
- Do not leave your car where it will block the road or hinder firefighters or emergency vehicles.

**If a Fire Breaks Out in Your Home**

- Call 911. Call out or account for all family members and pets.
- Test doors for heat using the back of your hand. If you feel any heat, don't open the door, and use an alternate exit.
- If door is cool, open carefully, checking for smoke or flames.
- Crawl with your head 12-24 inches above the ground to stay under the smoke.
- Once you are out of a burning building, do not go back inside for any reason.
- Meet your family in a designated meeting place.
- Learn and practice "Stop, Drop and Roll".

This information is from [readymarin.com](http://readymarin.com), [ready.com](http://ready.com), [firesafemendocino.org](http://firesafemendocino.org)