

Emergency Prepared checklist

Before a fire or emergency happens, do the following ahead of time.

Begin now -- once you are told to evacuate, you may have only minutes to leave.

- Pack a “Fire Box” with important paperwork (see contents below)
- Pack a “Disaster Emergency Box” (see contents below)
- Plan a place to meet your family in case you are separated from one another in a disaster.
- Ask a friend outside of the area to be the "check point" so that everyone in the family can call that person to say they are safe.
- Develop a simple family communications plan, such as a wallet card with common numbers, to call.
- If you do not own a car, make transportation arrangements with friends.
- Find out where children will be sent if they are in school when an evacuation is announced.
- Make a backup copy of your hard drive - at least the important files - and keep it at another location. Create backups on a regular schedule.
- Scan all photographs and save on computer or external hard drive that can be packed.

Disaster Emergency Box for all family members and pets.

This could also be your camping gear, make it easily accessible.

- 1) Money
- 2) Water
- 3) Food
- 4) Cotton and woolen clothing
- 5) Sturdy Shoes
- 6) Handkerchief or mask for protection from smoke
- 7) Leather work gloves for hand protection
- 8) Food dishes for pets
- 9) Battery-powered radio
- 10) Flashlights/Candles/Light sticks
- 11) Extra batteries
- 12) Tools, Equipment, Supplies (manual can opener, utensils, fire extinguisher, matches, money, etc.)
- 13) Tent
- 14) Sleeping Bags
- 15) Pillows
- 16) First aid kit

“Fire Box” (this can simply be a Rubbermaid box, something easy to grab and go) with the following in it:

- 1) Copies of Insurance and financial papers
- 2) A copy of your address book
- 3) Copies of your identifications, such as drivers licenses, passports, military i.d., etc.
- 4) Copies of birth certificates
- 5) Lists of all medications and treatments
 - Including dosage, treatment and allergy information.
- 6) Consider other personal needs such as eyeglasses, hearing aids and hearing aid batteries, wheelchair batteries, and oxygen.
- 7) List all doctors names and numbers
- 8) External hard drive with important save computer files.

When Wildfire Threatens : If you have time, the American Red Cross suggests

Inside

- 1) Confine pets to one room so you can easily get them
 - Have pet crate ready to easily transport them
- 2) Shut all doors
- 3) Shut garage door and disconnect garage door opener
- 4) Shut all windows
 - Close heavy drapes and mini-blinds; remove lightweight drapes
- 5) Turn off all gas at house
 - Turn off pilot lights
- 6) Open fireplace damper, close fireplace screens
- 7) Turn off air conditioning and/or heating
- 8) Move flammable furniture from windows and doors to center of room
- 9) Turn lights on in each room to increase visibility of your home in heavy smoke
- 10) Pack enough cloths for at least three days
- 11) Pack enough medication for at least three days
 - Consider other personal needs such as eyeglasses, hearing aids and hearing aid batteries, wheelchair batteries, and oxygen.
- 12) Make plans to stay at friend's house outside of fire area.
- 13) Let people know where you're going. Leave a note.

Outside

- 1) Back your car up, so it is facing the escape route
 - Leave the key in the ignition
- 2) Pack Disaster Emergency Box in car
- 3) Pack "Fire Box" in car
- 4) Pack Computer or external hard drive in car (no need for monitor, just the computer if important information and pictures are on it)
- 5) Seal attic and ground vents with pre-cut plywood or commercial seal
- 6) Turn off propane tanks
 - a. Turn a water sprinkler on, underneath above ground tanks
- 7) Place combustible patio furniture inside
- 8) Connect garden hoses to outside taps
- 9) Place lawn sprinklers on roof, wet roof
- 10) Wet or remove shrubs and branches within 15 feet of home
- 11) Remove all combustibles from around home.

When told to evacuate: Do So IMMEDIATELY!!!!

- 1) Wear protective clothing, cotton or woolen
- 2) Wear sturdy shoes
- 3) Bring leather gloves
- 4) Pack yourself, and all humans in your home in vehicle
- 5) Pack your pets in their pet carriers and put in vehicle
- 6) Pack up Fire Box
- 7) Follow all emergency personal direction
- 8) Get out NOW!