



# Los Altos Hills County Fire District

P.O. Box 1766, Los Altos, CA 94023-1766

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## Evacuation checklist

### WHAT TO DO NOW TO PREPARE

- Keep evacuation vehicle gas tank full
  - Practice family fire drill and evacuation plans
  - Practice STOP, DROP, and ROLL (should clothes catch on fire)
  - Prepare a list of valuables to take with you (store together, if possible)
  - Make a video of all belongings, talking about each
  - Take still pictures of all belongings as a backup
  - Document an annotated list of all belongings
  - Develop outdoor water supply with hoses to reach entire house, nozzle, and pump
  - Have fire tools, ladder, and fire extinguishers available
  - Post name/address signs clearly visible from street or road
  - Post load limits on access bridges
  - Clear driveway to at least 20 feet wide with 15 feet vertical clearance (for emergency vehicles)
  - Clear weeds and cut grass within 10 feet of structures, propane tanks, utility boxes
  - Clear debris from roof and gutters
  - Clear vegetation from within 3 feet of hydrants
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- Remove trees growing through porch, deck, or roof
- Remove trash and debris accumulations
- Remove branches that overhang within 15 feet of roof and chimney
- Stack firewood uphill or on a contour at least 30 feet away from house
- Thin and prune your trees and brush
- Install smoke detectors and test quarterly
- Install only non-combustible roof material
- Install shutters, fire curtains, or heavy drapes on windows
- Install screens on foundation and eave vents
- Install enclosed sides on stilt foundations and decks
- Install chimney screen or spark arrestor

### **Highlights**

- Pack important papers
- Turn off gas
- Distance BBQ tanks from house
- Pet cages/carriers & food
  - Leave outside lights on so FD can see your home through smoke.

### **WHAT TO TAKE**

#### Family

- Photographs of all family members
  - Pets (if advance warning, take to an approved shelter)
  - Pet ID tags
  - Pet water bowls
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## **Documents**

- Health insurance card
- Car insurance card
- House deed
- Marriage license
- Insurance papers
- Tax papers
- Birth certificates
- Drivers' licenses
- Legal documents
- Personal Digital Assistant (PDA)
- Computer backup disks
- Computers (time permitting)

## **Money**

- Check books
- Savings books
- Credit cards
- Cash
- Purse
- Wallet
- Blank checks

## **Medications**

- Prescriptions
  - Analgesics
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- Motion sickness tablets
- First-aid kit
- Prescription glasses
- Prescription dentures
- Prescription hearing aids

### **Jewelry**

- Gold, silver, and other valuable jewelry
- Family heirlooms
- Decorations, pins, awards

### **Sentimental**

- Photos and albums, slides, movies, home videos
- Family Bible
- Irreplaceable keepsakes
- Original paintings

### **Food and Water (for three to seven days – if time permits)**

- Water (at least one gallon per person and pet per day)
- Non-perishable, ready-to-eat food
- Manual can opener
- Toiletries (if time permits)
- Soap and towels
- Toothbrushes and toothpaste
- Shaving articles
- Sanitary devices

### **Clothing (appropriate for the season – if time permits)**

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- Change of clothing for each person (for one to seven days)
- Coats and jackets
- Hats and caps
- Gloves and scarves
- Shoes and boots
- Change of underwear
- Sleepwear
- Infant supplies and toys

**Additional Items to Take (if time permits)**

- Cell phones
- Reading material
- Recreational items
- First-aid kit
- Flashlights and extra batteries
- Portable radio and extra batteries
- Cameras and extra batteries

**WHAT TO DO BEFORE LEAVING**

- Fill evacuation vehicle gas tank
  - Park evacuation vehicle in the garage heading toward street and travel route
  - Close evacuation car windows but DO NOT LOCK CAR and leave keys in ignition
  - Close garage door but leave it unlocked (disconnect automatic garage door opener)
  - Establish an evacuation plan, travel route, probable destination
  - Determine where separated members will meet
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- Follow any official agency's evacuation instructions
  - Turn off natural gas at meter
  - Disconnect propane tank
  - Close or cover outside vents and shutters
  - Remove combustible items from around the outside of the house
  - Turn off appliances, thermostats, fireplaces, stoves
  - Leave one light on in each general area so firefighters can see your house in dark and smoke
  - Release any livestock in the area
  - Close fire resistant window coverings, heavy drapes, and Venetian blinds
  - Move overstuffed furniture away from windows
  - Close sliding glass doors into the center of the house (DON'T lock them)
  - Remove lace, nylon, or light material drapes and curtains
  - Place a ladder against the roof of the house on the side opposite the approaching fire
  - Fill bathtubs, sinks, and containers with water
  - Soak burlap sacks, small rugs, or large rags in containers
  - Turn on exterior lights
  - Lock doors and windows
  - Place OK/HELP sign at driveway
  - Don't tie up telephone lines (notify friends and relatives by e-mail where to contact you)
  - Make safety equipment obvious for firefighters (spigots, ladders, chain saws, hoses, etc.)
  
  - Plug air vents and openings that are close to the ground
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\_\_ Prepare an "information note" to leave on the door detailing who you are, where you have gone, where flammables are (such as lawnmower gas, ammo, chemicals – move them all into one place)

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