

# Lassen County Sheriff's Office

## EVACUATION AND PREPARATION CHECKLIST



**Remember, there is nothing you own worth your life! Please evacuate immediately when asked by firefighters and law enforcement officials.**

### WHAT TO TAKE

#### Family

- Photographs of all family members
- Pets (*If advance warning to take to approved shelter or family/friends*)
- Pet ID tags
- Pet medications
- Pet leashes
- Pet water/food bowls

#### Documents

- Health insurance card(s)
- Car insurance card/documents
- House deed
- Marriage license
- Insurance papers
- Tax papers
- Birth certificate(s)
- Drivers license
- Legal documents
- Computer back-up discs
- Computer(s) (*time permitting*)

#### Money

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

#### Other Items (*Should time permit*)

- Cell phones and chargers
- Address book
- Flashlights and extra batteries
- Reading material
- Recreational items
- Cameras and extra batteries
- Portable radio and extra batteries

#### Medications

- Prescriptions
- Analgesics
- First-Aid Kit
- Prescription Glasses
- Dentures, hearing aids, etc.
- Motion sickness tablets (*for pets & people*)

#### Jewelry

- Gold, Silver, and other valuable jewelry
- Family treasures/heirlooms
- Decorations, pins, awards

#### Sentimental

- Photos/Albums, slides, movies, home videos
- Original paintings
- Irreplaceable keepsakes
- Family Bible

#### Food & Water (*for 3 to 7 days - If time permits*)

- Water (*at least 1 gallon per person/per day*)
- Non-perishable, ready to eat food
- Pet food
- Pet treats
- Manual can opener

#### Toiletries (*If time permits*)

- Soap and towels
- Toothbrushes and toothpaste
- Shaving items
- Sanitary items

#### Clothing (*Appropriate for the season - If time permit*)

- Change of clothing per person (*for 1 to 7 da*)
- Coats and jackets
- Hats and caps
- Gloves and scarves
- Shoes and boots
- Change of underwear
- Sleepwear
- Infant supplies and toys

(over)

### WHAT TO DO BEFORE LEAVING

- Tune to local radio station and listen for instructions.
- Place unlocked vehicle in the garage, pointing out with the keys in the ignition.
- Fill evacuation vehicle with gasoline or diesel fuel whichever your vehicle uses.
- Close evacuation vehicle windows.
- If you can lift the garage door manually, disconnect the door opener.
- If you CANNOT lift garage door by yourself, park the vehicle in your driveway facing outward
- Establish an evacuation plan, travel route, and probable destination.
- Establish a meeting location for seperated household members.
- Turn off natural gas at the meter and/or disconnect propane tanks).
- Close or cover outside vents and shutters.
- Turn off appliances, thermostats, fireplaces, stoves, etc.
- Leave one light on in each general area so firefighters can see the home in the dark and sm
- Close fire resistant window coverings, heavy drapes, Venetian blinds, etc.
- Remove lace, nylon, or light material drapes and curtains from windows.
- Move overstuffed furniture away from windows.
- Close sliding glass doors (*DO NOT LOCK THEM*).
- Place a ladder against the roof of the house on the opposite side of the approaching fire.
- Fill bathtubs, sinks, and containers with water.
- Close off gutters with a sandbag at the downspout or a tennis ball in the gutter and fill with w
- Soak burlap sacks, small rugs or large rags in water in containers.
- Don't tie up telephone lines, (*notify friends and relatives by email on where to contact you*).
- Make safety equipment obvious to firefighters such as: ladders, faucets, chain saws, hoses, et
- Place flammables like lawnmower gas, chemicals, ammunition, etc., all in one marked locati
- Leave a note on the door detailing who you are and where you have gone to.
- Wear ONLY cotton or wool clothes. Proper attire includes long pants, long sleeved shirt and hat and boots and carry water, gloves, goggles and handkerchief to cover your face.

### WHAT TO DO NOW TO PREPARE

- Keep evacuation vehicle fuel tank full.
- Practice family fire drill and evacuation plans.
- Plan several evacuation routes from your home.
- Practice "STOP", "DROP", and "ROLL" in case your clothes catch on fire.
- Prepare a list of valuables to take with you (*store together, if possible*).
- Make a video of all valuables while talking about each item.
- Take "still" pictures of all belongings as a back-up for insurance purposes.
- Create a document that annotates a list of all belongings.
- Develop an outdoor water supply with hoses to reach the entire house, nozzle and pump.
- Have fire tools, ladder, and fire extinguishers available.
- Post name and/or address signs clearly so that they are visible from the street or road.
- Post "Load Limits" on access bridges.
- Clear driveway to at least 20 feet wide with 15 feet of vertical clearance (*for emergency vel*
- Clear weeds and cut grasses 100 feet from structures, propane tanks, utility boxes, etc.
- Clear debris from roof, behind chimneys, vent pipes, etc., AND gutters.
- Remove trees growing through porches, decks, and roofs.
- Remove trash and debris accumulation.
- Remove branches that overhang within 15 feet of roof and chimneys.
- Stack firewood and/or lumber at least 30 feet from house and out-buildings.
- Thin and prune your trees, shrubs, and bushes.
- Install smoke detectors and test quarterly.
- Install shutters, fire curtains, or heavy drapes on windows.
- Install ½ inch opening steel or metal wire mesh screens on foundation, eave, and gable vent
- Enclose sides on raised foundations and decks.
- Install chimney screens and spark arrestors.