

EVACUATION & GO-BAG CHECKLIST



BEFORE EVACUATION

- Tune your portable AM/FM radio to KCBS 740 AM or KQED 88.5 FM for emergency information.
- Secure your pet(s) in their carriers and gather necessary supplies (leashes, water, food, etc.).
- Gather essentials (evacuation plan, Go-Bags, vital documents, maps, valuables, water, food, etc.) and put them in an accessible location for quick access, such as by the front door.
- Check on or call neighbors to alert them and offer to assist any with special needs.
- Dress in long pants/long sleeves (cotton/denim or wool), sturdy boots, goggles, mask and gloves.
- Carry car keys, wallet, ID, flashlight/headlamp, fully charged cell phone and spare battery.
- If you can leave before an evacuation is ordered, do so.** Communicate where you will go or a meet-up location to family members and your out-of-area emergency contact.

IF TIME ALLOWS

- Shut all house windows and doors and leave unlocked, turn indoor and outdoor lights on and turn off the HVAC system.
- Remove combustible window curtains and move furniture away from windows.
- Move combustible outdoor items (furniture, trash cans, etc.) to a garage or 30' away from house.
- Turn off your gas at the meter.
- Move any extra vehicles off the street to give responders room.
- Park your vehicle facing toward the street, with essential items inside and windows closed.

Remain as calm as possible!

DURING EVACUATION

- If police, fire or emergency personnel order you to evacuate, **leave the area immediately!**
- Take pets with you, do not leave them behind as you may not be able to return for days.
- Assist others as you are best able to, but don't put yourself in additional danger doing so.
- If evacuating by vehicle, take only one or better carpool in order to help reduce congestion.
- In the car, turn on headlights, close windows, drive slowly and defensively and be observant.
- Proceed as safely away from the threat as possible – if trapped, you are better protected inside the vehicle or inside a building. Evacuate on foot only as a last resort.

AFTER EVACUATION

- Report in at your pre-selected assembly area or family meeting place if possible.
- Notify your out-of-area contact and share your and your family's location and status.
- Make a list of those who evacuated safely and those who still might be in the danger area and give a copy of the list to police, fire or emergency personnel.

GO-BAG CHECKLIST

Put these recommended items in a backpack or other easy-to-carry bag such as a duffel or a sturdy shopping bag. Add other supplies as needed. Keep your Go-Bag(s) in a quick-to-reach location such as an entry-hall closet or near a door in a garage. Make sure they are labeled with your name and address. **It is a good idea to also have emergency Go-Bags in your vehicles and at work.**

- Battery-powered AM/FM/NOAA radio, local station list, 2-way radios, extra batteries
- LED headlamp and flashlight, extra batteries
- Chargers and power banks for cell phones
- Emergency phone list and contacts
- Map marked with possible evacuation routes
- Water, non-perishable energy bars and snacks
- N95 mask, bandanna, goggles, gloves and hat
- Spare eyeglasses/contact lenses
- Prescription medications, personal supplies
- Toiletry and sanitation items, trash bags
- First aid kit, whistle, knife, waterproof matches
- Roll of duct tape, emergency blanket
- Gas shut-off wrench/pliers to turn off gas valve
- Extra car and house keys, cash (in small bills)
- Paper, pencils, permanent marker
- Rain gear, change of clothing
- Copies of important documents such as IDs/driver's licenses for proof of residence, birth certificates, passports, insurance policies, prescriptions, family/pet photos, contact list, etc.
- Laptop/tablet, backup drives, chargers
- _____
- _____
- _____

NOTES

STAY-BOX CHECKLIST

Your Go-Bags and the additional items below can be stored in a large container inside or in a waterproof box or trash can with a lid outside your residence. This will then be your Stay-Box of supplies to get you through several days or more if you are sheltering-in-place and don't need to evacuate.

- One gallon of water per person per day for at least five days
- At least a five-day supply of non-perishable food, including for infants
- Pet supplies and food for five days
- Fire extinguisher (Type A-B-C)
- Additional sanitary supplies
- Cook stove, cookware, cups, utensils
- Sleeping bags and pads, blankets, tent
- _____
- _____
- _____
- _____