



Evacuation To-Do List

Print. Read. Put with disaster documents.

If you have never had to evacuate then it's understandable you would probably have no idea where to start. What makes getting ready to leave your home even more challenging is that you are going to be scared, which causes stress levels to rise. So, trying to think through what you need to do can be overwhelming.

What can make this process more manageable is having a To-Do List. It's impossible to anticipate everything you will have to do but this checklist includes the most important tasks.

Evacuation Status: Voluntary

(If you are under a Mandatory Evacuation Order, skip down to that part of the list on page 3.)

Done	Tasks
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Getting Organized

	Locate all members of household currently at home.
	Locate all members of household not currently at home.
	If it is safe, and there is time, have all people away from home return home.
	If someone cannot make it home arrange a safe place where you will meet them later.
	Using the To-Do List start giving specific tasks off the list to the people that are home.
	Call your Back-Up persons.
	Start, and continue monitoring the disaster.

Animals

	Locate and confine all indoor animals.
	Locate and confine all outdoor animals.
	If your animals do not have a collar/harness/halter on, put them on and if you have ID put it on them too. If you have no ID tag, use a sharpie or permanent marker to add your contact information to the collar/harness/halter. If the phone numbers are not current on the ID tag write the correct number(s) on the collar/harness/halter.

Go Bag and Essential Items

	Get Go Bag and put it by the door.
	Get the last minute items listed on the Packing a Go Bag list and put them in the Go Bag.
	Get important documents and put with Go Bag.
	Pack clothes and essential items for each member of the household using the Clothes to Pack list. Put packed bag(s) with Go Bag.

Transportation of People and Animals

	Access what transportation is available, to include trailers.
	Assign people and animals to vehicles and trailers if you have one.
	If you do not have enough space to get people and animals evacuated, contact your Back-Up person so they can start locating vehicles and/or trailers.

Transportation of People and Animals (continued)

	Check gas level in all vehicles.
	If there is time, go fill up all vehicles with gas.
	If you have gas cans already with gas in them, put the gas in a vehicle.
	Attach trailer to car that will be towing it.
	Line up vehicle(s) in the direction you will be leaving.

A Place to Take Animals

	Identify where you can take your animals, especially large ones.
	If you don't have a place to take some or all of your animals contact your Back-Up person so they can start locating places where your animals can be sheltered.
	Even if you are still under a voluntary evacuation once you know where you are taking your animals start moving them, especially large ones.
	NOTE: Once a mandatory evacuation order is issued you will not be allowed to return to your property to get animals or belongings.

Update on Disaster

	Get status of evacuation order.
	Reassess if tasks need to be re-prioritized.
	If mandatory evacuation is beginning to seem more likely focus on getting people and animals still at home ready to evacuate. Then work on belongings if there is time.
	NOTE: Once a mandatory evacuation order is issued you will not be allowed to return to your property to get animals or belongings.

Gather Belongings

	Start gathering belongings. Prioritize depending on how much time and transport space you have. Divide up What is Important list among people on-site. Designate a spot to start putting the items you gather.
	Start gathering any belongings outside of the house that you want to take with you.
	If you have extra help, have those people start moving your belongings to a safe location.

Get Information Signs Ready

	Print the People Evacuation - All Clear sign and fill in the information.
	Print the People Evacuation - Not Evacuated sign and fill in the information.
	Print the Animal Evacuation sign and fill in the information.

Take a Time Out (If time allows)

	Call Back-Up person to update each other.
	Get update on disaster.
	Check to see how everyone on site is doing.
	Assess evacuation tasks progress and determine priority for what is left to do.
	Discuss with people on site a targeted time to finally leave property.
	Eat something and drink plenty of water.

Preparing Home and Property

	Using the Protecting Your Home list, start completing as many tasks as time allows.
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Start Loading Animals that Will be Leaving with You

	Load animals as close to when you are leaving as possible. Don't leave animals in hot cars or trailers.
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Load Remaining Belongings You are Taking

	Load belongings. Don't forget Go Bag, important papers and packed clothes.
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Post Evacuation Signs

	Put them in a highly visible location that First Responders will see.
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Just Prior to Leaving Call Back-Up Person

	Make sure there is no last minute information that has to be exchanged before you leave your home.
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Evacuation Status: Mandatory

Once a Mandatory Evacuation order has been issued, you could have very little time to gather people, animals and essential belongings, so make every second count.

30 Minutes or Less to Evacuate

Done	Tasks
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Doing Just the Basics

	Locate everyone that is at home.
	Call Back-Up person to let them know what is happening.
	Gather animals you can take with you.
	Any animals you cannot locate or take, turn them loose or leave a window or door open in your house so they can escape.
	Grab Go-Bag and the Last Minute Additions.
	Grab important documents.
	Load people, animals and essential items in vehicle and leave.

One Hour or Less to Evacuate

Done	Tasks
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Doing Just the Basics

	Same tasks as above.
	Add more animals to evacuate if time and space allows.
	Add more essential belongings, remembering to prioritize.
	Do as many tasks as possible on the Protecting Your Property list.