

# **Emergency Evacuation Checklist**

**Collect this information first:**

## **Pre-Evacuation Information that should be written down**

- Names/DOB of family members
- Important telephone numbers
- Types of vehicles
- Vehicle license plates
- Designated reunification and evacuation location

The following is guidance of what items to be gathered depending on how much time is available to prepare. It is recommended to prepare a go-bag of important items and keep it by your door.

## **15 Minute Notice**

- Wallet
- Cell phones/charger
- Money/Credit cards
- Pets/Meds/Leash/Food
- Clothing/shoes/socks/hats
- Hearing aids/glasses/medications
- Flashlights/batteries
- First Aid kit
- Safe Deposit box key
- Go-bag with food and water

## **30 Minute notice**

- PPE-Gloves/Masks
- Hygiene items
- Pillows/blankets
- Jewelry
- Children's books/toys/stuffed animals
- Radio
- Battery storage devices
- Toilet paper/soap/towels
- Garbage bags
- Weather appropriate clothing for 3 days including - undergarments, socks, t-shirts
- Laptop/charger

## **60 Minute/1 hour**

- Family Photos
- Special diet food
- Board games
- Paper plates, cups, utensils
- Cooler with cooked perishable food
- Important paperwork

- Wills/Trusts
- License/Registration
- Personal property lists

**120 Minutes/2 hours**

- Gas up vehicles
- Camping Equipment
- Luggage packed
- Clothing for a week for all members
- Art/Collections
- Makeup