



Wildfire Evacuation Checklist

If evacuation is anticipated and time allows, follow this checklist to give your family and home the best chance for survival. Complete the **Fire Emergency Communications Plan** on the opposite side for each family member and keep it in your wildfire and **emergency “go” kit(s)**.

Look for additional information at: <https://rtghoa.org/fire/>

Evacuation Warning

Evacuate only when instructed to do so by authorities but use the time to prepare your home and create “go” kit(s).

If Time Allows

Inside the house

- Shut all windows and doors (interior also) and leave them locked.
- Leave indoor and outdoor lights on.
- Shut off HVAC and ceiling fans.

Outside

- Place combustible outdoor items in garage or in sheltered area under home (or in pool).
- Shut off gas at meter or propane tank (if you know how). Move small propane tanks in garage 15 ft from combustibles.
- Pack your car and prepare to leave.
- Connect garden hoses to spigots with squeeze grip nozzles for firefighters.
- Prop open fence and side gates.
- Patrol your property. Leave if you spot fires ignite or conditions change.

Pets and Animals

- Gather and place in carriers NOW. Be sure they have tags and registered with microchips.
- Place carriers at front door with water and food.

Communications

- Keep your cell phone fully charged.
- Notify out of area contact of your phone number, location and status. Update regularly.
- Leave a note with your contact info and out of area contact taped to fridge.

On your person

- Dress family members in long sleeves, long pants heavy cotton or wool.
- Wear full coverage goggles, leather gloves, head protection.
- Cover faces with dry cotton or wool bandana or scarf over N95 mask.
- Carry headlamp and flashlight.
- Carry car keys, wallet, ID, cell phone, spare battery. Drink plenty of water; stay hydrated.
- Put “go” kits in your vehicle.

Evacuation Order

When authorities give the order, leave now! Evacuate immediately. Do not delay gathering valuables or prepare your home. Follow given directions or, if none: Upper Branch Divisions and middle B Divisions exit upper Tierra Grande. Middle A Divisions and Lower Branch Divisions exit to Carmel Valley Road.

When you leave

- Leave immediately if ordered.
- Don't wait for an evacuation order if you feel un-safe or conditions change: leave early if unsure.
- Assist elderly or disabled neighbors [PLAN AHEAD].
- Carpool with neighbors to reduce traffic.
- Take only essential vehicles with adequate fuel.
- When in car, turn on headlights, close windows, turn on inside air and AC, local radio.
- Drive slowly, defensively; observe. **DO NOT STOP**
- Take your Branch evacuation route unless informed otherwise (see Evacuation Order).
- If you are trapped, take shelter in a building or car or fire protected open space.
- Don't abandon your car in the road. If you must leave it park off the road.
- Evacuate on foot only as a last resort.
- Do not evacuate by fire road, uphill, or open space area with unburned vegetation.
- **Do not panic!** Panic is deadly.
Remain calm.

If you need to shelter in place

Stay in your current location or the safest nearby building or unburnable area. This may be required when evacuation is impossible or too dangerous or unnecessary.

**Fire Emergency Communications Plan
Household Information**

Name: _____
Address: _____

Phone: _____
Email: _____

Name: _____
Mobile: _____
Email: _____
Other & social media: _____

Name: _____
Mobile: _____
Email: _____
Other & social media: _____

Name: _____
Mobile: _____
Email: _____
Other & social media: _____

Name: _____
Mobile: _____
Email: _____
Other & social media: _____

Radio stations

KAZU 90.3 FM
KCBS 740 AM
KGO 810 AM

School, Childcare, Caregiver, Work

Name: _____
Address: _____

Phone: _____
Email: _____
web: _____

Emergency plan pickup

Name: _____
Address: _____

Phone: _____
Email: _____
web: _____

Emergency plan pickup

Name: _____
Address: _____

Phone: _____
Email: _____
web: _____

Emergency plan pickup

Local Contacts

Name: _____
Address: _____

Phone: _____
Email: _____

Out of area contacts

Name: _____
Address: _____

Phone: _____
Email: _____

Name: _____
Address: _____

Phone: _____
Email: _____

Name: _____
Address: _____

Phone: _____
Email: _____

Emergency meeting locations

Location 1
Instructions

Location 2
Instructions

Location 3
Instructions

Medical

Physician: _____
Pediatrician: _____
Veterinarian: _____

EMERGENCY "GO" KIT

Put together an emergency supply kit in advance for each family member and keep it accessible. Plan to be away for an extended period. Place them in backpacks.

- Bandana, N95 mask, goggles, leather gloves, long shirt and pants, boots, hat. Flashlight and headlamp with spare batteries. Extra car keys, credit cards, cash.
- Map with evacuation routes (see RTG map)

- Prescription medications.
- Extra eyeglasses, contacts.
- First aid kit.
- Battery powered radio and extra batteries.
- Copies of important docs, e.g. passports, birth certificates, insurance policies.
- Pet food and water, leashes, pet supplies and meds.
- Water bottles, food.
- Sanitation supplies.
- Change of clothing.
- Spare chargers for cell phones, laptops, etc.

- Easily carried valuables
- Family photos, small heirlooms, other (?)
- Personal computer data and digital information backups on hard drives and/or discs.