



## Evacuation Warning Checklist

The Evacuation Warning Checklist is used to help coordinate your evacuation. This document should be read prior to a disaster to provide an overview and understanding of the steps that are suggested to be taken to have an evacuation go as smoothly as possible. This checklist has been modified from the original document to help you safely evacuate. A full document can be obtained from West Slope Foundation’s Disaster Preparedness workshop.

**NOTE: If more than one person is available to complete the Tasks on this list, then multiple Tasks can be done at the same time. Tasks should be assigned by the designated Go-To Person.**

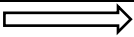
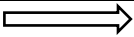
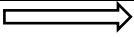
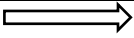
**If only one person is available to start and/or complete the Tasks, then the order of the Tasks should be followed in the order they are listed below.**

EVACUATION WARNING CHECKLIST			
(Important: SEE EVACUATION ORDER if one has been ordered for your area)			
GETTING ORGANIZED	ASSIGNED TO	NOTES/RESOURCES TO USE	✓
Locate all members of household currently at home.		Call/text any family members not at home to give an update on evacuation plans.	
Print and Spread Evacuation Warning Checklist on flat surface.		Assign all family members with tasks.	
Designate Go-To Person if multiple people are home.		This is important so one person can make sure that all tasks are being completed.	
Call Point of Contact.	Go-To-Person	Point of Contact is a person you trust that lives outside of the evacuation area that can help you from a far, i.e., temporary housing, food, etc.	
Start and continue monitoring disaster.		Visit WSF Website for updates and information. <a href="#">Evacuation Hub: Disaster &amp; Emergency Alerts</a>	
LOCATING & SECURING ANIMAL TASKS	ASSIGNED TO	PRINTED ITEMS/RESOURCES TO USE	✓
Locate and confine indoor animals		Confine all indoor animals to one room. Have transportation crates, leashes, medication, food, etc. pulled together in one area for quick collection.	
Put collars, harnesses and/or halters on animals and attach ID.			

Locate and confine outdoor animals		Confine all outdoor animals to one area for quick load and evacuation. Provide yourself with extra time to load and evacuate if you have large animals.	
<b>GO BAG &amp; EMERGENCY KIT</b>	<b>ASSIGNED TO</b>	<b>PRINTED ITEMS/RESOURCES TO USE</b>	✓
Get Go-Bag and put by exit door.		If you do not already have a Go-Bag packed, please visit WSF website for a list of items to pack. <a href="#">Evacuation Hub: Steps to a Safe Evacuation.</a>	
Get Last Minute Additions to Go Bag.		If you do not already have a Go-Bag packed, please visit WSF website for a list of items to pack. Evacuation Hub: Steps to a Safe Evacuation.	
Get emergency kit and put by exit door.		If you do not already have a Go-Bag packed, please visit WSF website for a list of items to pack. Evacuation Hub: Steps to a Safe Evacuation.	
<b>ESSENTIAL DOCUMENTS</b>	<b>ASSIGNED TO</b>	<b>PRINTED ITEMS/RESOURCES TO USE</b>	✓
Get all essential and important documents and put by exit door.			
<b>TRANSPORTATION OF PEOPLE AND ANIMALS</b>	<b>ASSIGNED TO</b>	<b>PRINTED ITEMS/RERESOURCES TO USE</b>	✓
Assess transportation situation and Evacuation Routes.		Make sure you know which evacuation routes are open. This can change at any point, so be sure you know an alternative route, if needed.	
Check gas in all vehicles.			
Pour any gas on property that is in cans into vehicles.			
Attach trailers to vehicles towing them if you have them.			
Line up vehicles and point in exit direction.			
Assign people and animals to vehicles and trailers.			

A PLACE TO TAKE ANIMALS	ASSIGNED TO	PRINTED ITEMS/RESOURCES TO USE	
If you need a place to take your animals, whether large or small, call your Point of Contact to see if they have information yet where temporary animal evacuation shelters are located.	Go-To Person	If your Point of Contact does not have this information, go to the <a href="http://www.WestSlopeFoundation.org">www.WestSlopeFoundation.org</a> website and click on the Disaster Resources Tab at the top and on the pull-down menu you can find evacuation information. We will continue to update this page.	
GET UPDATE ON DISASTER	ASSIGNED TO	PRINTED ITEMS/RESOURCES TO USE	✓
Get status of evacuation order.	Go-To Person		
Reassess if tasks need to be re-prioritized.	Go-To Person		
If a <u>Evacuation Order</u> is beginning to seem more likely <b>Focus on Getting People and Animals Ready</b> to evacuate <b>NOW</b> . Then work on belongings if there is time to safely do this.			
If the status continues to be a <u>Evacuation Warning</u> with a Mandatory Evacuation less likely, continue completing the Tasks in the order, they are on this list.			
BELOGINGS IN HOME	ASSIGNED TO	PRINTED ITEMS/RESOURCES TO USE	✓
Start gathering belongings in your home to be evacuated. Divide Checklist among available people on-site.		<b>What to Grab by Location in Your Home Checklist</b>	
Grab and/or pack container with clothing if on-site.		<b>Go Bag Packing List</b>	
BELONGINGS ON PROPERTY	ASSIGNED TO	PRINTED ITEMS/RESOURCES TO USE	✓
Start gathering belongings outside of house to be evacuated. Divide Checklist among available people on-site.		<b>What to Grab by Location on Your Property Checklist</b>	
MOVING BELONGINGS	ASSIGNED TO	PRINTED ITEMS/RESOURCES TO USE	✓

<p>If you have a place to take your belongings, and there is sufficient time and the mandatory evacuation risk is not increasing, start moving your belongings. If there are transport spaces and people to load and move the belongings, this can be done as time allows and if possible, make multiple trips. <b>Remember, once a Mandatory Evacuation Order is issued no one will be allowed to return to a property within the evacuation area.</b></p>			✓
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PREPARING HOME & PROPERTY	ASSIGNED TO	PRINTED ITEMS/RESOURCES TO USE	✓
Start making final preparations for home and property. Divide Checklist among available people on-site.		<b>Final Checklist Before Leaving Home</b>	
GET INFORMATION SIGNS READY	ASSIGNED TO	PRINTED ITEMS/RESOURCES TO USE	✓
Assign someone to fill in information on signs.	Go-To Person		
Fill in information on sign. 		<b>Animal Evacuation Information Sign</b>	
Fill in information on sign. 		<b>Emergency Contact Information Checklist</b>	
Fill in information on sign. 		<b>People Evacuation Information Sign – All Clear</b>	
Fill in information on sign. 		<b>People Evacuation Information Sign – Not Evacuated</b>	
TAKE A TIME OUT TO (ONLY IF TIME ALLOWS)	ASSIGNED TO	PRINTED ITEMS/RESOURCES TO USE	✓
Call Point of Contact.	Go-To Person		
Get update on disaster from Point of Contact.	Go-To Person		
Gather everyone on property together.	Go-to-Person		
Check to see how everyone is doing.	Go-To Person		
Give update on disaster.	Go-To Person		
Evaluate evacuation tasks completed/not completed.	Go-To Person		

Discuss a targeted time to finally leave property.			
Eat something and continue to drink plenty of water.			
<b>COMPLETING FINAL HOME TASKS</b>	<b>ASSIGNED TO</b>	<b>PRINTED ITEMS/RESOURCES TO USE</b>	✓
Prioritize any remaining tasks and complete.	Go-to-Person	<b>Final Checklist Before Leaving Home Checklist</b>	
<b>LOADING ANIMALS</b>	<b>DONE BY</b>	<b>PRINTED ITEMS/RESOURCES TO USE</b>	✓
If there are still animals on your property start loading them within 30 minutes of when you will be leaving your property.			
<b>LOADING BELONGINGS</b>	<b>DONE BY</b>	<b>PRINTED ITEMS/RESOURCES TO USE</b>	✓
If there are still belongings you want to evacuate on your property, start loading them into vehicles and/or trailers.			✓

<b>POST INFORMATION SIGNS</b>		<b>PRINTED ITEMS/RESOURCES TO USE</b>	✓
Post information signs in visible spot on the property.		<b>Animal &amp; People Evacuation &amp; Emergency Contact Signs</b>	
<b>LAST CALL TO POINT OF CONTACT</b>	<b>DONE BY</b>	<b>PRINTED ITEMS/RESOURCES TO USE</b>	✓
Inform Point of Contact when all people and animals that can be evacuated are off the property.	Go-To Person		

### MANDATORY EVACUATION CHECKLIST

**Remember, people will not be able to come to your location once a Mandatory Evacuation Order is issued. You will have to depend on who is at home and what transportation is available to get people, animals and some belongings to safety.**

30 MINUTES OR LESS TO EVACUATE			
TASKS	DONE BY	PRINTED ITEMS/RESOURCES TO USE	✓
1. Locate everyone that is home.			
2. Call Point of Contact.		<b>Point of Contact Checklist</b>	

3. Gather animals you can take with you.		<b>Animal to Be Evacuated and Location</b>	
4. Grab Go Bag and the Last-Minute Additions to the Go Bag listed on the card attached to the bag.		<b>Last Minute Additions to Go Bag</b>	
5. Grab important documents and put in Go Bag.			
6. Put appropriate signs on property notifying officials what the status is for people and animals being evacuated.		<b>Animal Evacuation Information Sign Emergency Contact Information Checklist People Evacuation Information Sign – All Clear People Evacuation Information Sign – Not Evacuated</b>	

**1 HOUR OR LESS TO EVACUATE**

<b>TASKS</b>	<b>DONE BY</b>	<b>PRINTED ITEMS/RESOURCES TO USE</b>	<b>✓</b>
1. Same Tasks as 1 to 7 above.			
2. Grab as many of the items on your What to Grab by Location in Your House and Property that time and space allows.		<b>What to Grab by Location in Your Home and On Property Checklist</b>	
3. Do as many of the tasks on the Final Checklist Before Leaving Home as time allows, prioritizing what tasks will make the biggest difference in protecting your home.		<b>Final Checklist Before Leaving Home</b>	

**2 HOURS OR LESS TO EVACUATE**

<b>TASKS</b>	<b>DONE BY</b>	<b>PRINTED ITEMS/RESOURCES TO USE</b>	<b>✓</b>
1. Same as all previous tasks under Mandatory Evacuation.			
2. Add to the animals you are evacuating if space and time allows, remembering to still prioritize.		<b>Animals to Evacuate and Location</b>	
3. Add belongings to the items you are evacuating if space allows, remembering to still prioritize.		<b>What to Grab by Location in Your Home and On Property Checklist</b>	
4. Complete The Final Checklist Before Leaving Home as time allows.		<b>Final Checklist Before Leaving Home</b>	

**There is no way you can plan for every possibility that might be encountered when evacuating during a disaster. It's also difficult to anticipate everyone's specific needs or situation. The information provided in this Evacuation Road Map Checklist does, however, address the most likely things that could happen and how to respond in a safe and efficient way. Throughout the 8 workshop sessions you have been provided with information and tools to give you a fighting chance of getting you and all that matters to safety. We know you can do this!**

**Take a Deep Breath! This may sound ridiculous when you are more than likely experiencing the worst fear you have ever had to face, but it does help. So, take a minute and try it. And don't forget to repeat the deep breaths when you feel yourself getting overwhelmed.**