



Evacuation Order Checklist

The Evacuation Road Map Checklist is used to help coordinate your evacuation. This document needs to 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. However, if you have the time, take a moment to glance through this checklist to help you evacuate safely.

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.

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	ASSIGNED TO	NOTES/RESOURCES TO USE	✓
1. Locate all members of household currently at home.		Call/text any family members not at home to give an update on evacuation plans.	
2. Print and Spread Evacuation Warning Checklist on flat surface.		Assign all family members with tasks.	
3. Call Point of Contact.	Go-To-Person	This 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.	
4. Gather animals you can take with you.		Confine all indoor animals to one room. Have transportation crates, leashes, medication, food, etc. pulled together in one area for quick collection.	
5. Grab Go Bag and the Last-Minute Additions to the Go Bag listed on the card attached to the bag.		Last Minute Additions to Go Bag – Visit Evacuation Hub for checklists if link does not open directly.	
6. Grab important documents and put in Go Bag.			

7. Put appropriate signs on property notifying officials what the status is for people and animals being evacuated.		Animal Evacuation Information Sign Emergency Contact Information Checklist People Evacuation Information Sign – All Clear People Evacuation Information Sign – Not Evacuated	
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1 HOUR OR LESS TO EVACUATE

TASKS	ASSIGNED TO	NOTES/RESOURCES TO USE	✓
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.		What to Grab by Location in Your Home Checklist What to Grab by Location on Your Property Checklist	
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.		Final Checklist Before Leaving Home	

2 HOURS OR LESS TO EVACUATE

TASKS	ASSIGNED TO	NOTES/RESOURCES TO USE	✓
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.		Animals to Evacuate and Location	
3. Add belongings to the items you are evacuating if space allows, remembering to still prioritize.		What to Grab by Location in Your Home Checklist What to Grab by Location on Your Property Checklist	

4. Complete The Final Checklist Before Leaving Home as time allows.		Final Checklist Before Leaving Home	
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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.