



## Evacuation Road Map 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.

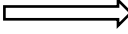
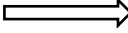
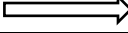
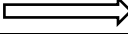
**NOTE: If more than one person is available to complete the Tasks on this list, then multiple Tasks can be done at the same time. Tasks should be assigned by the designated Go-To Person.**

**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.**

VOLUNTARY EVACUATION CHECKLIST			
(Important: Skip to Page 5 if Mandatory Evacuation)			
GETTING ORGANIZED	DONE BY	PRINTED ITEMS/RESOURCES TO USE	✓
Locate all members of household currently at home.			
Get Disaster Plan Envelope.		<b>Disaster Plan</b>	
Spread Disaster Plan Out on flat surface.			
Designate Go-To Person if multiple people are home.			
Call Point of Contact.	Go-To-Person	<b>Point of Contact Checklist</b>	
Start and continue monitoring disaster.		<b>Disaster Resources: Disaster &amp; Emergency Alerts at <a href="http://www.WestSlopeFoundation.org">www.WestSlopeFoundation.org</a></b>	
LOCATING & SECURING ANIMAL TASKS	DONE BY	PRINTED ITEMS/RESOURCES TO USE	✓
Locate and confine indoor animals		<b>Animals to Evacuate and Location</b>	
Locate and confine outdoor animals		<b>Animals to Evacuate and Location</b>	
GO BAG & EMERGENCY KIT	DONE BY	PRINTED ITEMS/RESOURCES TO USE	✓
Get Go-Bag and put by exit door.			
Get Last Minute Additions to Go Bag.		<b>Go Bag Last Minute Addition Card</b>	
Get emergency kit and put by exit door.			
ESSENTIAL DOCUMENTS	DONE BY	PRINTED ITEMS/RESOURCES TO USE	✓
Get all essential documents and put by exit door.			
When you finally evacuate bring your Disaster Plan Envelope and Informational Disaster Preparedness Folder with you.		<b>Disaster Plan and Informational Disaster Preparedness Folder</b>	

TRANSPORTATION OF PEOPLE AND ANIMALS	DONE BY	PRINTED ITEMS/RERESOURCES TO USE	✓
Assess transportation situation.			
Check gas in all vehicles.			
Pour any gas on property that is in cans into vehicles.			
Go get gas in cars needing it if time allows.			
Attach trailers to cars 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	DONE BY	PRINTED ITEMS/RERESOURCES 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.	
ANIMAL ID AND COLLARS/HARNESSES/HALTERS			✓
Put collars, harnesses and/or halters on animals and attach ID.		<b>Pet Disaster Evacuation and Supply Information</b>	
MOVING ANIMALS	DONE BY	PRINTED ITEMS/RESOURCES TO USE	
If you have a place to take your animals, and there is sufficient time and the mandatory evacuation risk is not increasing, start moving animals early. If there are transport spaces and people to load and move the animals, 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>			✓

GET UPDATE ON DISASTER	DONE BY	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>Mandatory Evacuation</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>Voluntary Evacuation</u> with a Mandatory Evacuation less likely, continue completing the Tasks in the order, they are on this list.			
BELONGINGS IN HOME	DONE BY	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 Home Checklist</b>	
Grab and/or pack container with clothing if on-site.		<b>Packing Your Personal Evacuation Tote Checklist</b>	
BELONGINGS ON PROPERTY	DONE BY	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 Property Checklist</b>	
MOVING BELONGINGS	DONE BY	PRINTED ITEMS/RESOURCES TO USE	✓
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>			✓

<b>PREPARING HOME &amp; PROPERTY</b>	<b>DONE BY</b>	<b>PRINTED ITEMS/RESOURCES TO USE</b>	✓
Start making final preparations for home and property. Divide Checklist among available people on-site.		<b>Final Checklist Before Leaving Home Checklist</b>	
<b>GET INFORMATION SIGNS READY</b>	<b>DONE BY</b>	<b>PRINTED ITEMS/RESOURCES TO USE</b>	✓
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>	
<b>TAKE A TIME OUT TO (ONLY IF TIME ALLOWS)</b>	<b>DONE BY</b>	<b>PRINTED ITEMS/RESOURCES TO USE</b>	✓
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>DONE BY</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.			✓

POST INFORMATION SIGNS		PRINTED ITEMS/RESOURCES TO USE	✓
Post information signs in visible spot on the property.		<b>Animal &amp; People Evacuation &amp; Emergency Contact Signs</b>	
LAST CALL TO POINT OF CONTACT	DONE BY	PRINTED ITEMS/RESOURCES TO USE	✓
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. Grab Disaster Plan and spread out on flat surface.		<b>Disaster Plan</b>	
3. Call Point of Contact.		<b>Point of Contact Checklist</b>	
4. Gather animals you can take with you.		<b>Animal to Be Evacuated and Location</b>	
5. 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>	
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.		<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.**