**Emergency Evacuation List Date \_\_\_\_\_\_\_\_\_\_\_**

|  |  |  |  |
| --- | --- | --- | --- |
| **Check** | **5 Minute Evacuation** | **Room** | **Location** |
|  |  |  |  |
|  | Pre-Packed Go Bag/Boxes |  |  |
|  | Important Documents |  |  |
|  | Medicines |  |  |
|  | Medical Equipment |  |  |
|  | Glasses/Contacts |  |  |
|  | Keys |  |  |
|  | Computer and charging and other cables |  |  |
|  | Computer Backup Drives |  |  |
|  | Cell Phone and charger |  |  |
|  | Flashlight |  |  |
|  | Extra Batteries |  |  |
|  | First Aid Kit |  |  |
|  | Wallet/Purse |  |  |
|  | Cash |  |  |
|  | Check Book |  |  |
|  | Photos |  |  |
|  | Shoes |  |  |
|  | Pets |  |  |
|  | Pet Food, Medicine, Supplies |  |  |
|  |  |  |  |
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|  |  |  |  |
|  | **HANG SAFELY OUT TAG** |  |  |
|  |  |  |  |
| **Check** | **15 Minute Evacuation** | **Room** | **Location** |
|  | \*\*\*Above Items Plus \*\*\* |  |  |
|  | Personal Hygiene Items |  |  |
|  | Toiletries |  |  |
|  | Personal Keepsakes |  |  |
|  | Jewelry |  |  |
|  | Additional Photos |  |  |
|  | Valuable Portable Artwork |  |  |
|  | Change of Clothing |  |  |
|  | Snack Foods |  |  |
|  | Long Sleeve Pants & Shirt and durable shoes |  |  |
|  | Most Valuable Collections |  |  |
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|  | **HANG SAFELY OUT TAG** |  |  |
| **Check** | **30 Minute Evacuation** | **Room** | **Location** |
|  | \*\*\*Above Items Plus\*\*\* |  |  |
|  | Additional Medical Equipment |  |  |
|  | Additional Artwork and Collections |  |  |
|  | Additional Keepsakes |  |  |
|  | Additional Clothing |  |  |
|  | Computer Equipment |  |  |
|  | Additional Food |  |  |
|  | Sleeping Bags |  |  |
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|  | **HANG SAFELY OUT TAG** |  |  |
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| **Check** | **2 Hours or More Evacuation** | **Room** | **Location** |
|  | \*\*\*Above Items Plus\*\*\* |  |  |
|  | Collections |  |  |
|  | Additional Artwork |  |  |
|  | Sterling Silverware, Dishes  |  |  |
|  | Electronic Equipment |  |  |
|  | Selected Books |  |  |
|  | Additional Food |  |  |
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|  | **HANG SAFELY OUT TAG** |  |  |
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|  | **IF TIME ALLOWS** |  |  |
|  |  |  |  |
|  | Close all interior doors |  |  |
|  |  |  |  |
|  | Close all windows and skylights |  |  |
|  |  |  |  |
|  | Remove curtains from area of windows |  |  |
|  |  |  |  |
|  | Move flammable items to center of room |  |  |
|  |  |  |  |
|  | Turn on interior and exterior lights |  |  |
|  |  |  |  |
|  | Place flammable items from deck, patio, and yard in garage or house |  |  |
|  |  |  |  |
|  | Turn off propane tanks and move propane grill inside or away from structure |  |  |