**Walking Out the Door: Last-Minute Checklist**

**BEFORE YOU USE THIS CHECKLIST**

* **Load the car with valuables:** medications, documents, mementos, pets, Go Bag.
* **Back the car** into the driveway, loaded facing out - keys in ignition, doors and windows closed.
* Then, if (and only if) time allows:

**INSIDE THE HOUSE**

\_\_\_ Close all windows and doors (interior too) and leave them *unlocked*. (If you are concerned about looting, it’s okay to lock exterior doors.)

\_\_\_ Remove combustible (fabric, wood) shades and curtains. Close non-combustible (metal) window coverings.

\_\_\_ Move furniture to the center of the room, away from windows.

\_\_\_ Leave indoor and outdoor lights ON to make house visible in heavy smoke.

\_\_\_ Shut off air conditioning and ceiling fans.

\_\_\_ Close fireplace damper and close screen.

**OUTSIDE**

\_\_\_ Place combustible outdoor items (patio furniture/cushions, outside wall décor, toys, doormats, trash cans, etc.) in garage or 30’ from structures (optional: place in a pool).

\_\_\_ Shut off gas at the meter\* or propane tank; move small tanks at least 15’ away from combustibles. Turn off pilot lights on gas appliances.

\_\_\_ Connect garden hoses that have squeeze-grip nozzles to outdoor spigots for use by firefighters. Do NOT leave water running.

\_\_\_ Fill pools, garbage cans, large containers or buckets with water and place around outside of house, especially near decks and fences.

\_\_\_ Prop open fence and side gates; ensure automatic entry gates stay open.

\_\_\_ Disconnect automatic garage door opener for emergency personnel access.

\_\_\_ Place ladder(s) at the corner(s) of structures for firefighters. Put rakes, shovels and chainsaws in front of house for firefighting.

\_\_\_ Attach your Evacuation Tag to your front door, reflective address sign, mailbox, fence or gate, wherever first responders are most likely to quickly see it.

\*Keep a wrench attached to gas meter for quick shut-off during emergency. After fire threat passes, call gas company or another qualified professional to safely re-establish service.