

Fire Preparation Checklist

1.1 BEFORE A FIRE THREATENS

- Assemble a *Grab and Go* kit containing important documents, including account numbers (these also can be kept in a bank safe deposit box)
- Compile a list of important items to take from the house in the event of an evacuation order, and inform housekeepers and neighbors where it is located
 - Photos and albums
 - Keepsakes and mementos
 - Jewelry
- Copy computer files onto a disk and keep it in your car or safe deposit box. Update periodically
- Take photos of each room in your house for insurance purposes
- Have an emergency supply of cash
- Determine a meeting place for family members in the event of an evacuation

1.2 WHEN FIRE THREATENS

- Back your car into garage, leave key in ignition and disconnect automatic garage door opener
- Gather medications
- Wear sturdy shoes, long pants and long sleeved shirt
- Grab cell phone and charger
- Place important items in car
- Pack a week's worth of clothing and other necessities

1.2.1 Evacuation

- Close windows, doors, blinds and heavy drapes. Remove lightweight curtains
- Lock doors
- Shut off gas at the meter and turn off pilot lights
- Move combustible patio furniture inside
- Move flammable furniture away from windows and glass doors
- Wet shrubs, plants and trees on and near patio.