# Name(s) of Evacuated Persons

# Evacuated Persons Can Be Reached at:

(include address and phone if possible)

# **Date and Time Evacuated**

# IF YOU NEED TO EVACUATE...

All residents who need to evacuate will be advised by radio announcement, phone, television broadcast or authorized official. The information in the evacuation announcement will include:

- The areas to be evacuated (usually by street or subdivision name)
- The appropriate evacuation route
- The location of the evacuation shelter

You must register at the evacuation shelter so information concerning your whereabouts is available for local officials and relatives.

NOTE: Pets and livestock *ARE NOT* allowed at Red Cross evacuation shelters. For more information on pet/livestock care, refer to the instructions on the other side of this brochure.

# **REMEMBER:**

Complete and detach the door hanger from this brochure and hang it on the front doorknob of your home when you evacuate.

*For more information or additional copies of this brochure, contact:* 

Local Fire: \_\_\_\_\_

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Local Sheriff: \_\_\_\_\_

Disaster Emergency Office:

Extension Office:

Montana Red Cross: 800-ARC-MONT (800-272-6668)



For more information and other helpful publications, visit www.msuextension.org

The Montana State University Extension Service is an ADA/EO/AA/Veteran's Preference Employer and Provider of Educational Outreach.

# A CITIZEN'S GUIDE TO

# Basic Evacuation Procedures



Courtesy of Montana State University Extension www.msuextension.org

# **CREATE A FAMILY DISASTER PLAN**

Disasters of all types - wildfire, flood, tornado, earthquake, hazardous material spill, winter storm – can strike quickly and without warning. You can cope with disaster by preparing in advance and working together. The following steps will help you get started.

# 1. Meet with your family

- Discuss types of disasters that could occur.
- Explain how to prepare and respond to each type of disaster.
- Discuss where to go and what to bring if advised to evacuate.
- Discuss possible evacuation routes for each type of disaster.
- Practice what you have discussed.

## 2. Plan how your family will stay in contact if separated by disaster.

- Pick two meeting places:
  - a location which is a safe distance from your home in case of a home fire
  - a location outside your neighborhood in case you cannot return home.
- Choose an out-of-state friend as a "check-in contact" for everyone to call.

#### *Complete these steps:* 3.

- Post emergency telephone numbers by every telephone.
- Show responsible family members how and when to shut off water, gas and electricity at the main switches or valves.
- Contact your local fire department to learn about home fire hazards.
- Learn first aid and CPR. Have a 72-hour survival kit available.
- Contact your local American Red Cross chapter for information and training.

# **PRACTICE AND REVIEW THESE STEPS**

### **ESSENTIALS TO TAKE FOR IMMEDIATE EVACUATION**

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- □ Important papers (if readily available)
- Medications
- □ Prescription glasses/dentures
- □ Personal toilet articles/sanitary needs
- □ Sleeping bags or blankets
- □ Baby food/diapers
- □ Checkbook/credit cards/cash
- □ Driver's license
- □ 72-hour survival kit

# **ADDITIONAL ITEMS TO TAKE IF TIME PERMITS**

- □ Flashlight/extra batteries
- □ Change of clothing for each person
- □ Food non-perishable, ready-to-eat
- □ Recreational items: games, cards, sewing, books

# ACTIONS TO TAKE FOR IMMEDIATE EVACUATION

- Disconnect all appliances except refrigerator and freezer.
- □ In winter, set heat thermostat to lowest setting.
- □ Lock all doors and windows.
- □ Leave the exterior light on.
- □ Be sure to leave EVACUATION sign on your front det door knob. This notifies rescuers of your evacuation. detach her

# ADDITIONAL ACTIONS TO TAKE IF TIME PERMITS

- □ Secure your outdoor possessions (lawn furniture, garbage cans, etc.).
- □ Secure or hide your valuables.
- □ Turn off the gas before leaving home.

# **EVACUATION OF PETS/LIVESTOCK**

detach here Animals should be left with friends or placed in an animal shelter, but NOT taken to the evacuation shelter. The final alternative is to leave animals at home. Provide them with food, water and shelter. (NOTE: If you are not involved in the actual evacuation and you wish to care for pets, a request of services may be made to the local animal shelter.) Contact local Sheriff's department about livestock evacuation.

# HANDICAPPED/SPECIAL NEEDS RESIDENTS

Individuals who may need special aid in the event of an evacuation are encouraged to plan ahead with neighbors or friends for assistance. If help is not readily available, residents may call their local emergency services for assistance.

# **OCCUPANTS** HAVE **EVACUATED**

