

DEAR RESIDENT:

IN AN EFFORT TO ASSIST YOU IN PREPARING FOR ANY WILDFIRE EVACUATION, WE ASK ALL RESIDENTS PLEASE READ THE FOLLOWING INFORMATION THOROUGHLY AND BE PROPERLY PREPARED.

Understand how your community will warn you an evacuation is underway. You can Contact San Mateo emergency office <http://smcready.org> to learn more.

You can also reach San Mateo County Fire <https://www.cfsfire.org/> for any wildfire update

READY.GOV is federal website to learn the steps to prepare for and deal with natural disasters and national emergencies.

PRE-EVACUATION PREPARATION STEPS

When an evacuation is anticipated, follow these checklists (if time allows) to give your home the best chance of surviving a wildfire.

Home Evacuation Checklist – How to Prepare for Evacuation:

Inside the Unit

- Have your [Emergency Supply Kit/Evacuation Bag](#) ⁽¹⁾ ready to go
- Ensure a [Wildfire Action Plan](#) (on the next section)is prepared ahead of time
- Make sure you know your community’s emergency response plan and have a plan on where to go when it is time to evacuate, and best routes for leaving your location.
- Shut all windows and doors, leaving them unlocked.
- Remove flammable window shades, curtains and close metal shutters.
- Remove lightweight curtains.
- Move flammable furniture to the center of the room, away from windows and doors.
- Shut off gas at the meter; turn off pilot lights.
- Leave your lights on so firefighters can see your house under smoky conditions.
- Shut off the air conditioning.

Outside

- Gather up flammable items from the exterior of the balcony and bring them inside (patio furniture, children’s toys, door mats, trash cans, etc.).
- Put your Emergency Supply Kit in your vehicle.
- Back your car into the driveway with vehicle loaded and all doors and windows closed. Carry your car keys with you.
- Patrol your property and monitor the fire situation. Don’t wait for an evacuation order if you feel threatened.
- Check on neighbors and make sure they are preparing to leave.

Animals

- Locate your pets and keep them nearby.

CREATE A WILDFIRE ACTION PLAN

Your Wildfire Action Plan must be prepared, and familiar to all members of your household well in advance of a wildfire. Use the checklist below to help create your plan. Each family's plan will be different, depending on a variety of issues, needs, and situations.

Ensure you plan with COVID-19 in mind. Ask friends or relatives outside your area if you would be able to stay with them, should the need arise. If you do need to evacuate and plan to stay with friends or relatives, ask first if they have symptoms of COVID-19 or have people in their home at higher risk for serious illness. If that is the case, make other arrangements. Check with hotels, motels and campgrounds to learn if they are open. Also get set by learning about your community's response plan for each disaster and determine if these plans have been adapted because of COVID-19.

Your Wildfire Action Plan Checklist

Create an evacuation plan that includes:

- A designated emergency meeting location outside the fire or hazard area. This is critical to determine who has safely evacuated from the affected area.
- Several different escape routes from your home and community. Practice these often so everyone in your family is familiar in case of emergency.
- Have an evacuation plan for pets and large animals such as horses and other livestock.
- A [Family Communication Plan](#) ⁽²⁾ that designates an out-of-area friend or relative as a point of contact to act as a single source of communication among family members in case of separation. (It is easier to call or message one person and let them contact others than to try and call everyone when phone, cell, and internet systems can be overloaded or limited during a disaster.)

Be Prepared:

- Have fire extinguishers on hand Or know where they are located and train your family how to use them (check expiration dates regularly).
- Ensure that your family knows where your gas, electric, and water main shut-off controls are located and how to safely shut them down in an emergency.
- Assemble an [Emergency Supply Kit](#) for each person, as recommended by the American Red Cross. (See next section for details.)
- Maintain a list of emergency contact numbers posted you can easily access and in your emergency supply kit.
- Keep an extra [Emergency Supply Kit](#) in your car in case you cannot get to your home because of fire or other emergency.
- Have a portable radio or scanner so you can stay updated on the fire.

PREPARE YOUR FAMILY

How to Prepare to Evacuate from a Wildfire

Evacuation plans for families with young children should include helping toddlers understand how to quickly respond in case of fire, and how adults can escape with babies. Prepare ahead of time by practicing your family's fire escape plan, and what to do to be safe when there is a wildfire nearby.

It is important to talk to toddlers and small children at a level that they understand and that does not frighten. Here are a few resources that offer guides and tips for families with young children about fire safety and preparing for a disaster:

- [A Parent's Guide to Fire Safety for Babies and Toddlers](https://www.usfa.fema.gov/prevention/outreach/children.html) : The U.S. Fire Administration's information site for parents and caregivers to help prevent fire death of young children.
<https://www.usfa.fema.gov/prevention/outreach/children.html>

- [Let's Get Ready! Planning Together for Emergencies](https://www.sesamestreet.org/parents/topicsandactivities/toolkits/ready) : Sesame Workshop campaign with tips, activities, and other easy tools to help the whole family prepare for emergencies.
<https://www.sesamestreet.org/parents/topicsandactivities/toolkits/ready>
- [Ready.gov Kids](https://www.ready.gov/kids) : FEMA's site for older kids to prepare and plan for a disaster. Includes safety steps, tips, and games to help children learn about and be ready for an emergency.
<https://www.ready.gov/kids>
- [Smokey Kids](#) : U.S. Forest Service's interactive Smokey Bear site with games, information and resources on how to prevent forest fires.

Preparing Seniors and Disabled Family Members

Seniors and people with disabilities also need special consideration when preparing for a disaster. Below are several resources that help individuals and families with special needs plan and prepare for an event such as a wildfire.

- [Special Populations Fire-Safe Checklist](#) : U.S. Fire Administration's fire safety guide for individuals with special needs to help them protect themselves and their home from fire.
- [Disaster Preparedness for Senior by Seniors](#) : The American Red Cross booklet designed by and for older adults to prepare them for a sudden emergency.
- [Disaster Preparedness for People with Disabilities](#) : American Red Cross Disaster Services booklet with information and resources to help people with physical, visual, auditory, or cognitive disabilities design a personal disaster plan.
- [Emergency Preparedness for People with Disabilities and Other Vulnerable Populations](#) : Inclusive Preparedness Center website with information and resources for emergency planning.
- [Personal Preparedness Guide](#) : Resource site for people with disabilities that gives information on necessary supplies, evacuation procedures and how to assist pets and service animals in the event of a disaster.



Additional Items to Consider Adding to an Emergency Supply Kit:

- Prescription medications and glasses
- Infant formula and diapers
- Pet food and extra water for your pet
- Important family documents such as copies of insurance policies, identification and bank account records in a waterproof, portable container
- Cash or traveler's checks and change
- Emergency reference material such as a first aid book or information from www.ready.gov
- Sleeping bag or warm blanket for each person. Consider additional bedding if you live in a cold-weather climate.
- Complete change of clothing including a long sleeved shirt, long pants and sturdy shoes. Consider additional clothing if you live in a cold-weather climate.
- Household chlorine bleach and medicine dropper – When diluted nine parts water to one part bleach, bleach can be used as a disinfectant. Or in an emergency, you can use it to treat water by using 16 drops of regular household liquid bleach per gallon of water. Do not use scented, color safe or bleaches with added cleaners.
- Fire Extinguisher
- Matches in a waterproof container
- Feminine supplies and personal hygiene items
- Mess kits, paper cups, plates and plastic utensils, paper towels
- Paper and pencil
- Books, games, puzzles or other activities for children

Ready

Prepare. Plan. Stay Informed.



Emergency
Supply List



FEMA

www.ready.gov



Recommended Items to Include In a Basic Emergency Supply Kit:

- Water, one gallon of water per person per day for at least three days, for drinking and sanitation
- Food, at least a three-day supply of non-perishable food
- Battery-powered or hand crank radio and a NOAA Weather Radio with tone alert and extra batteries for both
- Flashlight and extra batteries
- First aid kit
- Whistle to signal for help
- Dust mask, to help filter contaminated air and plastic sheeting and duct tape to shelter-in-place
- Moist towelettes, garbage bags and plastic ties for personal sanitation
- Wrench or pliers to turn off utilities
- Can opener for food (if kit contains canned food)
- Local maps

Through its *Ready Campaign*, the Federal Emergency Management Agency educates and empowers Americans to take some simple steps to prepare for and respond to potential emergencies, including natural disasters and terrorist attacks. *Ready* asks individuals to do three key things: get an emergency supply kit, make a family emergency plan, and be informed about the different types of emergencies that could occur and their appropriate responses.

All Americans should have some basic supplies on hand in order to survive for at least three days if an emergency occurs. Following is a listing of some basic items that every emergency supply kit should include. However, it is important that individuals review this list and consider where they live and the unique needs of their family in order to create an emergency supply kit that will meet these needs. Individuals should also consider having at least two emergency supply kits, one full kit at home and smaller portable kits in their workplace, vehicle or other places they spend time.



SAVE THIS FAMILY COMMUNICATION PLAN

Fill out this form and place it near your telephone where it can easily be found by everyone in your household. Copy the form and keep it in your Emergency Supply Kits. This will allow all family members to have access to this key information in case you get separated.

WHEN WE HAVE TO EVACUATE, WE WILL MEET AT:

OUR OUT-OF-AREA EMERGENCY CONTACT PERSON IS:

Name: _____ Relationship: _____

Home Phone #: _____ Cell Phone #: _____

E-mail: _____

OTHER IMPORTANT NUMBERS ARE:

Emergency 911: _____ Local Police: _____

Local Fire Department: _____ Other: _____

Other: _____ Other: _____

OUR TWO EVACUATION ROUTES ARE (SKETCH ROUTES BELOW):