

# PREPARED, NOT SCARED



## Wildfire Preparation Worksheet and Emergency Evacuation Guide

A Step-by-Step Guide to Preparing and Protecting Your Family,  
Pets and Property from the Threat of Wildfire.  
Including Evacuation Preparation  
and Safety Guidelines

Brought to you by

Fire Safe Council of Santa Cruz County



Cut at Fold, Fill Out this Panel, Post in  
Front Window in Case of Evacuation

### RESIDENT INFORMATION

Contact: \_\_\_\_\_

Residence address: \_\_\_\_\_

Phone 1: \_\_\_\_\_

Phone 2: \_\_\_\_\_

Contact email: \_\_\_\_\_

TOTAL # OF RESIDENTS ON PROPERTY: \_\_\_\_\_

# of residents who evacuated: \_\_\_\_\_

Date: \_\_\_\_\_ Time: \_\_\_\_\_

Name: \_\_\_\_\_

Name: \_\_\_\_\_

Name: \_\_\_\_\_

Name: \_\_\_\_\_

Name: \_\_\_\_\_

NUMBER OF RESIDENTS WHO STAYED: \_\_\_\_\_

Name: \_\_\_\_\_

Name: \_\_\_\_\_

Total # of pets: \_\_\_\_\_

Pets we evacuated: \_\_\_\_\_

Pets we left behind: \_\_\_\_\_

INTENDED EVACUATION DESTINATION: \_\_\_\_\_

Name: \_\_\_\_\_

Location: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

PROPERTY INFORMATION: \_\_\_\_\_

Propane shut-off location: \_\_\_\_\_

Natural gas shut-off location: \_\_\_\_\_

Power/Generator shut-off location: \_\_\_\_\_

Water access: \_\_\_\_\_

Other information: \_\_\_\_\_

photo © Atp/hp - Dreamstime.com

Rev-10-16-19



## What You Can Do Today —Be Prepared—

Step-by-step worksheet to help you prepare for fire season

- Sign up for emergency notices (Code Red at [www.scr911.org](http://www.scr911.org))
- Sign up for Red Cross **Safe and Well** program
- Always keep vehicle gas tanks a minimum of half full
- Fill out **Resident Information** panel (see reverse side)
- Set aside an envelope of cash bills (\$1s, \$5s, \$10s, and \$20s)
- Arrange out-of-state contact—give them your list of contacts; tell family and friends whom to contact for updates
- Plan at least 2 escape routes—practice them with your family
- Scan important documents to portable drive or the Cloud (passports, birth certificates, insurance policies, pink slips, bank accounts, deeds, wills, etc.)
- Review your home insurance policy regularly with your agent
- Check flashlights, head lamps, and walkie-talkies quarterly; keep extra fresh batteries on hand
- Purchase rechargeable ABC fire extinguishers; learn to use
- Show household members gas, electric, and water shut-offs
- Assemble portable emergency first aid kit; learn to use
- Collar, tag, and chip pets (include pet photos in **GO Bag**)
- Collect personal and pet **GO Bags** see sections below
- Learn how to manually open and close your garage door

### GO BAGS - ESSENTIAL ITEMS PREPARED & READY TO GO

- |   |   |
|---|---|
| <input type="checkbox"/> Contact list and area maps                         | <input type="checkbox"/> Extra glasses                        |
| <input type="checkbox"/> Extra cash, bank cards, checks                     | <input type="checkbox"/> Jewelry and easily carried valuables |
| <input type="checkbox"/> Phones and chargers, portable drive with documents | <input type="checkbox"/> Extra car and house keys             |
| <input type="checkbox"/> Whistle—put on key chain                           | <input type="checkbox"/> First aid kit                        |
| <input type="checkbox"/> Clothes, nightwear, toiletries                     | <input type="checkbox"/> Flashlight and batteries             |
| <input type="checkbox"/> Ask your doctor for a set of emergency medications |   |



## Protect Your Home —Home Hardening—

### Home Maintenance

- Clear around structures and keep free of debris
- Keep roof and gutters clean to protect from flammable debris
- Clear vegetation and mulch at least 5 ft away from windows and doors including garage doors
- Keep combustibles elevated off of the garage floor

### Home Improvements

Improvements you can make  
to your home to make it more fire resilient.  
Start from the roof and work down.

- Class A fire-rated roof in good condition
- Install spark arrestors on chimneys and stovepipes
- 1/8" screen in all vents in walls, eaves, roof, and foundation vents to keep embers out of attics, crawl spaces, and basements
- Enclose eaves and overhangs with soffits
- Metal gutters, optional non-combustible leaf guards
- Non-combustible weather stripping on top, sides, and bottom of garage doors
- Dual paned tempered glass windows and fire rated skylights
- Non-combustible exterior walls, shutters, decks, walkways, outside stairs, and fencing
- Driveway gate openings at least 12 ft wide

### PERSONAL PROTECTIVE CLOTHING

- |  |  |
|--|--|
| <input type="checkbox"/> Long sleeved cotton or wool clothes (avoid synthetic fabrics, they can melt and catch fire) | <input type="checkbox"/> Cotton bandana                            |
| <input type="checkbox"/> Heavy soled sturdy shoes  | <input type="checkbox"/> Leather work gloves                       |
| <input type="checkbox"/> Wool cap  | <input type="checkbox"/> Reflective jacket or vest                 |
| <input type="checkbox"/> Eye protection/goggles  | <input type="checkbox"/> Hard hat with head lamp securely attached |
| <input type="checkbox"/> Supply of N95 face masks  | <input type="checkbox"/> Wool blanket                              |



## Protect Your Property —Creating a Defensible Space—

### Zone 0: 0-5 Feet Around Structures \*

- Remove vegetation, plant litter, and overhanging branches
- Hardscape with concrete, brick, gravel, bare dirt, etc.
- No combustible materials (shades, doormats, furniture, woodpiles, BBQs, etc.) in this zone

### Zone 1: 5-30 Feet Around Structures \*

- Paved or gravel driveways, walkways, patios as firebreaks
- Remove dead plants, weeds, and plant litter
- Keep grasses <4 in, space larger plants min. 2x plant height
- Remove ladder fuels, limb 6-10 ft up or 1/3 height of trees
- 10 ft clearance around propane tanks, 30 ft vertical

### Zone 2: 30-100 Feet From Structures \*

- 10 ft clearance around woodpiles
- Remove dead plants, keep grasses 4-12 in tall
- Thin trees and shrubs, leave big gaps between plants

### Zone 3: Driveway and Frontage \*

- 4" reflective metal street numbers on contrasting background
- 12 ft gate openings, 15 ft vertical clearance, 10 ft each side for fire truck access
- Vertical spacing between shrubs and lower tree limbs; cut grasses

\* Minimum distance can be greater if on a slope. The steeper the slope, the greater the distance.

### PETS TO GO

- Food - enough for 3 days
- Medications
- Transports / carriers
- Extra drinking water
- Owner info & pet photos
- Supplies, leashes, toys, sanitation





## Fire Threat Imminent —Preparing to Go—

**Fire is unpredictable—leave as soon as possible!**

- Communications can fail— you may not get an alert.
- Escape routes can quickly become blocked.

### PRACTICE THESE STEPS

If preparing to evacuate, do as many of the steps below as you can.

**Leave if or when you feel threatened!**

- Alert household members and neighbors of threat
- Park vehicles in driveway facing out, put car keys in pocket
- Purse or wallet, contact list, and local maps on car seat
- N95 masks and wool blankets or jackets on car seat
- Close vehicle windows and doors to keep out embers
- Post **Resident Information** panel in front window
- Confirm meeting place and out-of-state contact
- Charge phones and monitor radio / TV
- Contain pets and stock animals in secure locations
- Stage your **GO Bags** and critical electronics near exit
- Sync walkie-talkie channels (if evacuating more than 1 vehicle)
- Set out fire extinguishers (just inside doors—easily visible)
- Close all garage doors, structure doors, windows, and skylights
- Shut fireplace and wood stove flues
- Turn off air conditioners and ceiling fans
- Fill jugs, sinks, and tubs w/ water (put large towels/rags nearby)
- Move flammable curtains and shades away from windows
- Pull furniture and lamps away from windows, leave pathways
- Move door mats, patio furniture, BBQs, and flammable items +30 ft away from structures; close and secure patio umbrellas
- Place metal ladders against structures for firefighter access
- Put shovels, rakes, and clippers +10 ft from home for firefighters
- Place full water buckets outside, especially near decks and fences
- Set out **Evacuation Tools**: chain saw, pry bar, bolt cutter, tow strap
- Connect outside hoses and place spare hose inside house
- Don't leave sprinklers or water running



### IMPORTANT! Practice and time these steps

- Stay calm and stay together!
- Put on optional protective clothing before evacuating

#### Includes:

**hard hat with headlamp, sturdy shoes, goggles, gloves, N95 mask, whistle, bandana; tie back long hair.**

#### Bring extra water bottles!

- Secure pets and livestock into transports / carriers
- Load **GO Bags** into vehicle (see reverse side)
- Load optional **Evacuation Tools** into vehicle (chain saw, pry bar, bolt cutter, tow strap)
- Load **extra water** into vehicle
- Turn on interior and exterior house lights
- Close doors, windows, and skylights, including garage doors, as you leave.
- Post **Resident Information** panel in front window
- Do not lock doors, firefighters may need shelter from flame front
- Confirm meeting place and out-of-state contact w/ everyone
- Choose safest route away from fire
- Confirm escape route (if evacuating more than 1 vehicle)
- Test walkie-talkies (if evacuating more than 1 vehicle)
- Load family and pets into vehicles
- Do final head count**—family and pets
- Tune vehicle radio to local emergency station for evacuation and route information  
AM: KSCO1080  
FM: KBCZ 90.1, KZSC 88.1, KPIG 107.5
- Turn headlights on; turn on car AC; set to recirculate
- Get the Heck Out—the sooner the better!**

**Drive slowly and defensively, be observant. Stay on paved roads, proceed downhill, away from fire if possible.**

### If Trapped in Home-Shelter in Place

- Stay calm and stay together!
- Stay inside—it can be much hotter outside!
- Collect fire extinguishers
- Put wet towels across door bases
- Keep away from outside walls and windows
- Move to end of house farthest from approaching fire
- Protect yourselves with N95 mask and hard hat
- Protect yourselves with wool blanket or jacket
- Stay low to keep cool and avoid smoke inhalation
- Test door surface with back of hand before opening
- Shelter in place until fire has passed or forced to leave
- After fire has passed avoid damaged trees and power lines
- After fire has passed check roof and attic for embers
- Put out any spot fires

### If Trapped in Vehicle

- Stay calm and stay together!
- Park vehicle in open area clear of vegetation
- Stay inside vehicle—it can be much hotter outside. A nearby newer building **may** be a safer shelter
- Protect yourselves with N95 mask and wool hat
- Lie on vehicle floor
- Cover yourselves with wool blanket or jacket
- Remain in vehicle until fire has passed
- If trapped, park vehicle off the road, if possible.

**Evacuate on foot only as a last resort**

### If Trapped on Foot

- Stay calm and stay together!
- Protect yourselves N95 mask and hard hat
- Protect yourselves with wool blanket or jacket
- Shelter in building or behind protective barrier
- Or find level ground clear of vegetation—a depression or ditch is best



The mission of **Fire Safe Council of Santa Cruz County (FSCSCC)** is to educate and mobilize the people of our County to protect their community, homes, and environment from wildfire.

FSCSCC was formed in 2016 as a CA nonprofit 501(c)(3) corporation.

Donations to FSCSCC are fully tax deductible.

✉ info@firesafesantacruz.org