

# READY, SET, GO!

## Create Your Own Action Guide

Now that you've done everything you can to protect your house, it's time to prepare your family. Your **Wildland Fire Action Guide** must be prepared with all members of your household well in advance of a fire. Use these checklists to help you gain a situational awareness of the threat and to prepare your Wildland Fire Action Guide. For more information on property and home preparedness before a fire threat, review the preparedness checklist on the Firewise Communities website, [www.firewise.org](http://www.firewise.org).

## Ready – Preparing for the Fire Threat



### Take Action for Your Community

- Talk to your community members and community association about creating a Community Wildfire Protection Plan (CWPP). Hawaii Wildfire Management Organization can assist with this process.
- Coordinate with local county CERT teams.
- Get to know your neighbors. If there are any elderly or handicapped residents, or others with limited mobility, plan with them on how you can best assist them in the event of a wildland fire.

- Create a **Family Disaster Plan** that includes meeting locations and communication plans and rehearse it regularly. Include in your plan the evacuation of pets and large animals such as horses.
- Have fire extinguishers on hand and train your family how to use them.
- Ensure that your family knows where your gas, electric and water main shut-off controls are and how to use them.
- Plan several different evacuation routes.
- Designate an emergency meeting location outside the fire hazard area.
- Assemble an emergency supply kit as recommended by the American Red Cross ([www.redcross.org](http://www.redcross.org)).
- Appoint an out-of-area friend or relative as a point of contact so you can communicate with family members who have relocated.
- Maintain a list of emergency contact numbers posted near your phone and in your emergency supply kit.
- Keep an extra emergency supply kit in your car in case you can't get to your home because of fire.
- Have a portable radio or scanner so you can stay updated on the fire.
- Have a clear list and easy access location for necessary medications, glasses and other health aids.

# Set – Situational Awareness When a Fire Starts

- Evacuate as soon as you are set! Do not wait for evacuation orders. Get out early - you can always return home if it is safe. This protects you, decreases traffic, and allows firefighters to focus on fire suppression. See more under the “Go” section.
- Alert family and neighbors.
- Dress in appropriate clothing (i.e., clothing made from natural fibers, such as cotton, and work boots). Have goggles and a dry bandana or particle mask handy.
- Ensure that you have your emergency supply kit on hand that includes all necessary items, such as a battery powered radio, spare batteries, emergency contact numbers, and ample drinking water.
- Stay tuned to your TV or local radio stations for updates, or check the fire department Web site.
- Remain close to your house, drink plenty of water and keep an eye on your family and pets until you are ready to leave.

## If You are Trapped: Survival Tips

- Shelter away from outside walls.
- Bring garden hoses inside house so embers don't destroy them.
- Patrol inside your home for spot fires and extinguish them.
- Wear long sleeves and long pants made of natural fibers such as cotton.
- Stay hydrated.
- Ensure you can exit the home if it catches fire (remember if it's hot inside the house, it is four to five times hotter outside).
- Fill sinks and tubs for an emergency water supply.
- Place wet towels under doors to keep smoke and embers out.
- After the fire has passed, check your entire property and extinguish any fires or embers.
- If there are fires that you can not extinguish with a small amount of water or in a short period of time, call 9-1-1.

## Outside Checklist

- Gather up flammable items from the exterior of the house and bring them inside (e.g., patio furniture, children's toys, door mats, etc.) or place them in your pool.
- Turn off propane tanks.
- Don't leave sprinklers on or water running - they can waste critical water pressure.
- Leave exterior lights on.
- Back your car into the driveway. Shut doors and roll up windows.
- Have a ladder available.
- Patrol your property and extinguish all small fires until you leave.
- Seal attic and ground vents with pre-cut plywood or commercial seals if time permits.

## Inside Checklist

- Shut all windows and doors, leaving them unlocked.
- Remove flammable window shades and 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.



# Go – Leave Early

By leaving early, you give your family the best chance of surviving a wildland fire. You also help firefighters by keeping roads clear of congestion, enabling them to move more freely and do their job in a safer environment.

## WHEN TO LEAVE

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Leave early enough to avoid being caught in fire, smoke or road congestion. Don't wait to be told by authorities to leave. In an intense wildland fire, they may not have time to knock on every door. If you are advised to leave, don't hesitate!

## WHERE TO GO

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Leave to a predetermined location (it should be a low-risk area, such as a well-prepared neighbor or relative's house, a Red Cross shelter or evacuation center, motel, etc.). Your local Community Wildfire Protection Plan will also have locations listed.

## HOW TO GET THERE

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Have several travel routes in case one route is blocked by the fire or by emergency vehicles and equipment. Choose an escape route away from the fire.

## WHAT TO TAKE

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Take your emergency supply kit containing your family and pet's necessary items.



## EMERGENCY SUPPLIES

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The American Red Cross recommends every family have an emergency supply kit assembled long before a wildland fire or other emergency occurs. Use the checklist below to help assemble yours. For more information on emergency supplies, visit the American Red Cross Web site at [www.redcross.org](http://www.redcross.org).

- Three-day supply of water (one gallon per person per day).
- Non-perishable food for all family members and pets (three-day supply).
- First aid kit.
- Flashlight, battery-powered radio, and extra batteries.
- An extra set of car keys, credit cards, cash or traveler's checks.
- Sanitation supplies.
- Extra eyeglasses or contact lenses.
- Important family documents and contact numbers.
- Map marked with evacuation routes.
- Prescriptions or special medications.
- Family photos and other irreplaceable items.
- Easily carried valuables.
- Personal computers (information on hard drives and disks).
- Chargers for cell phones, laptops, etc.

Note: Keep a pair of old shoes and a flashlight handy in case of a sudden evacuation at night.

# READY, SET, GO!

## For Large Landowners & Land Managers



## Ready

### Prepare Your Family, Employees, and Visitors

- Go through the previous guidelines (pgs. 12-14) with your family in addition to this section.
- Have at least two exits for your headquarters and primary residence for your evacuation plan.
- If you have a GPS device, pre-program it with multiple escape routes.
- Keep an emergency supply kit in all ranch and personal vehicles.

### Prepare Your Animals

- Create a livestock evacuation plan.
- Ensure proper registering and branding of livestock.
- Establish a back-up plan for feeding livestock if grazing land is destroyed by fire.

### Know Your Area's Conditions

- Track the weather daily. Take note of changing conditions.
- If the weather is too dry: close the area, avoid risky equipment operations, or driving over dry vegetation. Fires can start by simply idling your car over grass. Make sure all vehicles' catalytic converters are in working order.

### Prepare Your Property

- Create and maintain firebreaks (vegetation removed down to bare, mineral soil) each year prior to fire season around pastures and structures. This will allow access for suppression. The width of the firebreaks should be at least 3x the fuel height.
- Reduce vegetation and remove combustible material around all structures.
- When selecting for understory vegetation (below trees), choose those that are less fire-prone and don't dry out quickly, and those that don't create ladder fuels.
- Prioritize assets by assessing the risk and value of each and the effort it would take to protect them.
- Maintain your equipment (power tools, mowers, catalytic converters, etc.) Make sure working spark arrestors are installed and maintained on equipment.
- Reinforce fences with metal posts, if applicable.
- Create a safe zone clear of all vegetation for equipment.
- Clear vegetation around fuel tanks and other highly combustible equipment.
- Create a fire pre-plan for your property that includes insights from your fire department and wildland fire experts. Discuss your plan and property specifics with local firefighters ahead of time. (See pre-plan insert on next page).

# For Large Landowners & Land Managers

## Set

### Your Family, Employees, and Visitors

- Follow guidelines from page 13.
- Alert family, ranch hands, field workers, or anyone else who is on your property.
- Make sure you have a contact list or meeting location coordinated ahead of time to ensure everyone's safety.

### Your Animals

- Hook up your stock trailer and load your animals.
- Unlock and open gates so livestock can escape flames and firefighters can gain access.
- Close all barn doors so horses and livestock will not go into a burning building.

### Your Property

- Follow guidelines from page 13.
- Move equipment into a safe zone that is clear of combustible fuels.
- Close all doors, windows, and turn on exterior/interior lights in barns and other structures.
- Shut off gas supply and propane tanks.

#### Catch the Fire Before it Burns Out of Control

Have suppression tools & methods available on site:

- Fire extinguisher
- Phone on site
- Water
- Keys to the dozer
- Fire tools

## Go

- Follow guidelines from page 14.
- Ensure all people have safely evacuated.
- Stay in communication with fire operations. Ask questions, offer assistance, and give permission. Your invaluable knowledge of the area will prove useful for firefighters who are there to help protect your land and resources. Fire crews can then run an operation that meets your needs as well as theirs.

### Pre-Plan: Ensure Firefighters Have Access

- Make sure address posts are clearly visible and marked in contrasting colors.
- Keep copies of gate keys and a written list of combinations in a known location.
- Make sure your property is properly mapped out and that your county fire department has a copy of the map.
- Maintain roads far in advance of fire season. Make sure there is enough room for fire trucks to drive through and that large turn-outs for emergency vehicles are available. Hazards to look out for include: overhanging trees, low power lines, bridges with weight restrictions, boggy areas, and rural residence internal fencing.
- Establish "safety zones" (large areas free of vegetation and other hazardous conditions for firefighters to retreat to).
- Maximize water source access and availability (hydrants, ditches, reservoirs, water tanks, etc.). Ensure pumps and hoses are available and that the size and type of outlets are standard fittings.
- If you would like to offer your equipment (water, tank, tractor) for firefighting, make arrangements and contacts prior to use for proper tracking and reimbursement.

Post in a location where **every** member of your family can see it, such as on the fridge or front door.

# Our Family's Wildland Fire Action Guide

Well before fire danger is **HIGH**, prepare your family and residence for potential wildfires. Monitor your local media for the latest information on any incident, and make certain your mobile phones have "In Case of Emergency" (ICE) information loaded.

**Our family members will call this out-of-area/state contact to report that we are safe:**

Name: \_\_\_\_\_ Phone number(s): \_\_\_\_\_

Pre-program this into cell phones. Keep it current. Make sure the person agrees to be available/responsive.

**If separated and unable to access our home or neighborhood, our family will meet at this safe location:**

Primary: \_\_\_\_\_

Secondary: \_\_\_\_\_

**If our children are in school during an emergency, they will be evacuated to this/these locations:**

School 1: \_\_\_\_\_

Child(ren): \_\_\_\_\_ School Contact Info: \_\_\_\_\_

School's Evacuation Protocol: \_\_\_\_\_

School 2: \_\_\_\_\_

Child(ren): \_\_\_\_\_ School Contact Info: \_\_\_\_\_

School's Evacuation Protocol: \_\_\_\_\_

**Our emergency go-bag is located:** \_\_\_\_\_

**Essential items to grab before leaving (medication, glasses, etc.):** \_\_\_\_\_

**We will do this with our pets:** \_\_\_\_\_

Our pet emergency go-kit (food, water, bowl, leash, crate, etc.) is located: \_\_\_\_\_

**Neighbors/others in our area we have agreed to help or check on during an emergency or evacuation:**

Name: \_\_\_\_\_ Address: \_\_\_\_\_ Phone: \_\_\_\_\_

How we have agreed to assist and/or make sure they are ok: \_\_\_\_\_

Name: \_\_\_\_\_ Address: \_\_\_\_\_ Phone: \_\_\_\_\_

How we have agreed to assist and/or make sure they are ok: \_\_\_\_\_

## Local Fire Department Information Numbers (Circle the appropriate contact)

Hawaii (County) Fire Dept.  
(808) 932-2912



Honolulu Fire Dept.  
(808) 723-3473



Maui Fire Dept.  
(808) 876-4690



Kauai Fire Dept.  
(808) 241-4985



### Safety Tip

Remember to **PRACTICE** your evacuation plan each year with your family, and keep it up to date!

# Emergency Plan Notes

Use the space below to add any additional information to your family's evacuation plan.

## Off-island plans during fire season? Plan ahead!

If you are a seasonal resident or property owner, or if you know you will be away, it is critical that you take personal responsibility for your property and the safety of those who may occupy it during your absence. Unmitigated hazards on your property can significantly affect an entire neighborhood, especially adjacent homes and yards. Remember, if an ember lands and ignites a fire on your property, that fire can easily spread and threaten additional lives and homes within the community, whether you are physically present or not. It is up to you to ensure your home, yard, and property are READY at all times.

### Essential preparedness actions for part-time and traveling residents:

#### **1. Ensure your vegetation and structures will be managed and maintained to withstand embers and mitigate wildfire ignition and spread while you are away.**

Keeping your yard lean (via strategic, Firewise planting methods and trimmed grasses and trees), green (meaning watered and alive, not dry or dead), and clean (regularly maintained, no debris or leaf piles) applies all year long. What is your property and vegetation maintenance plan? How will you know if your plan is successfully occurring?

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#### **2. Create a wildfire information packet for any seasonal or temporary guests who will be staying at your property, familiarizing yourself with all potential evacuation routes and how they may have changed over the year.**

Introduce your guests to neighbors that may need their help evacuating. Who are those neighbors, in which houses do they live, and what are their contact numbers? Where can guests find your emergency supplies box or evacuation go-bag?

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#### **3. Be a good neighbor. Be active in your community, even if you only consider yourself a part-time or seasonal resident.**

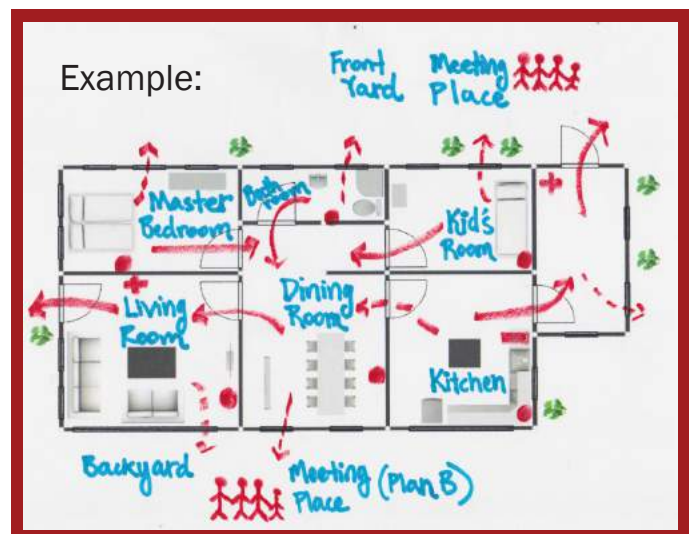
Get to know your neighbors and provide your contact information to them, so that you can work together to find solutions to unexpected risks or hazards within the community, particularly any stemming from your property or that may endanger your property while you are away.

Post in a location where **every** member of your family can see it, such as on the fridge or next to a phone.

# Our Family's Home Evacuation Plan

Draw a floor plan or map of your home with the space provided below:

- Show all doors and windows.
- Mark two ways out of each room with arrows (1st choice: solid and 2nd choice: dotted).
- Mark all smoke alarms in the house with a ● .  
Mark all fire extinguishers with a ■ .
- Mark your emergency kit with a + . Keep kits close to your 2 main exits.
- Pick and mark a main meeting place (and a backup alternative) outside the house where everyone can meet, away from any hazards.
- Remember to practice your plan at least twice a year.







# READY, SET, GO!



## Residential Safety Checklist Tips To Improve Family and Property Survival During A Wildland Fire

<b>Home</b>	<b>Yes</b>	<b>No</b>
1. Does your home have a metal, composition, or tile (or other non-combustible) roof with capped ends and covered fascia?	<input type="checkbox"/>	<input type="checkbox"/>
2. Are the rain gutters and roof free of leaves, needles and branches?	<input type="checkbox"/>	<input type="checkbox"/>
3. Are all vent openings screened with 1/8 inch (or smaller) mesh metal screen?	<input type="checkbox"/>	<input type="checkbox"/>
4. Are approved spark arrestors on chimneys?	<input type="checkbox"/>	<input type="checkbox"/>
5. Does the house have non-combustible siding material?	<input type="checkbox"/>	<input type="checkbox"/>
6. Are the eaves "boxed in" and the decks, lanai, and/or pier-and-posts enclosed?	<input type="checkbox"/>	<input type="checkbox"/>
7. Are the windows made of at least double-paned or tempered glass?	<input type="checkbox"/>	<input type="checkbox"/>
8. Are the decks, porches, lanai, and other similar areas made of non-combustible material and free of easily combustible material (e.g. plastic furniture)?	<input type="checkbox"/>	<input type="checkbox"/>
9. Is all firewood at least 30 feet from the house?	<input type="checkbox"/>	<input type="checkbox"/>

<b>Defensible Space</b>	<b>Yes</b>	<b>No</b>
1. Is dead vegetation cleared 100 feet from the house? (Consider adding distance due to slope of property.)	<input type="checkbox"/>	<input type="checkbox"/>
2. Is there separation between shrubs?	<input type="checkbox"/>	<input type="checkbox"/>
3. Are ladder fuels removed?	<input type="checkbox"/>	<input type="checkbox"/>
4. Is there a clean and green area extending at least 30 feet from the house?	<input type="checkbox"/>	<input type="checkbox"/>
5. Is there a non-combustible area within five feet of the house?	<input type="checkbox"/>	<input type="checkbox"/>
6. Is there separation between trees/tree clusters?	<input type="checkbox"/>	<input type="checkbox"/>

<b>Emergency Access</b>	<b>Yes</b>	<b>No</b>
1. Is the home address visible from the street?	<input type="checkbox"/>	<input type="checkbox"/>
2. Is the home address made of fire-resistant materials?	<input type="checkbox"/>	<input type="checkbox"/>
3. Are street signs present at every intersection leading to the house?	<input type="checkbox"/>	<input type="checkbox"/>
4. Are street signs made of fire-resistant materials?	<input type="checkbox"/>	<input type="checkbox"/>
5. Is flammable vegetation within 10 feet of the driveway cleared and are overhanging obstructions removed?	<input type="checkbox"/>	<input type="checkbox"/>
6. If a long driveway is present, does it have a suitable turnaround area?	<input type="checkbox"/>	<input type="checkbox"/>

*--This is a high value resource--  
Please pass this on to others  
instead of throwing in the trash.  
It could save a life or home!*

Ready, Set, Go!  
[www.wildlandfireRSG.org](http://www.wildlandfireRSG.org)  
Hawaii Wildfire  
Management Organization  
[www.hawaiiwildfire.org](http://www.hawaiiwildfire.org)



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