



***Be Prepared! The 24-Hour Clock Guide***

***The Essentials & Your Treasures!***

When you receive a 24-hour evacuation notice (or less), swift action is critical!

With a little planning, you can be ready to go and safe!

An emergency "Go Bag" ready beforehand, with Essential items is critical! All family members must know the location and contents of the Go Bag(s)!

**Essential Items for a 24-Hour Evacuation Notice**

**1. Personal & Medical Necessities:**

- ✓ Go Bag: A pre-packed bag containing essentials like prescriptions, important documents, chargers, and a list of contacts is highly recommended.
- ✓ Medications: Include at least a 7-day supply of all necessary prescription medications and any essential medical devices.
- ✓ Vision Care: Pack extra glasses or contact lenses and solution.
- ✓ Basic First Aid: A kit with essential supplies for minor injuries is a good idea.
- ✓ Change of Clothing: Pack a minimum of three changes of clothes, including warm layers and sturdy shoes.
- ✓ Sanitation: Include masks (preferably N95 or P100) hand sanitizer, wipes, and basic toiletries.

**2. Important Documents:**

- ✓ Identification: Driver's licenses, passports, and other forms of identification are essential.
- ✓ Financial Records: Copies of insurance policies, bank account information, credit cards, and some cash are critical.
- ✓ Family Documents: Birth certificates, marriage certificates, and other important family records should be included.
- ✓ Medical Records: Keep a list of medications, allergies, and contact information for healthcare providers.
- ✓ Digital Copies: Back up critical documents and irreplaceable items electronically on a password-protected external hard drive or cloud storage.



***Be Prepared! The 24-Hour Clock Guide - Evacuate by the Hour Guide & Plan  
The Essentials & Your Treasures!***

**Essential Items for a 24-Hour Evacuation Notice - *continued***

**3. Communication & Navigation:**

- ✓ Cell Phone & Charger: Essential for staying connected.
- ✓ Portable/Emergency Charger: Crucial in case of power outages.
- ✓ Battery-Powered Radio: For receiving essential updates.
- ✓ Extra Batteries: For flashlight, radio, and other devices.
- ✓ Maps: Include evacuation routes and important locations.

**4. Additional Items:**

- ✓ Food and Water: A 3-day supply of non-perishable food and water (1 gallon per person per day).
- ✓ Blankets/Sleeping Bags: For warmth and comfort.
- ✓ Sentimental Items: Easily portable valuables and irreplaceable mementos.
- ✓ REMEMBER FAMILY MEMBERS WITH PAWS!

*Pet Supplies: Food, water, medications, and necessary carriers for your pets.*

***PLEASE REMEMBER!***

- Evacuate Immediately: Do not delay departure once an evacuation is recommended or ordered.
- If your instincts tell you to leave, then leave, even if you have not received a notice!
- Prioritize Safety: Your safety and the safety of your family and pets are paramount.
- Stay Informed: Follow instructions from local authorities and monitor news updates.



***Be Prepared! The 24-Hour Clock Guide - Evacuate by the Hour Guide & Plan***

***The Essentials & Your Treasures!***

**Your Family Treasures & Emergency Evacuation Notice**

In an emergency, you cannot take everything with you. You must take the Essentials, but what about the family treasures, photos, keepsakes that are your lifetime. How do you decide what to take?

In an emergency, there is no time and, our focus is on getting to safety; minutes can be life or death.

What to do? Plan NOW with a clear mind and heart...

**Step 1: Household Inventory**

- ✓ Review your house room by room for your family treasure, keepsakes, and photos; make a list of all the things that are important to you and your family.

✓ ***Remember!***

You do want to have a household inventory for insurance purposes; a household inventory will help with many tasks during and after an emergency.

**Step 2: Prioritize the Inventory**

- ✓ Review the list (preferably after a day or two – give yourself some distance)
- ✓ Anything you really don't need or want? Remove it from the list!
- ✓ Anything you should add? Add it on to your list!

**Step 3: The 24-Hour Clock**

- ✓ Now, you are going to use the 24-hour clock and create a list of items to gather based upon the time you have to evacuate: Notice of 24 hours, 12 hours, 9 hours, 6 hours, 3 hours and 1 hour. See the next page for the breakdown and plan!



*Be Prepared! The 24-Hour Clock Guide - Evacuate by the Hour Guide & Plan*

## *The Essentials & Your Treasures!*

### **Your Family Treasures & Emergency Evacuation Notice - *continued***

#### **Step 3: The 24-Hour Clock**

- ✓ Using the 24-hour clock, you are going to take your “treasures inventory” and assign the item to the Evacuation Hour. Example: Family Photos: List under 1 Hour Evacuation
- ✓ If needed, assign a color dot to each evacuation hour, and label the item with the corresponding color dot.
- ✓ Imagine: You just received a 24-hour evacuation notice; you simply go to your Evacuation by the Hour Guide and follow your guider quickly and efficiently












*Be Prepared! The 24-Hour Clock Guide - Evacuate by the Hour Guide & Plan*

## *The Essentials & Your Treasures!*

**Your Family Treasures & Emergency Evacuation Notice - *continued***

### Step 3: The 24-Hour Clock - Continued










### Step 4: The 24-Hour Clock

- ✓ Make 2 copies of your *Evacuate by the Hour Guide & Plan*; keep one in with your Emergency Kit and the other in a common place (desk, kitchen drawer, etc.)
- ✓ Save onto a Flash Drive and keep with your binder for easy annual updates.