

Ready, Set, Go!

YOUR PERSONAL WILDFIRE ACTION PLAN



Santa Fe County



Emergency
Management



Ready, Set, Go!

Saving Lives and Property
through Advance Planning



This publication was prepared by the International Association of Fire Chiefs' RSG! Program and the U.S.D.A Forest Service, U.S. Department of the Interior, and the U.S. Fire Administration. This guide has been customized by the Santa Fe County Fire Department. Special thanks to Texas A&M Forest Service for providing portions of the guide.

To learn more about the Ready, Set, Go! Program and its partners, visit www.wildlandfireRSG.org.

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The fire season is now a year-round reality in many areas, requiring firefighters and residents to be on heightened alert for the threat of wildland fire throughout the year.

Each year, wildland fires consume hundreds of homes in the Wildland Urban Interface (WUI). Studies show that as many as 80 percent of the homes lost to wildland fires could have been saved if their owners had only followed a few simple fire-safe practices. In addition, wildland-fire related deaths occur because people wait too long to leave their homes.

Your fire department takes every precaution to help protect you and your property from wildland fire. However, the reality is that in a major wildland fire, there will simply not be enough fire engines or firefighters to defend every home.

Successfully preparing for a wildland fire requires **you** to take personal responsibility for protecting yourself, your family and your property. In this publication, we hope to give you the tips and tools you need to prepare and be successful.

The Ready, Set, Go (RSG)! Program works in collaboration with existing wildland fire public education efforts. RSG is brought to you in partnership with the fire service, and amplifies the common goal we all share for wildland fire preparedness. Visit us at www.wildlandfireRSG.org to learn more about becoming prepared.

Community Wildfire Readiness (CWR) provides local residents, fire and emergency responders, business owners, builders, civic groups and leaders, and local officials the tools, resources, guidance, and support to prepare for the threat of wildland fire. CWR resources help to create a collaborative community where all parties are involved in successfully adapting to their wildland fire challenge. Visit www.iafc.org/CWR for resources and more information.

Fire is, and always has been, a natural occurrence in the wildland. Our brush-covered hills, canyons and forests burned periodically long before we built homes there. Wildland fires, fueled by a build-up of dry vegetation and driven by seasonal hot, dry winds, are extremely dangerous and impossible to control. However, many residents have built their homes and landscaped without fully understanding the impact a fire could have on them, and few have adequately prepared their families for a quick evacuation.

It's not a question of *if* but *when* the next major wildland fire will occur. That's why the most important person in protecting your life and property is not the firefighter, but you. Through advance planning and preparation, we can all be ready for wildland fire. We hope you find the tips in the next pages helpful in creating heightened awareness and a more fire-safe environment for you and your family.

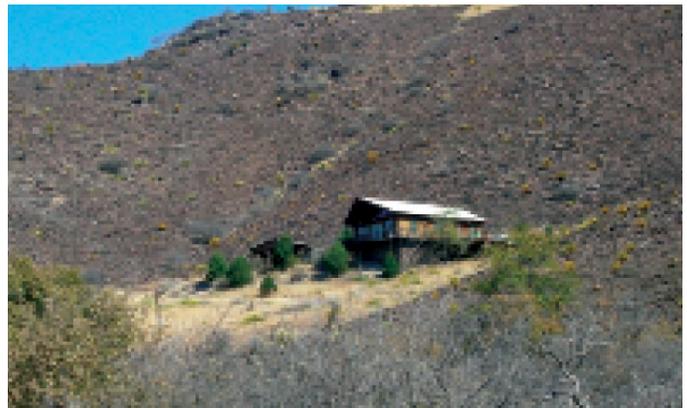
Living in the Wildland-Urban Interface and the Ember Zone

Ready, Set, Go! begins with a house that firefighters can defend.

Defensible space works!

If you live next to a dense vegetation area, the Wildland-Urban Interface (WUI), you should provide firefighters with the defensible space they need to protect your home. Create a buffer zone by removing weeds, brush, and other vegetation. This helps keep the fire away from your home and reduces the risk from flying embers.

A home within one mile of a natural area is considered a part of an ember zone, where wind-driven embers can be a risk to your property. You and your home must be prepared well before a fire occurs. Ember fires can destroy homes or neighborhoods far from the actual front of the fire.



Consider This

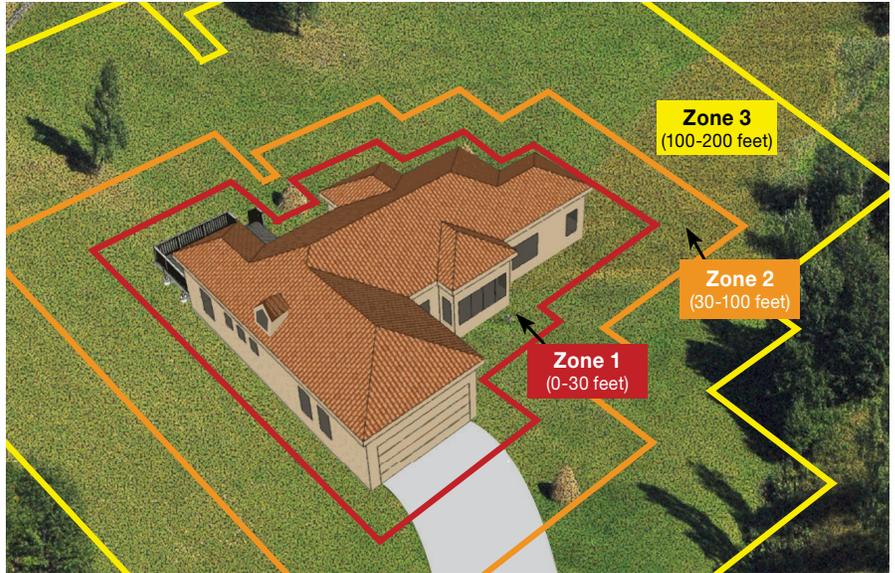
Unmanaged vegetation between and around homes increases the risk of wildland fire spreading throughout the community, and endangering lives and property. Pre-fire planning, fuels management, and sufficient fuel breaks allow firefighters the space they need to keep fire from entering the community.

Create Defensible Space

Defensible space is the space between a structure and the wildland area that, under normal conditions, creates a sufficient buffer to slow or halt the spread of fire to a structure. It protects the home from igniting due to direct flame or radiant heat. Defensible space is essential to help protect a structure during a wildland fire.

Defensible space is made up of three zones around your home; Zone 1: 0-30ft, Zone 2: 30-100ft, and Zone 3: 100-200ft.

Follow the advice under each zone to help protect your home.



Zone 1

This zone, which consists of an area of 0 to 30 feet around the structure, features the most intense modification and treatment. This distance is measured from the outside edge of the home's eaves and any attached structures, such as decks.

Do not plant directly beneath windows or next to foundation vents. Frequently prune and maintain plants in this zone to ensure vigorous growth and a low growth habit. Remove dead branches, stems, and leaves. Do not store firewood or other combustible materials in this area. Enclose or screen decks with metal screening. Extend gravel coverage under the decks. Do not use areas under decks for storage.

Prune low-lying branches (ladder fuels that would allow a surface fire to climb into the tree) and any branches that interfere with the roof or are within 10 feet of the chimney. In all other areas, prune all branches of shrubs or trees up to a height of 10 feet above ground (or 1/3 the height, whichever is the least).

Zone 2

This zone features fuel reduction efforts and serves as a transitional area between Zones 1 and 3. The size of Zone 2 depends on the slope of the ground where the structure is built. Typically, the defensible space should extend at least 100 feet from the structure. Remove stressed, diseased, dead, or dying trees and shrubs. Thin and prune the remaining larger trees and shrubs. Be sure to extend thinning along either side of your driveway all the way to your main access road. These actions help eliminate the continuous fuel surrounding a structure while enhancing home site safety and the aesthetics of the property. Keep grass and wildflowers under 8 inches in height. Regularly remove leaf and needle debris from the yard.

Zone 3

This area extends from the edge of your defensible space to your property boundaries. The healthiest forest is one that has multiple ages, sizes, and species of trees where adequate growing room is maintained over time, so maintain a distance of at least 10 feet between the tops of trees. Remove ladder fuels, creating a separation between low-level vegetation and tree branches to keep fire from climbing up trees. A greater number of wildlife trees can remain in Zone 3, but regularly remove dead trees and shrubs. Ensure trees in this area do not pose a threat to power lines or access roads.

Ladder Fuels

Ladder fuels allow the fire to climb from the surface fuels into the upper portion of the tree. They can be eliminated by increasing horizontal and vertical separation between vegetation.



Ready, Set, Go!

Now that you've done everything you can to protect your house, it's time to prepare your family. Your Wildland Fire Action Plan must be prepared with all members of your household well in advance of a fire.

Use these checklists to help you prepare your Wildland Fire Action Plan. Each family's plan will be different, depending on their situation. Rehearse your plan with your entire family regularly.

GET READY | Prepare Your Family

- Create a **Family Disaster Plan** that includes meeting locations and communication plans and rehearse it regularly. Include the evacuation of large animals, such as horses, in your plan.
- Have fire extinguishers on hand and teach 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 and practice several different evacuation routes.
- Pre-program your GPS device with multiple escape routes, visibility may be low.
- Designate an emergency meeting location outside the fire hazard area.
- Assemble an emergency supply kit as recommended by the American Red Cross. Keep an extra kit in your vehicle.
- Appoint an out-of-area friend or relative as a point of contact so you can communicate with family members.
- Maintain a list of emergency contact numbers 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 conversation with your family; what are you going to do for the most likely emergencies to occur in your community. From this conversation create your family disaster plan.
- Your family disaster plan should assume all cellular phone service will be down.
- Invest in a battery operated AM radio as well as a desk top weather alert radio.



GET SET | As the Fire Approaches

- Monitor fire weather conditions and fire status. See www.inciweb.nwcg.gov. Stay tuned to your TV or local radio stations for updates.
- Evacuate as soon as you are 'set!'
- 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 a lot of drinking water.
- Remain close to your house, drink plenty of water, and ensure your family and pets are accounted for until you are ready to leave.
- Close all windows and doors, leaving them unlocked.

INSIDE CHECKLIST, IF TIME ALLOWS

- Close all windows and doors, leaving them unlocked.
- Remove all shades and curtains from windows. Move furniture to the center of the room, away from windows and doors.
- Turn off pilot lights and air conditioning.
- Leave your lights on so firefighters can see your house under smoky conditions.



OUTSIDE CHECKLIST, IF TIME ALLOWS

- Bring combustible items from the exterior of the house inside (e.g., patio furniture, children's toys, door mats, etc.) If you have a pool, place combustible items in the water.
- Turn off propane tanks and other gas at the meter.
- Don't leave sprinklers on or water running. They can effect critical water pressure.
- Leave exterior lights on.
- Back your car into the driveway to facilitate a quick departure. Shut doors and roll up windows.
- Have a ladder available.
- Patrol your property and extinguish all small fires until you leave.
- Cover attic and ground vents with pre-cut plywood or commercial seals if time permits.

SURVIVAL TIPS: IF YOU ARE TRAPPED

- Stay in your home until the fire passes. Shelter away from outside walls.
- Bring garden hoses inside house so embers and flames do not destroy them.
- Look for spot fires and extinguish if found inside house.
- 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 roof and extinguish any fires, sparks or embers. Check the attic as well.
- If there are fires that you cannot extinguish, call 9-1-1.

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

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 ever advised to leave, don't hesitate! Do not wait for an Official Evacuation Notice - if you feel threatened, leave immediately.

Please understand that Evacuation Shelters (if activated) will take several hours to be fully operational. These shelters are staffed by volunteers.

WHERE TO GO

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.)

WHAT TO TAKE

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

HOW TO GET THERE

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



EMERGENCY SUPPLIES LIST

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 www.redcross.org/get-help.

- Three-day supply of water (one gallon per person per day).
- Non-perishable food for all family members and pets (3 day supply) and a can opener.
- First aid kit and sanitation supplies. Dust mask or bandana.
- Flashlight, battery-powered radio, and extra batteries.
- An extra set of car keys, credit cards, cash or traveler's checks.
- Extra eyeglasses, contact lenses, prescriptions and medications.
- Important family documents and contact numbers including insurance documents.
- Map marked with evacuation routes.
- Easily carried valuables and irreplaceable items.
- Personal electronic devices and chargers.

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



Tour a Wildland Fire Prepared Home

Inside: Keep working fire extinguishers on hand. Install smoke alarms on each level of your home and near bedrooms. Test them monthly and change the batteries twice a year.

Home Site and Yard: Ensure you have at least a 100-foot radius of defensible space (cleared vegetation) around your home. Note that even more clearance may be needed for homes in severe hazard areas. This means looking past what you own to determine the impact a common slope or neighbors' yard will have on your property during a .

Cut dry weeds and grass before noon when temperatures are cooler to reduce the chance of sparking a fire.

Landscape with fire-resistant plants that have a high moisture content and are low-growing.

Keep woodpiles, propane tanks and combustible materials away from your home and other structures such as garages, barns and sheds.

Ensure that trees are far away from power lines.

Address: Make sure your address is clearly visible from the road and constructed of noncombustible materials. Reflective numbering is recommended.

Roof: Your roof is the most vulnerable part of your home because it can easily catch fire from wind-blown embers. Homes with wood-shake or shingle roofs are at high risk of being destroyed during a wildland fire.

Use a Class A fire-rated roof covering, such as composition shingles, metal or tile, when roofing or re-roofing. Block any spaces between roof decking and covering to prevent ember intrusion.

Clear pine needles, leaves and other debris from your roof and gutters.

Cut any tree branches within ten feet of your roof.

Vents: Vents on homes are particularly vulnerable to flying embers.

All vent openings should be covered with 1/8-inch or smaller metal mesh. Do not use fiberglass or plastic mesh because they can melt and burn.

Attic vents in eaves or cornices should be baffled or otherwise protected to prevent ember intrusion (mesh is not enough).

Windows: Heat from a wildland fire can cause windows to break even before the home ignites. This allows burning embers to enter and start internal fires. Single-paned and large windows are particularly vulnerable.

Install dual-paned windows with the exterior pane of tempered glass to reduce the chance of breakage in a fire.

Limit the size and number of windows in your home that face large areas of vegetation.

Walls: Wood products (such as boards, panels or shingles) and vinyl are common siding materials. However, they are combustible and not good choices for fire-prone areas.

Consider building or remodeling with ignition-resistant or noncombustible building materials such as brick, cement, masonry, or stucco.

Be sure to extend materials from foundation to roof.



Garage: Have a fire extinguisher and tools such as a shovel, rake, bucket and hoe available for fire emergencies.

Install weather stripping around and under the vehicle access door. This will reduce the intrusion of embers. If the garage is attached to the home, install a solid door with self-closing hinges between living areas and garage. Do not store combustibles and flammable liquids near combustion equipment (e.g. hot water heater).

Driveways and Access Roads: Driveways should be designed to allow fire and emergency vehicles and equipment to reach your house.

Access roads should have a minimum 10-foot clearance on either side of the traveled section of the roadway and should allow for two-way traffic.

Ensure that all gates open inward and are wide enough to accommodate emergency equipment.

Trim trees and shrubs overhanging the road to a minimum of 13 1/2 feet to allow emergency vehicles to pass.

Non-Combustible Fencing: Make sure to use non-combustible fencing to protect your home during a wildland fire.

Non-Combustible Boxed In Eaves: Box in eaves with non-combustible materials to prevent accumulation of embers.

Rain gutters: Screen or enclose rain gutters to prevent accumulation of plant debris.

Water Supply: Have multiple garden hoses that are long enough to reach any area of your home and other structures on your property. If you have a pool or well, consider a pump.

Chimney: Cover your chimney and stovepipe outlets with a non-flammable screen of 1/4-inch wire mesh or smaller to prevent embers from escaping and igniting a fire.

Make sure that your chimney is at least 10 feet away from any tree branches.

Deck/Patio Cover: Use heavy timber or non-flammable construction material for decks.

Enclose the underside of balconies and decks with fire-resistant materials to prevent embers from blowing underneath.

Keep your deck clear of combustible items, such as baskets, dried flower arrangements and other debris.

Making Your Home Fire Resistant

Harden your home

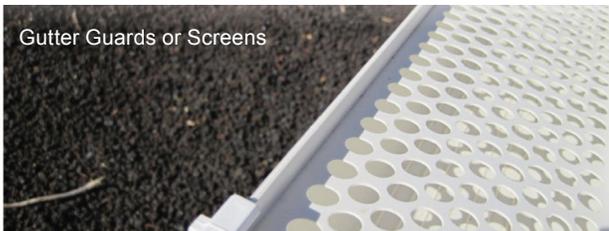
Construction materials and the quality of the defensible space surrounding the structure are what increases the chance of survival in a wildland fire. Embers from a wildland fire will find the weak spot in your home's fire protection scheme and can easily catch because of small, overlooked, or seemingly inconsequential factors. Below are some measures you can take to safeguard your home.



BALCONIES and DECKS

Embers can collect in or on combustible surfaces, or beneath decks and balconies, igniting the material and entering the home through walls or windows.

To harden your home even further, consider protecting your home with a residential fire sprinkler system. In addition to extinguishing a fire started by an ember that enters your home, a sprinkler system can help protect you and your family year-round from any home fire.



ROOFS

Roofs are the most vulnerable surface where embers land because they become lodged and can start a fire. Roof valleys, open ends of barrel tiles, and rain gutters are all points of entry.



EAVES

Embers can gather under open eaves and ignite combustible material.



VENTS

Embers can enter the attic or other concealed spaces and ignite combustible materials. Vents in eaves and cornices are particularly vulnerable, as are any unscreened vents.



WALLS and FENCING

Combustible siding or other combustible/overlapping materials provide surfaces and crevices for embers to nestle and ignite. Combustible fencing can become engulfed, and if attached to the home's sidings can carry the fire right to the home.



WINDOWS and DOORS

Embers can enter gaps in doors, including garage doors. Plants or combustible storage near windows can be ignited from embers and generate heat that can break windows and/or melt combustible frames.

My Personal Wildland Fire ACTION PLAN

Write up your Wildland Fire Action Plan and post it in a location where every member of your family can see it. Rehearse it with your family.

During high-fire-danger days in your area, monitor your local media for information and be ready to implement your plan.

Hot, dry, and windy conditions create the perfect environment for a wildland fire.

IMPORTANT PHONE NUMBERS

Out-of-Area Contact _____ Phone: _____

Work _____

School _____

Other _____

EVACUATION ROUTES

1 _____

2 _____

3 _____

WHERE TO GO

LOCATION OF EMERGENCY SUPPLY KIT(S)

NOTES

Contact your local fire department for more tips to prepare before a wildland fire.

Ready, Set, Go!

Create Your Own Wildland Fire Action Plan Ranchers and Rural Residents



PREPARE YOUR ANIMALS

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

PREPARE YOUR PROPERTY

- Establish and maintain firebreaks around pastures and structures.
- Create defensible space around all structures.
- 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.

Get Ready | Prepare Before a Fire

- Create a **Family Disaster Plan** that includes meeting locations and communication plans and rehearse it regularly. Include in your plan the evacuation of 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.
- Pre-program your GPS device with multiple escape routes, as visibility may be low.
- Designate an emergency meeting location outside the fire hazard area.
- Assemble an emergency supply kit as recommended by the American Red Cross.
- 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 conversation with your family; what are you going to do for the most likely emergencies to occur in your community? From this conversation create your family disaster plan.
- Your family disaster plan should assume all cellular phone service will be down.
- Invest in a battery operated AM radio as well as a desk top weather alert radio.



GET SET | As the Fire Approaches

YOUR PROPERTY

- Open/unlock gates so livestock can escape flames.
- Hook up your stock trailer and load your animals.
- Close all gates behind horses if they cannot be loaded; they WILL run back into a burning building.
- Move equipment into a safe zone that is clear of combustible fuels.
- Close all doors and windows and turn on exterior/interior lights in barns and other structures.
- Shut off gas supply and propane tanks.



YOUR FAMILY

- Be ready to go at a moment's notice.
- Alert family and ranch hands.
- Dress in appropriate clothing (i.e. cotton, work boots, goggles, dry bandana, gloves, Nomex).
- Ensure you and your family have separate emergency kits in case you get separated.
- Monitor the radio or Internet for fire updates or call your wildland urban interface specialist.
- Stay hydrated.



Communicate with fire personnel before fire season begins.

- Contact your local fire department to coordinate firefighting on your property.
- Keep copies of gate keys and a written list of combinations in a known location.
- If you would like to offer possible water sources on the property for firefighting please coordinate with fire department.

GO! | Leave Early

Evacuate your family, pets, livestock and cherished possessions to a safe area and monitor for updates.

Do not wait for an Official Evacuation Notice. If you feel threatened, leave immediately.

Please understand Evacuation Shelters (if activated) will take several hours to be fully operational. These shelters are staffed by volunteers.

Nothing you own is worth your family members' lives.



Offer knowledge of your area to fire crews. Your knowledge of access roads, location of structures, location of water sources, fence lines and geography of the land can prove helpful to fire crews who may not be familiar with the area.

Communicate with fire operations. Ask questions, offer assistance, give permission. Chances are if a fire is on your ranch, fire crews will need to be in contact with you. Be patient and understand that there are many moving parts to a fire operation. Sometimes decisions require communication between several stakeholders and may take longer than you are accustomed to.

Don't panic or jump to conclusions. Firefighters and ranchers have the same goals when a fire occurs - to protect lives, property and livelihoods. Grazing areas and stored hay can be a costly loss for ranchers. By offering your knowledge and communicating with fire operations, fire crews can run an operation effectively and efficiently while protecting what is important to you.

Important Contact Information

Preparing for the devastation of wildland fire on your ranch can protect your family, property and livelihood. If the time comes for you to leave your headquarters or homestead behind, you will want to know that you have done everything possible ahead of time to prevent costly losses.

The local and state contacts below can assist your efforts.



Non-Emergency contact numbers

Santa Fe County Fire Department (SFCFD)	(505) 992-3070
Santa Fe City Fire Department (SFFD)	(505) 955-3110
SFCFD Fire Prevention /Wildland Division	(505) 992-3070
Santa Fe County Sheriff's Office	(505) 986-2455
Santa Fe City Police	(505) 955-5010
Town of Edgewood Police Department	(505) 281-5717
Santa Fe Regional Emergency Communications Center (RECC)	(505) 428-3710
Animal Shelter – City and County	(505) 983-4309
New Mexico State Forestry	(505) 476-3325
American Red Cross (Santa Fe)	(505) 424-1611



Residential Safety Checklist

Tips To Improve Family and Property Survival During A Wildland fire

DEFENSIBLE SPACE

1. Is dead vegetation cleared to the recommended defensible space area? (Consider adding distance due to slope of property.)
2. Is there separation between shrubs?
3. Are ladder fuels removed?
4. Is there a clean and green area extending at least 30 feet from the house?
5. Is there a non-combustible area within five feet of the house?
6. Is there separation between trees and crowns?

YES **NO**

HOME

1. Does your home have a metal, composition, or tile (or other non-combustible) roof with capped ends and covered fascia?
2. Are the rain gutters and roof free of leaves, needles and branches?
3. Are all vent openings screened with 1/8 inch (or smaller) mesh metal screen?
4. Are approved spark arrestors on chimneys?
5. Does the house have non-combustible siding material?
6. Are the eaves "boxed in" and the decks enclosed?
7. Are the windows made of at least double-paned or tempered glass?
8. Are the decks, porches and other similar areas made of non-combustible material and free of easily combustible material (e.g. plastic furniture)?
9. Is all firewood at least 30 feet from the house?

YES **NO**

EMERGENCY ACCESS

1. Is the home address visible from the street?
2. Is the home address made of fire-resistant materials?
3. Are street signs present at every intersection leading to the house?
4. Are street signs made of fire-resistant materials?
5. Is flammable vegetation within 10 feet of the driveway cleared and are overhanging obstructions removed?
6. If a long driveway is present, does it have a suitable turnaround area?

YES **NO**

For More Information

Santa Fe County Fire Department
www.santafecountynm.gov/fire

Santa Fe City Fire Department
http://www.santafenm.gov/fire_department

Register for Emergency Communication Notifications
 Please Visit www.SantaFe911.onthealert.com to enter the Self-Registration Portal and provide the desired information.

American Red Cross
www.redcross.org/

New Mexico State Forestry
www.emnrd.state.nm.us/SFD/index.html

My Personal Wildland Fire ACTION PLAN

Residential Safety Checklist

Tips To Improve Family and Property Survival During A Wildland Fire

Ready

Get ready

- Dispose of or relocate combustible material from around your home.
- Trim trees & bushes allowing ample space between your home & landscape vegetation.

Set

Be prepared

- Arrange your 'Go-Kit' with prescription medication, emergency supplies, important documents, and other essential items.
- Create your own action plan; involve your family & practice exit plans from the home & neighborhood frequently.
- Be sure you're familiar with local emergency notification systems & evacuation systems.

Go!

Act early

- Get your 'Go-Kit' and leave well before the threat approaches following a planned accessible route.
- Stay aware of the situation and follow your plan.
- Cooperate with local authorities during evacuation & re-entry processes.

Ready, Set, Go!

www.wildlandfireRSG.org



FEMA

IAFC's Community Wildfire Readiness initiatives and associated programs are funded. *In cooperation with the USDA Forest Service In accordance with Federal law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, or disability. (Not all prohibited bases apply to all programs).* To file a complaint alleging discrimination, write USDA, Director, Office of Civil Rights, 1400 Independence Avenue, SW, Washington DC 20250-9410 or call toll free voice (866) 632-9992, TDD (800)877-8339, or voice relay (866) 377-8642. USDA is an equal opportunity provider and employer.

