



## Emergency Evacuation Guide

### *What Can I Do Before an Emergency?*

**Schedule** a Defensible Space Survey for your property and follow the recommendations. Contact the CPHA Landscape Technicians at 303-814-1345 for information.

**Formulate** and practice an Emergency Plan with your family. Where will you meet in case of evacuation? Be sure your children or anyone needing assistance know to contact Emergency Services at 303-688-6447 for help.

**Put** together an emergency evacuation kit; spare car keys, flashlight/battery powered radio and extra batteries, first aid kit, non-perishable food items, prescription medication, spare eye glasses.

**Coordinate** with your neighbors to help with the evacuation of children and pets in case an evacuation is ordered while you are not at home.

**Insure** Emergency Services has current information such as emergency phone numbers, alarm codes, location of roof sprinkler valves.

**Make** a video or take pictures of valuables and either make a written or voice record of each item. Store this information away from your home.

### *What to Do When You Have Been Notified to Prepare to Evacuate!*

**Fill** your evacuation vehicle with fuel. Park the vehicle in the garage and disconnect the automatic garage door opener in case you lose power.

**Determine** where separated family members will meet. Contain your pets, especially cats since they will hide if they sense danger.

**Gather** important documents and items you want to take with you such as medication, health insurance cards, purse/wallet, insurance cards, blank checks, glasses, pictures, family heirlooms, cell phones, toiletries, flash light/battery, radio and extra batteries.

**Connect** hoses to outside spigots, lean a ladder on the opposite side of the house from the approaching fire. Place shovels, rakes, etc. near the ladder so firefighters can see them and use them if needed.

**Remove** lace, nylon, or light material drapes and curtains, move overstuffed furniture away from windows. *Keep windows closed.*

**Turn** on exterior lights. Do not tie up your emergency notification phone line.

**Remove** combustible items from around the outside of your house.

***You Have Been Told to  
Evacuate.  
“It’s Time to Go Now!”***

**Evacuation Checklist**

- Medication
- Health Insurance Cards
- Insurance Papers
- Tax Papers
- Birth Certificates
- Legal Documents
- Credit Cards
- Check Books
- Prescription Glasses
- Family Heirlooms
- Toiletries
- Change of Clothing
- Pet Food, Leashes
- Cell Phone
- Computer Files
- PDA/Address Book

**When You Leave**

- Leave your front door **unlocked.**
- **Do not** arm your security system
- Leave a note taped to your front door of how to contact you. **Also, tie a white towel to your front door so we know you have evacuated.**
- Follow directions of emergency personnel.
- Monitor local news, Castle Pines Village web site and Comcast Channel 22 for information.
- Notify your insurance agent as soon as possible.

***Resources for Information  
Castle Pines Village***

**Village Web Site/Information Channel**

[www.castlepinesvillage.org](http://www.castlepinesvillage.org)  
Channel 22 on Comcast Cable

**Castle Pines Emergency Services**

Phone 303-688-6447  
Fax 303-688-4992  
General Mgr. 303-814-1345  
Metro District 303-688-8330

**Douglas County Sheriff**

Emergency Number 911  
Non-Emergency 303-660-7500  
Web Site [www.douglas.co.us](http://www.douglas.co.us)

**South Metro Fire District**

Emergency Number 911  
Non-Emerg. 720-488-7200  
Web Site [www.southmetro.org](http://www.southmetro.org)

**Douglas County Schools**

Administration 303-387-0100  
Transportation 303-387-0407



**For An Actual  
Emergency  
Call 911**

**Be Prepared  
Be Aware  
Stay Alive!**