



## Checklist: Preparing your business for wildfire season

Complete a wildfire site assessment for your buildings and outlying property to determine exposures and controls

### Develop a Wildland Fire Emergency Response Plan

Monitor weather conditions, red flag warning services and stay connected to your local EMS

- The National Weather Service
- InciWeb
- Local EMS websites

Establish criteria for mandatory evacuation of your facility

Maintain primary and secondary emergency communication system and phone tree

Stock emergency kits, including emergency food and water

Develop list of critical third-party resources and emergency vendors

Establish a meeting location and develop plan for accounting for all employees

Maintain egress options for guests and employees

If instructed to evacuate by local officials, do so immediately



### Develop a pre-evacuation building preparation plan

Remove any remaining combustible materials from around buildings

Shut down HVAC systems

Conduct any equipment shutdown procedures

Close all doors and windows to buildings

Apply covers to all air intakes on buildings

Check that all automatic fire systems are in service and fuel tanks are full

Shut off all utilities not needed including gas and propane tanks

Turn on all exterior lighting

Disconnect all automatic door openers





## Checklist: Preparing your business for wildfire season

### Develop a pre-fire season property management plan

- Develop a hot work program with seasonal restrictions or additional permitting required and postpone any non-essential hot work activities
- Consider working with fire management consulting and sub-contractors, and property insurance carriers
- Develop a facility, roof and gutter inspection, and maintenance plan
- Check accessibility of site by emergency services
- Conduct regular inspections and clean up of combustibles located on site
- Clearly mark all driveway entrances to your facility including the name of the company and the address
- Evaluate all building openings and cover with 2 mm mesh to prevent embers from entering the building including HVAC and other roof openings
- Remove all combustible materials at least 20 feet from buildings
- Evaluate machinery for proper shut down procedures
- Close valves on any flammable liquid systems
- Consider installation of exterior sprinkler systems if warranted



### Develop a defensible space brush management plan

- Create firebreak around buildings at least > 200ft from nearest building
- Create natural fire breaks in landscaping
- Conduct brush maintenance frequency based on conditions
- Seasonality of brush maintenance
- Work with neighboring properties to coordinate brush and tree maintenance
- Clear all brush and trees at least 10 feet from any propane tanks



### Develop a defensible space tree management plan

- Remove trees within 30 feet of buildings
- Remove trees or branches that overhanging buildings
- Develop a tree maintenance schedule
- Reduce or remove overlapping trees (15 feet between tree crowns)
- Work with arborists on a tree health maintenance plan
- Remove limbs within 15 feet off the ground





## Checklist: Preparing your business for wildfire season

### Develop a community fire safety program

- Work with neighboring property owners to coordinate fire response, and brush and tree maintenance
- Work with local emergency services to evaluate your location and provide recommendations
- Work with local power company to clear branches from power lines
- Coordinate with local and regional non-profit fire resources such as NFPA's Firesafe
- Develop primary and back up communication channels for emergencies
- Develop and implement off site phone answering service



### Insurance considerations

- Coordinate with your property carrier risk control engineering staff on engineering and property site assessments, and follow recommendations
- Maintain inventory of all equipment and comprehensive details of physical assets
- Review replacement cost values for property and assess possible financial needs for business continuity
- Work with your insurance broker to check coverages



### Recovery and long-term considerations

- Develop a Business Continuity and Resumption Plan
- Consider facility access restrictions for days to weeks and develop contingency plan for prolonged site isolation
- Develop and maintain relationships with vital subcontractors for site clean up and restoration
- Upon site re-entry check on fire protection systems
- Prioritize clean up

