

Wildfire Preparedness Checklist

Understand Your Risk

- Assess the wildfire risk in your area
- Check local wildfire history & vulnerability

Develop a Wildfire Preparedness Plan

- Create a business continuity plan
- Identify essential personnel and roles during emergencies
- Plan for remote operations if necessary

Protect Your Property

- Clear vegetation and debris from at least 30 feet from buildings
- Trim trees to keep branches at least ten feet from structures
- Install fire resistant roofing and siding materials if possible
- Seal gaps around windows, doors, and eaves
- Install mesh screens on vents to prevent ember intrusion
- Check fire hydrant and water supplies
- Clean roof and gutters of debris and vegetation

Emergency Supplies & Equipment

- Stock emergency supplies
- Ensure fire extinguishers are accessible & employees know how to use them
- Maintain backup power sources
- Keep emergency contact information readily available

Employee Safety & Training

- Create a wildfire evacuation plan and conduct drills
- Review and distribute an employee communication plan
- Ensure emergency listings are up to date (fire, police, hospitals, water & gas, insurance company, restoration partner)
- Create and maintain a supply list (battery operated radios, flashlights, additional chargers & batteries, water, food and first aid supplies)

Insurance & Documentation

- Review insurance coverage for wildfire related damage (are buildings & contents insured to value, etc.)
- Keep an update of inventory of business assets. (Take photos and videos of interior and exterior assets)
- Store copies of critical documents in a fire proof & water proof location and back up data

Stay Informed

- Monitor local alerts and wildfire warnings.
- Sign up for emergency notification systems in your area.



24-Hour Emergency Services: 877.730.1948