

CHECKLIST | WILDFIRE PREPAREDNESS

Presented by Conrey Insurance Brokers

Wildfires are a common occurrence throughout the United States. Over the past 10 years, there was an average of 67,000 wildfires annually and an average of 7 million acres burned per year. These fires can be particularly dangerous for property owners, as just one fire can spread quickly and level entire businesses. As such, it's important for organizations to be proactive when it comes to fire protection.

BEFORE A FIRE	
Place fire extinguishers in strategic locations, especially near loading docks and waste collection areas. Inspect these fire extinguishers on a regular basis and ensure they are well-maintained.	<input type="checkbox"/>
Train employees on fire safety, including how to use fire extinguishers properly. Teach employees about the importance of good housekeeping and maintenance.	<input type="checkbox"/>
Consider installing a water tank or hoses in and around your building. These devices can help you control small fires until emergency personnel can arrive.	<input type="checkbox"/>
Create a buffer between your building and potential fire hazards. Remove dead plants and trees. For living vegetation, trim and space out trees and shrubs.	<input type="checkbox"/>
Consider installing noncombustible roof coverings. This can include things like clay and concrete tile, slate, fiber cement, and metal shingles and panels. Also, consider using aluminum, steel or copper gutters.	<input type="checkbox"/>
Consider installing fire-resistant exterior wall cladding.	<input type="checkbox"/>
Keep an eye on your local news and official fire announcements to help keep track of wildfires.	<input type="checkbox"/>
Develop and implement plans for how you will communicate during a fire.	<input type="checkbox"/>
Plan for how, when and where to evacuate employees if a wildfire threat exists. You can do this by establishing an evacuation plan. Hold evacuation drills regularly so all employees are familiar with evacuation routes and routines.	<input type="checkbox"/>
Keep emergency supplies on hand, including flashlights, battery-powered radios, extra batteries, first-aid kits, nonperishable foods and bottled water.	<input type="checkbox"/>
Back up important documents. Use fire-resistant safes to store sensitive documents, or move them off-site altogether.	<input type="checkbox"/>
Develop a business continuity plan.	<input type="checkbox"/>
Establish relationships with contractors who can help you remediate the effects of a wildfire should one affect your property.	<input type="checkbox"/>
Review your insurance policies and ensure you have the proper coverage in place.	<input type="checkbox"/>

This checklist is merely a guideline. It is neither meant to be exhaustive nor meant to be construed as legal advice. It does not address all potential compliance issues with federal, state or local standards. Consult your licensed commercial property and casualty representative at Conrey Insurance Brokers or legal counsel to address possible compliance requirements. © 2019 Zywave, Inc. All rights reserved.

DURING A FIRE	
Adhere to all wildfire announcements and evacuation orders.	<input type="checkbox"/>
Turn on all of your interior lights. This can help improve visibility should your building fill with smoke.	<input type="checkbox"/>
Close all doors and windows, but do not lock them. Shut off gas meters, pilot lights and propane tanks.	<input type="checkbox"/>
Shut down any air-handling systems.	<input type="checkbox"/>
Go to your predetermined shelter area if you don't have time to evacuate.	<input type="checkbox"/>
Mark your position clearly so rescue workers can easily spot you.	<input type="checkbox"/>

AFTER A FIRE	
Check with local fire officials before returning to your facility.	<input type="checkbox"/>
Assess the damage, taking photos as needed.	<input type="checkbox"/>
Contact your insurance provider and insurance broker.	<input type="checkbox"/>
Work with contractors to evaluate the cost of repairs. Prioritize these repairs, and check to see if your insurance covers any of the damages.	<input type="checkbox"/>