

# Wildfire

## PROCEDURES

Wildfires can start easily and spread quickly, threatening your practice location or home and safety before you have time to consider a reaction.

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.



### Wildfire Plan:

- Keep track of updates. Closely follow alerts in the area from federal alert systems, local or state wildfire websites, and threat intelligence systems.
- It's important to keep in mind that employees may need time to prepare their homes and attend to their families.
- Close windows, vents, doors and blinds. The fire's reach can be limited by closing windows, vents, door and blinds.
- Shut off gas, pilot lights and propane tanks. Turning off the gas supply and other gas sources can prevent feeding the fire.
- Turn on all lights. Lights should be left on so firefighters can see the building under dark and smoky conditions.
- Shut off heating, ventilation and air conditioning (HVAC) systems. HVAC systems should be turned off to prevent outside smoke from entering the building and causing preventable damage.
- Move flammable items inside. Pallets, tables, chairs, benches, outdoor equipment, signage, inventory and other loose items must be moved inside.
- **Follow evacuation warnings. Evacuation must take place as soon as it is deemed unsafe to stay; employees and others must not wait to receive an emergency notification if threatened by a fire. Otherwise, they should be prepared to follow evacuation warnings from local officials.** Employees should be sure to take a safety kit and lock up the property. If unable to evacuate, people should stay inside, away from outside walls, and leave doors unlocked in case firefighters need to access the area.

# CHECKLIST

## BEFORE, DURING AND AFTER A WILDFIRE

<b>BEFORE A FIRE</b>	
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"/>
<b>DURING A FIRE</b>	
Adhere to all wildfire announcements and evacuation orders.	<input type="checkbox"/>
Turn on all 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"/>
<b>AFTER A FIRE</b>	
Check with local fire officials before returning to your facility.	<input type="checkbox"/>
Assess the damage, taking photos as needed.	<input type="checkbox"/>
Risk Management to file an insurance claim	<input type="checkbox"/>
Document losses with photos and videos.	<input type="checkbox"/>
Track all costs associated with the claims process.	<input type="checkbox"/>