

Preparing Facilities for Wildfire Season

**Develop an Emergency Response Plan for Wildfire Season**

* Monitor weather conditions, red flag warning services and stay connected to your local EMS
  + The National Weather Service <https://www.weather.gov/>
  + Local EMS Websites <https://www.sonomacountyfd.org/>
  + CalFire <https://www.fire.ca.gov/>
  + Nixle <https://www.nixle.com/>
  + Sonoma County Emergency <https://socoemergency.org/>
* Establish criteria for mandatory evacuations of your facility
* Maintain primary and secondary emergency communication systems and phone trees
* Stock emergency kits, including emergency food and water
* Develop list of critical third-party resources and emergency vendors
* Establish a meeting location an develop plans for accounting of all employees
* Maintain egress options for guests and employees

**Develop a Pre-Evacuation Building Preparation Plan**

* Remove any remaining combustible materials form 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
* Shut off all utilizes not needed including gas and propane tanks
* Turn on all exterior lighting
* Disconnect all automatic door openers

**Develop a Pre-Fire Season Property Management Plan**

* 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 (weeds, trash, grasses, leaves)
* Clearly mark all driveway entrances to your facility including clearly marked 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
* Remove trees within 30 feet of buildings
* Remove trees or branches that overhang buildings
* Develop a tree maintenance schedule
* Remove limbs within 15 feet off the ground
* 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
* Obtain vital vendor contact info for site clean-up and restoration

**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
* Prioritize clean up
* Upon site re-entry inspect fire protection systems to ensure proper operation

Please contact your RESIG Team for further assistance and resources.

Loss Prevention

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Property and Liability

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