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| **Wildfire Preparedness Checklist** |
| The purpose of this checklist is to provide guidance while assessing a facility or organization  for potential wildfire exposures and prepare and prevent losses from wildfires. |

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| **LOCATION** | **NAME** | **DATE** | **TIME** |
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| **CATEGORY:** | **Building Preparedness & Fire Resistance** | | | |
| **REQUIREMENTS** | | **MEETS** | | **COMMENTS** |
| **YES** | **NO** |
| Roofing materials are fire-resistant. | |  |  |  |
| Debris from roofs and gutters has been  removed. | |  |  |  |
| Vital records are preserved by installing  fireproof vaults and/or filing cabinets. | |  |  |  |
| Arrange off-site storage for digital files. | |  |  |  |
| Set standards for the construction of future facilities, and upgrades to present facilities, using fire resistant materials (especially  roofing). | |  |  |  |
| Maintain up to date inventories of contents in  entity facilities (lists, pictures, videotapes). | |  |  |  |
| Install notice on entrances to facilities where hazardous material is stored. | |  |  |  |
| Repair or replace any loose or missing roof  tiles or shingles to prevent ember penetration | |  |  |  |
| Install 1/8-inch metal mesh screens over  vents in eaves, attic vents or other openings to prevent ember penetration. | |  |  |  |
| Repair or replace any loose or damaged  window screens or broken windows. | |  |  |  |
| Consider installing shutters or  screen or box-in areas below patios and decks with wire mesh to prevent debris and  combustible materials from accumulating. | |  |  |  |

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| Move any flammable materials away from wall exteriors, including mulch, flammable  plants, leaves and needles. |  |  |  |

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| **CATEGORY:** | **Immediate Zone: 0 to 10 feet from the facility** | | | |
| **REQUIREMENTS** | | **MEETS** | | **COMMENTS** |
| **YES** | **NO** |
| No combustible vegetation within five feet of  outside perimeter of facilities (use decorative rock or fire-resistant landscaping) | |  |  |  |
| Remove any dead leaves or branches that  may blow into area. | |  |  |  |
| Never store firewood in this area. | |  |  |  |
| Tree branches should not extend into this  area or over the roof. | |  |  |  |
| Move propane tanks to intermediate zone. | |  |  |  |

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| **CATEGORY:** | **Intermediate Zone: 10 to 30 feet from the facility** | | | |
| **REQUIREMENTS** | | **MEETS** | | **COMMENTS** |
| **YES** | **NO** |
| Trim tree branches to a height of 10 feet, thin trees so there are at least 10 feet between crowns, allowing greater spacing for highly sloped areas. | |  |  |  |
| Remove any diseased, dead, or dying trees and shrubs. | |  |  |  |
| Store firewood at least 30 feet from facility and no combustible vegetation within 10 feet  of woodpile. | |  |  |  |
| Clear vegetation from under large stationary  propane tanks. | |  |  |  |
| Create fuel breaks with driveways,  walkways/paths, patios, and decks. | |  |  |  |

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| Keep lawns and native grasses mowed to a  height of four inches. |  |  |  |
| Remove ladder fuels (vegetation under trees) so a surface fire cannot reach the crowns.  Prune trees up to six to 10 feet from the  ground; for shorter trees do not exceed 1/3 of the overall tree height. |  |  |  |
| Space trees to have a minimum of 18 feet between crowns with the distance  increasing with the percentage of slope. |  |  |  |
| Tree placement should be planned to ensure the mature canopy is no closer than 10 feet  to the edge of the structure. |  |  |  |
| Tree and shrubs in this zone should be limited to small clusters of a few each to break up the  continuity of the vegetation across the landscape. |  |  |  |

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| **CATEGORY:** | **Extended Zone: 30-100 feet from facility** | | | |
| **REQUIREMENTS** | | **MEETS** | | **COMMENTS** |
| **YES** | **NO** |
| Dispose of heavy accumulations of ground  litter/debris. | |  |  |  |
| Maintain tree and shrub health. Remove dead  plant and tree material. | |  |  |  |
| Remove small trees growing between  mature trees. | |  |  |  |
| Remove vegetation adjacent to storage sheds  or other outbuildings within this area. | |  |  |  |
| Trees 30 to 60 feet from the facility should  have at least 12 feet between canopy tops. | |  |  |  |
| Trees 60 to 100 feet from the facility should  have at least six feet between the canopy tops. | |  |  |  |
| Limit the storage of firewood. | |  |  |  |
| Leave biggest and best trees; remove  diseased, dead, and dying trees (especially near power lines and fire access roads) and shrubs. | |  |  |  |

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| **CATEGORY:** | **Prevention** | | | |
| Wildfires can be started by several different means. Below is a list of common causes to  review and evaluate those which are present in your area. | | | | |
| **REQUIREMENTS** | | **MEETS** | | **COMMENTS** |
| **YES** | **NO** |
| Lightning and coal seam fires: Remove the accumulations of natural fuels and debris  from high hazard areas. Install fire breaks as appropriate. | |  |  |  |
| Campfires: Follow any provincial and federal restrictions. Restrict open fires (including outdoor grills/barbeques) to permit-only or ban open flames altogether; install fire breaks (roads and paths) in and around campgrounds; conduct routine patrols; establish ordinances and penalties. | |  |  |  |
| Smoking: Grade and/or mow grass and weeds on shoulders along roads; remove the accumulation of natural fuels and debris from ditches; install fire breaks; install warning signs indicating fire danger along roads sides; and install signs advising of penalties for  causing a wildfire. | |  |  |  |
| Trash, field, and ditch burning: Restrict to  permit-only or ban the activity via ordinance. Have the local fire department monitor permitted burns. | |  |  |  |
| Arson: Increase security patrols; secure  abandoned facilities; remove accumulation of natural fuels and debris; mow grass and weeds; establish a neighborhood watch program; communicate the penalties for  violations. | |  |  |  |
| Vehicles and equipment: Inspect and  maintain vehicles and equipment; do not stop  or park running or hot vehicles in tall  grass/weeds; install adequate size and class of fire extinguishers in all vehicles; train personnel in fighting developing wildfires, remove the accumulation of natural fuels and debris near liquid fueling stations. | |  |  |  |
| Railroads: Remove the accumulation of natural fuels and debris near tracks; install  fire breaks (roads and paths) in and along high hazard areas. | |  |  |  |
| Fireworks: Follow any provincial and federal restrictions. Consider banning or restricting the use of fireworks; communicate penalties for non-compliance; conduct patrols; establish ordinances. Contract out firework displays and include hold harmless and indemnification language in the contract. | |  |  |  |
| Airports: Remove the accumulation of natural fuels and debris near runways, ramps and buildings; keep grass/weeds mowed near runways and fueling stations. Require proper grounding and bonding procedures when  fueling. | |  |  |  |
| Structural Fires: Communicate the need for property owners to remove the accumulation of natural fuels and debris around structures and keep weeds/grass mowed short; install  fire breaks in wooded areas. | |  |  |  |
| Electrical Lines: Tree branches are trimmed  back from electrical lines. Brush and other combustible materials are kept clear from the area around electrical lines. | |  |  |  |

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| **CATEGORY:** | **Evacuation** | | | |
| **REQUIREMENTS** | | **MEETS** | | **COMMENTS** |
| **YES** | **NO** |

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| Test warning system(s) for citizens. Review evacuations route(s) and procedures. |  |  |  |
| Establish communication plan for staff,  emergency personnel and the media. |  |  |  |
| Identify items which should be relocated from  at-risk facilities. |  |  |  |
| Develop an employee accountability plan to ensure all employees are located during and  after the evacuation. |  |  |  |

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| **CATEGORY:** | **Business Continuity** | | | |
| **REQUIREMENTS** | | **MEETS** | | **COMMENTS** |
| **YES** | **NO** |
| Identify critical operations such as water and  wastewater treatment facilities, which must be maintained during an emergency. | |  |  |  |
| Identify the most valuable buildings and infrastructures to protect (prioritize) – water  and wastewater facilities, high value buildings, hospitals, fuel storage tanks, etc. | |  |  |  |
| Establish processes to continue critical  operations during an evacuation. | |  |  |  |
| Develop list of equipment and resources for each employee to take home or to another  location to ensure continuity of operations. | |  |  |  |
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| **CATEGORY:** | **Employees** | | | |
| **REQUIREMENTS** | | **MEETS** | | **COMMENTS** |
| **YES** | **NO** |
| Employees are encouraged to develop their own evacuation and emergency preparedness  plans at home. | |  |  |  |
| Smoke conditions in employee work areas are  monitored to ensure smoke is not causing health conditions. | |  |  |  |

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| **CATEGORY:** | **Community Preparedness** | | | |
| **REQUIREMENTS** | | **MEETS** | | **COMMENTS** |
| **YES** | **NO** |
| Coordinate and sponsor municipal/neighborhood clean ups to remove  combustible vegetation and debris piles, Christmas trees, etc. | |  |  |  |
| Implement a program which helps reduce community wildfire risk. | |  |  |  |
| Conduct annual emergency drills for the  community, including entity facilities. Include  evacuation scenarios due to wildfires and other hazards. | |  |  |  |
| Establish a wildfire prevention campaign in the community. Include procedures for the  early reporting of wildfires. | |  |  |  |

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| **CATEGORY:** | **Imminent Danger of Wildfire** | | | |
| **REQUIREMENTS** | | **MEETS** | | **COMMENTS** |
| **YES** | **NO** |
| Implement emergency and evacuation procedures for staff and citizens, as necessary. | |  |  |  |
| Cancel all non-essential activities. | |  |  |  |
| Activate your Emergency Operations Centre Assemble key personnel. Establish  communications systems. | |  |  |  |
| Gather important entity records (such as equipment inventories, accounts payable and receivable records, bank account numbers, as-built drawings, historical records, computer tapes, etc.) and move to safe  location. | |  |  |  |
| Leave notes on exterior doors as to date and time facility was evacuated, and where  temporary operations are being set up. | |  |  |  |
| Leave information on fire equipment, electrical shut offs, breakers, and major hazards (hazardous chemicals, radiation sources, etc.) at facility on door. Determine  whether to turn off main electrical and gas (natural gas, propane, etc.) supply to facility. | |  |  |  |
| Close all doors and windows but consider  leaving doors unlocked for firefighters. | |  |  |  |
| Take all wireless/handheld communication  devices with you during evacuation. | |  |  |  |
| Activate the Incident Command  System/Centre. | |  |  |  |
| Notify law enforcement and/or fire department of completed evacuation, if not ordered by one of these departments. | |  |  |  |
| Relocate to temporary site. Set up communications. Perform essential duties. Keep in touch with Emergency Operations Center and Incident Command Centre for latest information. Be prepared to relocate  to alternative site if wildfire threatens existing facility. | |  |  |  |

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| **CATEGORY:** | **Fire Department** | | | |
| **REQUIREMENTS** | | **MEETS** | | **COMMENTS** |
| **YES** | **NO** |
| Ensure fire personnel are trained and equipped to fight wildfires and that  equipment is available. | |  |  |  |
| Inspect and maintain fire hydrants; ensure  adequate water pressure to fight a fire. | |  |  |  |
| Ensure fuel supplies for emergency vehicles,  equipment and generators are adequate. | |  |  |  |
| Establish and/or update Mutual Aid  Agreements with other public entities. | |  |  |  |
| Review staff responsibilities for fighting  wildfires and coordinating an evacuation. | |  |  |  |