



BE WILDFIRE READY A guide to help you protect your property from wildfire.

Business Pre-Evacuation Checklist

When wildfire threatens, follow these last-minute steps to reduce damage to your business.

1. STAY SAFE, MONITOR CONDITIONS AND GET ALERTS FOR YOUR AREA

- Always evacuate if you feel it is unsafe to stay. DO NOT wait to receive an emergency notification if you feel threatened by a fire.
- Download the FEMA App and receive real-time alerts from the National Weather Service for up to five locations nationwide.
- Sign up for community alerts in your area and be aware of the Emergency Alert System (EAS) and Wireless Emergency Alert (WEA), which require no sign up.

2. IF WILDFIRE MAY BE NEARBY, PUT YOUR BUSINESS CONTINUITY PLAN (OFB-EZ) INTO ACTION

- Begin last-minute preparations. Note that employees may need time to prep their homes as well.

3. KNOW YOUR EVACUATION ZONE

- You may have to evacuate quickly. Know your community's emergency response plan and have a plan for where to go.
- Follow instructions from local authorities. They will provide the latest recommended routes for leaving your location.

4. SHUT OFF GAS SUPPLY TO YOUR COMMERCIAL PROPERTY

- It's standard practice by emergency response to shut off the gas supply to prevent feeding a fire. Doing so yourself reduces risks to your structure.

5. COVER VENTS

- If your vents are easily accessible and you do not have metal mesh covers, a lightweight noncombustible material (such as sheet metal) can be installed. These covers should be removed once the fire and ember threat passes.

6. MOVE FLAMMABLE INVENTORY INSIDE

- Move pallets, tables and chairs, benches, outdoor equipment, signage, inventory, and loose items inside.

7. CLOSE DOORS AND WINDOWS

- Shut all interior and exterior doors and windows and leave them unlocked.
- Close commercial garage doors all the way.

8. SHUT OFF HVAC

- This will help prevent outside smoke from entering the building and causing preventable damage.

9. LEAVE YOUR PROPERTY EASILY SEEN AND ACCESSIBLE FOR FIREFIGHTERS

- Leave your lights on so firefighters can see your building under smoky conditions.
- Open your gate(s).
- Do not leave landscape sprinklers on. It can negatively affect water pressure.

10. EVACUATE

- Evacuate immediately if authorities tell you to do so.