



RISK MANAGEMENT

WILDFIRE ACTION PLAN CHECKLIST

Create an Evacuation Plan

- Learn about your community’s emergency response procedures and alert systems. Sign up for any available alerts and notifications.
- Designate a primary and secondary emergency meeting location for your family so that you can more easily determine who has evacuated. Having multiple locations increases the likelihood that at least one of the areas will be outside the fire or hazard area.
- Determine different escape routes from your home and community. Review and practice these routes often so everyone in your family remembers where to go and what to do in case of an emergency.
- Develop an emergency evacuation plan for your pets and large animals (see [Pets & Livestock Wildfire Action Plan](#))
- Prepare an emergency [family communication plan](#) that designates an out-of-area friend or relative to act as a single point of contact and source of communication among family members in case of separation. In many situations, phone, cell, and internet systems can be overloaded or limited during a disaster.
- Review your wildfire action plan with your neighbors and family.

Evacuation Plan Preparedness Steps

- Have fire extinguishers on hand and train your family in how to use them. Visually inspect fire extinguishers monthly, using your manufacturer’s guidelines.
- Ensure your family knows where your gas, electric, and water main shut-off controls are located and how to safely turn them off in an emergency.
- Assemble an [emergency supply kit](#) for each person. Check and replenish your kit at least yearly and after every use.
- Maintain a list of emergency contact numbers, post in a prominent location, and keep a copy in your emergency supply kit.
- Keep an extra emergency supply kit and contact information in your car in case you cannot get back to your home.
- Add a portable radio (with extra batteries), scanner, and/or satellite phone to your emergency kit so you can stay updated if cell service goes down.

Keep These “Six P’s” Ready in Case Immediate Evacuation is Required

- People and pets
- Pictures and irreplaceable memorabilia
- Prescriptions, vitamins, and eyeglasses
- Personal computers, laptops, tablets, and external drives
- Papers, phone numbers, and important documents
- “Plastic” (credit cards, ATM cards) and cash

Key Steps to Take When Evacuation is Anticipated (If Safe & Time Permits)

These checklists (if time safely allows) will help give your home, property, and animals the best chance of surviving a wildfire. It is most important to be safe, be ready to go, and to evacuate early.

Action Steps for Inside the House

- Close all windows and doors and leave everything unlocked.
- Remove flammable window shades and curtains. Close metal shutters.
- Move flammable furniture to the center of the room, away from windows and doors.
- Shut off gas at the meter. Turn off pilot lights.
- Turn off air conditioning and heating systems.
- Leave your lights on so firefighters can see your house under smoky conditions.
- If time and safety permits, gather easily carried valuables to take with you as you leave.
- Grab your Emergency Supply Kit and your “Six P’s”.

Action Steps for Outside the house

- Gather up movable, flammable items (patio furniture, toys, door mats, trash cans, etc.) and bring them inside or place these items in a pool if you have one.
- Turn off propane tanks and disconnect outdoor kitchen equipment.
- Move propane appliances away from structures (BBQ grill, portable firepits, outdoor stoves, etc.)
- Connect garden hoses to outside water valves or spigots for use by firefighters.
- Fill any available water buckets or containers with water and place them around the house.
- Turn off lawn irrigation system; don’t leave water running because it can affect critical water pressure that firefighters may need.
- Back your car into the driveway with the vehicle loaded and all doors and windows closed. Carry your car keys and wallet with you at all times.
- Have a ladder available and place it at the corner of the house for firefighters to quickly access your roof.
- Seal attic and ground vents with metal or other non-combustible commercial seals (use pre-cut plywood only as a last resort).
- Monitor your property and the fire situation. Don’t wait for an evacuation order if you feel threatened.
- Check on neighbors and local relatives, and make sure they also are preparing to leave.



Action Steps to Prepare Your Animals for Evacuation

- Locate your pets and keep them nearby; place small animals into portable carriers or cages.
- Prepare livestock and farm animals for transport; consider moving these animals to a safe location as early as possible (if time permits).
- See separate checklist - [Wildfire Safety for Your Livestock and Pets](#)

Returning Home After a Wildfire

Always get permission from officials before attempting to return to your property. Sometimes, authorities close areas for days or weeks after an evacuation.

- Contact the local authorities or call 911 if you perceive any danger to your home or family.
- Before inspecting your home, first check for the smell of gas. Make sure the power is off until you have completed your inspection.
- Scan your property for hot spots, as well as smoldering stumps and vegetation.
- Inspect your roof and exterior areas for burning sparks or embers.
- Inspect your attic and throughout the interior of your home for any hidden burning sparks or embers.
- Inspect the exterior of your home and outbuildings for fire damage.
- Follow instructions from community officials regarding use of your utilities and water.
- Confirm all appliances are off and make sure your meter is not damaged before turning on the main circuit breaker.
- Check your well or pumphouse to ensure it is in working order. Do not drink or use water from the faucet until emergency officials say it is okay.
- See the [Claims Reporting Guide](#) for detailed guidance on the key steps to take when filing a claim.

For more information, contact:

Amy Hahn
Director, National Loss Control and Safety Practice
(617) 330-5762
ahahn@risk-strategies.com

For claims questions, contact:

claims@risk-strategies.com

Source: www.readyforwildfire.org/wp-content/uploads/Wildfire_Action_Plan_071923-Digital.pdf

Risk Strategies | Risk management. Insurance and reinsurance placement. 30 specialty practices. Access to all major insurance markets. 9th largest privately held U.S. brokerage.

riskstrategies.com

