



Risk Solution Services

Wildfire damage mitigation | Self assessment checklist

Location:

Name:

Title:

Date:

Policy #:

Property construction and materials	Yes	*No	N/A	If a "No" response is provided - indicate corrective action(s).
Are class A fire-rated roof covering materials, e.g., tile, slate, asphalt being used?				Replace roof coverings with a class A fire-rated roof covering material such as; concrete or clay tiles, slate, fiberglass asphalt composition shingles or metal roofing.
If fire resistant roofing material is used, are gaps capable for allowing ember intrusion completely sealed?				Seal all roof gaps and openings with a fire resistant material to reduce the potential for flying ember intrusion. See numbers 5 and 6 for larger openings.
Is all exposed wood and fabrics, e.g., siding, fencing, decking, awnings, lawn furniture treated with a fire-retardant chemical material providing a one hour fire resistance?				Treat same with a fire-retardant that provides at least a one hour fire resistance.
Are the supports for elevated structures constructed of brick, concrete, or protected steel with two hours' fire resistance?				Treat same with a fire-retardant that provides at least a two hour fire resistance.
Are all eaves, soffits, decks and other structure openings enclosed or boxed in with fine wire mesh (1/8 inch metal screen)?				Enclose or box in all exposed eaves, soffits, decks and other structure openings with fine wire mesh of at least 1/8" metal screen.
Are all vents, crawl spaces and the space underneath porches and decks covered with fine wire mesh (1/8 inch metal screen)?				Cover all vents, crawl spaces and spaces underneath porches and decks with fine wire mesh of at least 1/8" metal screen.
Are all glass windows and doors equipped with multi-pane or tempered safety glass, and/or protected from radiant heat with fireproof shutters?				Install fireproof shutters to protect from radiant heat or consider changing or replacing all windows with multi-pane or tempered safety glass.
Are all chimneys equipped with spark arrestors?				Equip all wood burning chimneys with a chimney cap and/or rated spark arrestor.
Do combustible attachments such as; wooden fences to the building provide a separation with a masonry or metal barrier so they are not directly attached to the building?				Install a masonry or metal barrier between all combustible attachments such as wood fences to the building.
Have all gaps, example: between roof and the fascia, below doors been sealed or equipped with fire-resistant weather stripping?				Seal all gaps between the roof and the fascia on the underside of eaves with a fire resistant sealant material.
Are non-flammable interior window coverings used?				Consider using a non-flammable material as an interior window covering and/or remove.
Are automatic gas shut-off valves installed?				Replace all gas shut-off valves with a heat activated shut-off device.

Are windows equipped with fine mesh wire screens?				Install 1/8" fine mesh wire screens on all windows.
Landscaping	Yes	*No	N/A	If a "No" response is provided - indicate corrective action(s).
Zone 1 A minimum 30-foot ignition zone				
Are all combustible materials (leaves, pine needles, vines, shrubs and other debris) cleared away from fences, roofs, gutters, decks, stairs and foundations?				Remove or clear away same from fences, roofs, gutters, decks stairs and structural foundations.
Have branches and shrubs within 15' of chimneys, stove pipes, power lines been cleared?				Remove or clear all branches, and shrubs within 15 feet of chimneys, stove pipes or structures.
Has any bark, wood chips or mulch next to any structures been cleared to a distance of 5' or greater?				Clear or remove all bark, wood chips, or mulch to a distance of 5 feet or greater from any structures.
Do you trim overhead tree branches so there are not any tree limbs within 15' of the ground?				Trim or remove all overhead tree branches and limbs from within 15 feet of the ground.
Is there a 15' space maintained between tree crowns?				Maintain a minimum 15 foot clear space between all tree crowns.
Are any highly flammable vegetation, e.g., pine, eucalyptus, juniper, fir trees kept a minimum of 30 feet from any structure?				Keep same a minimum of 30 feet from any structures.
Have all plants that could transfer fire from the ground into treetops been cleared or removed?				Remove or clear all plants that could transfer fire from the ground into treetops.
Is outdoor furniture cushions, brooms, or other flammable items properly stored when not in use?				Ensure all outdoor furniture items are properly stored when not in use.
Are grass(es) and weeds regularly trimmed to less than 4" to prevent rapid spread of fire and high flames?				Keep all grass(es) and weeds trimmed to less than 4".
Have shrubs been trimmed to maintain a distance of 2X the height of shrubs between each shrub or so their diameter does not to exceed 15 feet?				Trim all shrubs accordingly.
Zone 2 From 30 to at least 100 feet from structures				
Has flammable vegetation been reduced as much as possible?				Reduce all flammable vegetation as much as possible.
Are there adequate fuel breaks such as driveways, gravel walkways and lawns?				Consult with fire department in order to establish adequate fuel breaks.
Have tree limbs been pruned 6 to 10 feet from the ground?				Prune all tree limbs a distance of at least 6 to 10' from the ground.
<i>*Note: If on a hill, this zone may need to be extended further than 100 feet for additional safety.</i>				
Zone 3 100 to 200 feet from structures				
Has all vegetation been thinned to remove underbrush and keep tall trees from touching canopies?				Ensure all vegetation has been thinned to remove underbrush and to keep tall trees from touching canopies.

Is all fire wood stacked at least 100 feet from structures?				Ensure all firewood is stacked at least 100 feet from structures.
Water sources	Yes	*No	N/A	If a "No" response is provided - indicate corrective action(s).
Have all water sources such as; hydrants, ponds, swimming pools and wells been clearly identified with signage, and are sources easily accessible to firefighters?				Ensure all water sources are clearly identified with signage, and are easily accessible to firefighters and their equipment.
Are fire hoses available for water sources?				Consider purchasing fire hoses.
Are pumps accessible and operational?				Ensure all pumps are accessible and operational.
Are alternative power sources, such as a generator available for electric pumps?				Ensure all alternative power sources for electrically powered pumps are available.
Is a fire truck or tanker on site and in good working condition?				If available, are fire trucks or tankers in good operating condition.
Are buildings protected by an external sprinkler system?				Consider equipping critical buildings with an external sprinkler system.
Are all fire sprinkler systems functioning and checked annually?				Confirm annually that all fire sprinkler systems are operational.
General prevention/mitigation	Yes	*No	N/A	If a "No" response is provided - indicate corrective action(s).
Are proper receptacles available for disposing of ashes?				Provide fireproof disposal containers
Is there a policy not to operate welders, mowers or any other equipment that creates sparks during high risk conditions?				Develop a policy not to operate equipment on high fire risk days
Are all vehicle parking areas free of tall, dry grass where catalytic converters could ignite flash fuels?				Parking lot grass should be maintained at a height of 3 inches or less
Are all combustible and flammable liquids stored in UL approved safety containers?				Obtain same for storage of flammable liquids
Are gas grills and propane tanks kept at least 15 feet away from any structure when in use?				Keep gas grills and tanks a minimum of 15 feet from buildings when in use.
Is there a policy to restrict the use of grills during potentially dangerous fire weather conditions?				Establish a policy to restrict the use of grills during hazardous fire conditions
Is there a fire extinguisher or hose near by when grills are in use?				Keep a fire extinguisher or hose available when grills are used
Are firefighting tools, e.g. rakes, buckets, saws, shovels, axes to control small fires readily available?				Maintain tools that can help control small fires
Are all fire extinguishers available, mounted, identified, inspected and serviced annually?				Maintain all fire extinguisher accordingly

Are driveways accessible. cleared of flammable vegetation and wide enough for emergency vehicles?				Remove all flammable vegetation and maintain driveways to a width of 20 feet or more
Is the property entrance address a contrasting color and clearly visible from the road?				Make sure address is clearly visible from the main road
Are leaf-blowers available for clearing leaves and pine-needles from decks, roofs and surrounding areas?				Obtain leaf-blowers
Are rain gutters cleared of flammable debris?				Clear debris from rain gutters during pre and post season building upkeep
Have you completed a Firewise assessment of your property?				Complete a Firewise assessment
Are gas powered equipment e.g. lawn mowers, generators, etc. equipped with spark arrestors?				install spark arrestors
Are all chimneys and fireplaces inspected and cleaned at least annually?				Contract to have chimneys cleaned annually
Are fireplace dampers kept closed when not in use?				Keep all dampers closed when not in use.
Are all trash and recycle bins equipped with self-closing lids and placed away from combustible materials, including buildings?				Obtain same and store accordingly
Are bridge weight limits posted to ensure safe passage of fire fighting equipment?				Post weight limits on all bridges
Do you maintain any Fire Retardant Products, such as paints, foams and gels, etc?				Evaluate the need for same based on buildings to be treated and budget
Evacuation protocol	Yes	*No	N/A	If "No", indicate corrective action(s).
Have evacuation routes been identified and marked to support an effective evacuation effort?				Mark routes so they are visible and easy to identify
Are route maps posted for each site, including alternate routes?				Provide route maps for each site and provide same to local fire department
<i>Note: With a large fire, you may need to use "Plan B".</i>				
Has staff been trained by local authorities on emergency procedures for offsite trips such as; trail rides, hikes to avoid closed-in box canyons?				Incorporate as part of your annual staff training
Does everyone have a clear understanding of evacuation alarms?				Provide training to aid in various alarms and alerts
Are specific accountabilities assigned to staff so everyone works collectively to achieve a positive outcome of protecting lives and property?				Assign senior staff accountabilities to support camp site evacuations
Are emergency agencies such as; Local Fire Department, Red Cross, FEMA, etc. aware of your evacuation site locations?				Provide local emergency agencies with maps and plans outlining evac routes

Has your local fire department been invited out as part of your camp training?				Invite local fire department to support staff training
Have you consider forming a cooperative agreement with another site to share resources and serve as an evacuation site?				Identify and contact other facilities that may be used for evacuation.
Are designated meeting areas established to account for all participants and staff?				Designate rally points and clearly identify on your route maps
Protecting business personal property	Yes	*No	N/A	If "No", indicate corrective action(s).
Has key equipment such as computers and vital records been identified for evacuation?				Identify same and develop procedures for removal
For business continuity planning is information backed up and/or stored remotely?				Back up documentation at least monthly. Also consider cloud storage for business record backup.
Have photographs or videos been taken of valuables including; artwork, paintings, antiques and other expensive items to substantiate possible insurance claims?				Photograph and record all valuables - store in a fire safe location or use cloud storage
Managing horses and other livestock	Yes	*No	N/A	If "No", indicate corrective action(s).
Have you pre-planned for evacuation of horses, livestock and other animals/ reptiles that may be on premises?				Consult with local forestry services; contact local boarding facilities and train staff accordingly
If an evacuation becomes evident	Yes	*No	N/A	If "No", indicate corrective action(s).
Is there a means for identifying the location and direction of the fire event understanding that this can quickly change direction and speed?				Meet with local forestry services to determine best recourse for your program
Will senior staff clearly explain evacuation procedures to campers, and arrange for communication with families?				Communicate evacuation procedures during camper and parent orientations
Will staff be able to identify special medical needs, and gather emergency equipment and necessities including; trauma supplies, first-aid kits, face masks, etc.?				Train staff on what equipment and medicines need to be evacuated
Will there be enough designated vehicles to evacuate everyone safely?				Evaluate vehicle requirements for evacuation
Are safe driving practices reinforced with all drivers designated for evacuation?				Conduct staff driver training during staff orientation
Will staff be equipped with emergency communications equipment, e.g., cell phones (with car charges), walkie-talkies, colored smoke canisters, etc.?				Provide easily accessible emergency communication tools and create an emergency use protocol
Has authority having jurisdiction been consulted for proper emergency communication procedures and resources?				Consult with local AHJ - consider incorporating recommendations in your plan
Has staff been instructed to gather key equipment, vital records, food and water for evacuation?				Clearly identify key equipment and supplies to be evacuated
Has staff been instructed to disconnect and move portable LP gas tanks to a safer location such as a gravel lot, etc?				Identify a fire safe zone for relocation

Are procedures in place to warn firefighters of underground fuel storage or LP gas tanks before evacuating?				Consult with local fire department on procedures for marking and identifying ungerground fuel tanks
Is a system in place to ensure all windows, skylight vents, doors (including garage doors) are closed and not locked when evacuating?				Incorporate this as part of your emergency evacuation plans
Budget	Yes	*No	N/A	If "No", indicate corrective action(s).
Is your budget designed to address the above corrective actions prior to the start of wildfire season?				Evaluate potential needs for fire fighting during preseason budgeting
*Have you considered items you would like to have for fire mitigation?				

Resources

Prepare your organization for a wildfire - https://www.fema.gov/media-library-data/1409937019793-e22ea047bb7d748194b5e1cf96f31d9a/prepareathon_playbook_wild-fire_final_090414_508.pdf

The Insurance Institute for Business & Home Safety (IBHS) - Wildfire - <https://disastersafety.org/wildfire/>

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