



<b>Wildfire Preparedness Checklist</b>
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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

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 NFPA 704 placards 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.			

<b>CATEGORY: Immediate Zone: 0 to 5 feet from the facility</b>			
<b>REQUIREMENTS</b>	<b>MEETS</b>		<b>COMMENTS</b>
	<b>YES</b>	<b>NO</b>	
No combustible vegetation within 5 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 or install propane tanks in this area.			
Tree branches should not extend into this area or over the roof.			

<b>CATEGORY: Intermediate Zone: 5 to 30 feet from the facility</b>			
<b>REQUIREMENTS</b>	<b>MEETS</b>		<b>COMMENTS</b>
	<b>YES</b>	<b>NO</b>	
Trim tree branches to a height of 10 feet, thin trees so there is at least 10 feet between crowns (allow great spacing for highly sloped areas).			
Remove any stressed, diseased, dead, or dying trees and shrubs.			
Store firewood at least 30 feet from facility and no combustible vegetation within 10 feet of woodpile.			
Install propane tanks at least 30 feet from facility, upslope or at the same elevation of the facility; no combustible vegetation within 10 feet of tank.			
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 ten feet from the ground; for shorter trees do not exceed 1/3 of the overall tree height.			
Space trees to have a minimum of eighteen 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 ten 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.			

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 conifers 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 6 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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Spacing – tree trunk diameter at 4.5 feet above the ground. (substitute feet for inches) + 5 feet for Lodgepole and Engelmann spruce, +7 feet for Ponderosa and Douglas Fir.			
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<b>CATEGORY:</b>	<b>Prevention</b>
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Wildfires can be started by a number of 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 state 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			



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grass/weeds; install adequate size and class of fire extinguishers in all vehicles; train personnel in fighting incipient wildfires, remove the accumulation of natural fuels and debris near liquid fueling stations; install and maintain spark arrestors on equipment; communicate the need for equipment maintenance and use of spark arrestors to citizens.			
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 state 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.			

<b>CATEGORY:</b>	<b>Evacuation</b>		
<b>REQUIREMENTS</b>	<b>MEETS</b>		<b>COMMENTS</b>
	<b>YES</b>	<b>NO</b>	



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Test warning system(s) for citizens, such as reverse 911 systems. 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, such as ballots.			
Develop an employee accountability plan to ensure all employees are located during and after the evacuation.			

<b>CATEGORY: Business Continuity</b>			
<b>REQUIREMENTS</b>	<b>MEETS</b>		<b>COMMENTS</b>
	<b>YES</b>	<b>NO</b>	
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.			

<b>CATEGORY: Employees</b>			
<b>REQUIREMENTS</b>	<b>MEETS</b>		<b>COMMENTS</b>
	<b>YES</b>	<b>NO</b>	
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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<b>CATEGORY: Community Preparedness</b>			
<b>REQUIREMENTS</b>	<b>MEETS</b>		<b>COMMENTS</b>
	<b>YES</b>	<b>NO</b>	
Coordinate and sponsor municipal/neighborhood clean ups to remove combustible vegetation and debris piles, Christmas trees, etc.			
Implement a program such as Firewise USA 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.			

<b>CATEGORY: Imminent Danger of Wildfire</b>			
<b>REQUIREMENTS</b>	<b>MEETS</b>		<b>COMMENTS</b>
	<b>YES</b>	<b>NO</b>	
Implement emergency and evacuation procedures for staff and citizens, as necessary.			
Cancel all non-essential activities and ensure all staff and citizens who are presently out on entity-sponsored activities are contacted and instructed where to report.			
Activate your Emergency Operations Center. 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 door of buildings as to date and time facility was evacuated, and where temporary operations are being set up.			



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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/Center.			
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 Center for latest information. Be prepared to relocate to alternative site if wildfire threatens existing facility.			

<b>CATEGORY: Fire Department</b>			
<b>REQUIREMENTS</b>	<b>MEETS</b>		<b>COMMENTS</b>
	<b>YES</b>	<b>NO</b>	
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.			