



Wildfire Preparedness Checklist

For Administrators

This document is a guide for clinics to prepare for the potential impacts of wildfires. It emphasizes the importance of advance planning and provides a checklist of tasks that should be reviewed annually.

The checklist covers various aspects of wildfire preparedness, including establishing communication plans, verifying insurance coverage, identifying potential risks, arranging for professional assessments and restoration teams, ensuring data backup, and briefing staff on the developed plans and resources. The document aims to help clinics mitigate the risks associated with wildfires and facilitate rapid recovery in the event of a wildfire-related closure.

Preparing your clinic in advance of wildfire is critical to rapid recovery. These actions should be reviewed on an annual basis.



Done	Task	Assigned to
✓	Register for emergency notifications and warnings from your local city/county emergency management.	
✓	Establish a communication plan to rapidly notify both employees and patients in the event of clinic closure due to wildfire risk.	
✓	Verify insurance coverage for wildfire protection and repairs. This coverage may be distinct from other sources of fires.	
✓	Identify the potential wildfire risk for your facilities and access routes by referencing local wildland urban interface mapping resources. Your local city/county emergency management office can likely assist with accessing these tools.	
✓	Identify potential referral sources for patients in the event of an extended closure of the clinic/facility (this becomes more critical the more essential/timely the service is, for example dialysis).	
✓	If the clinic owns the property where it operates, pre-identify at least 2 companies that could conduct a professional assessment for fire, smoke, and chemical damage. If a single company cannot cover the full range of assessment services, identify multiple companies that together could do a complete safety assessment. <ul style="list-style-type: none">□ Sign a memorandum of understanding where appropriate.□ Put companies' contact information (and agreement where applicable) in the partner contact information section of the clinic's emergency preparedness plan.	
✓	If the clinic owns the property, also pre-identify a restoration team that can conduct necessary repairs. As above, multiple companies may be required to cover specialties such as structural safety, mold remediation, and HVAC systems.	
✓	If your clinic site is leased property, verify with the property manager who is responsible for hiring and paying assessment professionals and who is financially responsible for repair work.	



Done	Task	Assigned to
✓	Check the lease to understand whether the clinic will be required to pay rent during the restoration process.	
✓	Create remotely accessible backups of all emergency contact and response information to allow for access in the event the facility is inaccessible due to wildfire.	
✓	Ensure patient data has appropriate back up. Consider off-site and cloud storage. Data storage must meet HIPAA requirements.	
✓	Store pharmaceuticals in fire-proof or fire-resistant locations and containers, especially those that may be hazardous if released into the environment. Controlled substances must also be locked up.	
✓	Brief staff on identified risk, developed plans and resources, and expectations of staff as these components are developed and on an annual basis.	

Adapted from guidance from the [CDC](#), [FEMA](#), and [AIHA](#).

Notes: