



Wildfire Preparedness Checklist

Administrators

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
✓	Verify insurance coverage for fire protection and repairs.	
✓	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. <input type="checkbox"/> Sign a memorandum of understanding where appropriate. <input type="checkbox"/> 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.	
✓	Check the lease to understand whether the clinic will be required to pay rent during the restoration process.	
✓	Ensure patient data has appropriate back up.	
✓	Store pharmaceuticals in fire-proof or fire-resistant locations and containers, especially those that may be hazardous if released into the environment.	

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

i. https://www.cdc.gov/disasters/reopen_healthfacilities_checklist.html

ii. https://www.fema.gov/sites/default/files/2020-07/fema_p-2055_post-disaster_buildingsafety_evaluation_2019.pdf

iii. <https://www.aiha.org/public-resources/consumer-resources/disaster-response-resource-center/wildfire-disaster-recovery-center>

