



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

Adapted from:

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

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

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