

# Business Wildfire Evacuation Steps

**BE WILDFIRE  
READY**

A guide to help you protect  
your property from wildfire.

**Do you know what to do if a wildfire is approaching?** When wildfire may threaten and time allows, follow these last-minute steps to help protect your business.

## STAY INFORMED & ACTIVATE PLAN

### ☐ Stay vigilant and monitor for wildfires

- Ensure the FEMA App is set up to receive alerts from the National Weather Service.
- Watch for community alerts in your area. Stay aware of the latest emergency evacuation updates including recommended routes.
- Follow evacuation instructions by local authorities via official websites, social media accounts and local news outlets.

*\*Note: Defending a business against wildfire can be extremely dangerous and your safety should be top priority.*

### ☐ Activate your wildfire preparedness plan. Keep employees informed of:

- Wildfire conditions.
- Your company's response.
- What actions employees should take, or be prepared to take, and when they should act.

## OUTSIDE YOUR BUILDING

### ☐ Gated communities, garages and parking structures

- Open all gates so occupants can leave when needed.

### ☐ Double check your 0-5-foot Noncombustible Zone

- Bring in combustible items and inventory or storage—like door mats, pallets, outdoor seating furniture, outdoor equipment, signage and planters.

- Remove fallen tree debris from your patios or ramps attached to your building and within 5 feet of your structure.
- Remove any trash, cardboard boxes or other combustible items that may have been stored in this zone.
- Secure fence gate(s) in an open position if you have a combustible fence that attaches to your building.

### ☐ Remove debris from your roof and gutters

- Clean debris from your roof, gutters, and downspouts.

### ☐ Cover and clean vents

- If you have metal wire mesh vent covers, remove any debris buildup.
- If you do not have 1/8-inch metal wire mesh covering vents, temporarily cover all outdoor vents with a noncombustible material (such as duct tape or metal sheets) to block embers from entering. These temporary covers should be removed once the fire and ember threat passes.

### ☐ Shut off gas supply

- It is standard practice by emergency response to shut off the gas supply to your property to prevent feeding a fire. Doing so yourself further reduces risks to your building.
- Turn the handwheel clockwise to close valves.
- Move propane cylinders away from your building(s).
- If you have a large stationary propane tank, turn it off and remove weeds and other combustible debris from at least 10 feet around it.

### ☐ Consider the water supply

- Do not leave landscape sprinklers on. It can negatively affect water pressure needed by firefighters. Instead, leave buckets of water around your building.

## INSIDE YOUR BUILDING

### ☐ Move interior combustibles

- Move combustible items like curtains, window coverings, inventory, boxes, and furniture away from windows, doors, and vents.

### ☐ Ensure your property is easily seen

- Leave exterior lights and business signage on to help firefighters see your building in smoky conditions if power has not been turned off to your area.

### ☐ Close doors and windows

- Close all interior and exterior doors and windows. Exterior doors and windows can become a pathway for fire to enter the building. Closing interior doors can help stop the spread of fire.
- Close commercial sectional (garage), overhead, and roller doors.

### ☐ Evacuate and stay safe

- Follow instructions and evacuate immediately if authorities tell you to do so.
- Evacuate your staff if you feel it is unsafe to stay. DO NOT wait to receive an emergency notification if you feel threatened by a fire.
- Leave your property.