



## DEFINITIONS

- **Mitigation:** Mitigation is the effort to reduce loss of life and property by lessening the potential impact of uncontrolled fire to the human environment - buildings, infrastructure, neighborhoods, communities, etc.
- **Risk Assessment Mitigation:** Systematic and formal process to identify and assess various site elements that could impact undesirable outcomes from a specific fire. Risk assessment of mitigation controls is important for informed decision-making between various risk management options to either accept, avoid, reduce, or transfer the risk. Such risk management evaluation is an on-going process
- **Wildfire Management:** The transition zone between unoccupied land and human development. It is the line, area, or zone where structures and other human development meet or mix with undeveloped wildland or native plant fuels. Site features addressed include topography (arrangement of the natural and artificial features of area land), weather, infrastructure, electric temporary or permanent power grid configuration and any additional external potential wildfire risks.
- **Wildfire Management Policy:** Corporate senior management's principles to guide the project or location management's process to create a written wildfire mitigation strategy.
- **Wildfire Management Strategy:** Local site management created and implemented strategy based upon their observation of local conditions, experience, industry Best Practices, senior management guidance and informed judgement of potential wildfire risks.
- **Wildfire Mitigation Site Plan:** A project or location management's site-specific written action plan dealing with location wildfire threat mitigation. Such plans also address communications with the public, local regulatory and first-responder agencies as well as steps to restore location operations after a disaster.

# GUIDE TO A WILDFIRE MITIGATION AND MANAGEMENT POLICY

## WILDFIRE MANAGEMENT POLICY

(Specific name) company policy is to actively anticipate and evaluate a specific site's wildfire exposures and hazards, address the issues and put in effect specific wildfire mitigation and response protocols. Such a policy complements the site's overall security and building fire protection protocols.

### WILDFIRE MANAGEMENT STRATEGY

The components of a Wildfire Management Strategy create a responsive and quickly implemented Wildfire Mitigation Plan. Plan strategy components must focus upon stringent construction standards, fire prevention through mitigation design, planned maintenance, site specific protocols as well as on-going staff training and active commitment.

- **Design & Construction:** Structure, systems, equipment, and infrastructure design and technical upgrades to prevent contact between the project and fuel sources. To help mitigate fire risks, consideration should include facilities design and placement to make areas more accessible, easier to maintain and kept clear of potential hazards.
- **Inspection & Maintenance:** Site equipment diagnostic activities as well as scheduled maintenance should ensure all electrical power sources and lines, fossil fuel equipment and infrastructure are effectively maintained. This includes a defined and enforced Minimum Clearance distance the site has with the environment's brush, trees and grasses.
- **Site Preventive Practices:** Day-to-day site staff actions to monitor and manage wildfire risks. Examples: Preparation work should the National Weather Service issue a Red Flag Warning (RFW); ideal conditions for wildland fire combustion, ensure operational spark arrestors in wildland areas are located on portable fossil-fuel powered equipment; ensure vehicles and fossil fueled equipment is parked off of and away from dry grass. Ensure there is at least 100 feet of fire defensible space around all structures.
- **Situational & Conditional Awareness:** Awareness of daily environmental conditions such as monitoring the local weather station(s) and for additional area wildfires.
- **Response & Recovery:** Site specific procedures to react, call to action and mitigate a wildfire threat. This section should also address proper communications, emergency response and site re-start protocols. Action examples include de-energize electrical power, shutdown of fossil-fueled equipment, protection of bulk fuel storage, and site personnel assigned to directly communicate with firefighting officials. If deployed, any Drone use should be closely coordinated with fire authorities and firefighting aircraft to help avoid collision or interference with site firefighting efforts.



## WILDFIRE MITIGATION PLAN CHECK SHEET

### PLAN SPECIFICS

<b>Date:</b>	Click or tap to enter a date.
<b>Project Name:</b>	
<b>Project Start Date:</b>	Click or tap to enter a date.
<b>Projected End Date:</b>	Click or tap to enter a date.
<b>Specific street location or address:</b>	

#	PLAN SPECIFICS	DATE COMPLETED	YES	NO
1.	<b>Designated person(s) and their responsibilities to properly execute the plan.</b>	Name(s) and Responsibility Click or tap to enter a date.	<input type="checkbox"/>	<input type="checkbox"/>
2.	<b>Describe preventive strategies and programs the location or project will adopt to minimize the risk of electrical power and site equipment causing catastrophic wildfires. Include consideration of environmental conditions (high heat, rain, cold, etc.) risks.</b>	Details and Comments Click or tap to enter a date.	<input type="checkbox"/>	<input type="checkbox"/>
3.	<b>Description of project wildfire mitigation issues.</b> <b>(Specifics on vegetation height and cut-back management, equipment spacing, bulk fuel storage, etc.)</b>	<b>Please answer this point under Question 3q., but first review the <i>Wildfire Mitigation Issues – Points to Consider</i> listed below.</b>		
<b>NOTE</b>	<b>Wildfire Mitigation Issues – Points to Consider</b>			
3a.	Trees and shrubs properly thinned and pruned within the defensible space.	Click or tap to enter a date.	<input type="checkbox"/>	<input type="checkbox"/>
3b.	Slash from tree/shrub thinning removed from site.	Click or tap to enter a date.	<input type="checkbox"/>	<input type="checkbox"/>
3c.	Topography issues – hills, ravines, streams, fencing, cross-country pipelines, etc.	Click or tap to enter a date.	<input type="checkbox"/>	<input type="checkbox"/>

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#	PLAN SPECIFICS	DATE COMPLETED	YES	NO
3d.	Post signs at project driveway entrance with project name and street address. Sign construction should be noncombustible, reflective and easily visible to emergency responders.	Click or tap to enter a date.	<input type="checkbox"/>	<input type="checkbox"/>
3e.	Confirm the location's driveway is wide enough for fire trucks to enter and exit as well as trees and branches will adequately clear fire and emergency equipment for access.	Click or tap to enter a date.	<input type="checkbox"/>	<input type="checkbox"/>
3f.	Inspection schedule and protocols for site's electrical infrastructure and spark-heat producing equipment safety equipment i.e. circuit-breakers, mufflers, spark-arrestors, etc.	Click or tap to enter a date.	<input type="checkbox"/>	<input type="checkbox"/>
3g.	Mow grass and weeds to a height of 6 inches or less.	Click or tap to enter a date.	<input type="checkbox"/>	<input type="checkbox"/>
3h.	Rake and remove all pine needles and other flammable debris away from the foundation of the project or structure(s).	Click or tap to enter a date.	<input type="checkbox"/>	<input type="checkbox"/>
3i.	Identify bulk fuel storage (if any) and controls.	Click or tap to enter a date.	<input type="checkbox"/>	<input type="checkbox"/>
3j.	Remove trash and debris accumulations from the defensible space.	Click or tap to enter a date.	<input type="checkbox"/>	<input type="checkbox"/>
3k.	Check fire extinguishers to confirm they are currently tagged and in proper working condition.	Click or tap to enter a date.	<input type="checkbox"/>	<input type="checkbox"/>
3l.	Prepare a "grab and go" disaster supply kit containing basic project contact information and remote operation back-up files.	Click or tap to enter a date.	<input type="checkbox"/>	<input type="checkbox"/>
3m.	Confirm and specifically identify available outdoor water supply sources and access points. If it is safe to do so, have a hose and nozzle readily available for responding firefighters.	Click or tap to enter a date.	<input type="checkbox"/>	<input type="checkbox"/>
3n.	Evaluate surrounding properties fire exposure or hazards.	Click or tap to enter a date.	<input type="checkbox"/>	<input type="checkbox"/>
3o.	Ensure there is at least 100 feet of fire defensible space around all structures	Click or tap to enter a date.	<input type="checkbox"/>	<input type="checkbox"/>
3p.	Any additional site-specific wildfire observations or concerns.	Details and Comments	<input type="checkbox"/>	<input type="checkbox"/>
		Click or tap to enter a date.		
3q.	Specific description of project wildfire mitigation issues based upon review of above <i>Wildfire Mitigation Issues – Points to Consider</i>	Details and Comments		

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#	PLAN SPECIFICS	DATE COMPLETED	YES	NO
4.	Develop your location-specific fire evacuation/shelter-in-place plan.	Please answer this point under Question 4j., but first review the <i>Fire Evacuation Plan – Points to Consider</i> listed below.		
<b>NOTE</b>	<b>Fire Evacuation Plan – Points to Consider</b>			
4a.	Defined Telecommunication tree to inform employees and trades of situation and / or time to evacuate.	Click or tap to enter a date.	<input type="checkbox"/>	<input type="checkbox"/>
4b.	Muster Point location(s) suitable long-term and clearly identified?	Click or tap to enter a date.	<input type="checkbox"/>	<input type="checkbox"/>
4c.	Plan in place to ensure all personnel accounted for in an emergency?	Click or tap to enter a date.	<input type="checkbox"/>	<input type="checkbox"/>
4d.	Create a 3-5 ft. non-combustible “vegetation free” perimeter around all structures and exit paths.	Click or tap to enter a date.	<input type="checkbox"/>	<input type="checkbox"/>
4e.	Create formal schedule to keep wildland grass cut to a max height of 6 in. within 30 ft. of all structures.	Click or tap to enter a date.	<input type="checkbox"/>	<input type="checkbox"/>
4f.	Tree Thinning & Spacing: Zone 1 (within 30ft. of structures): Ideally remove all conifers from this zone. Zone 2 (30-100 ft. or more of structures): Selectively thin conifers so small clumps of 2-3 trees remain with large 20 to 30 ft. openings between clumps. If structure(s) location includes steep slopes increase the size of Zone 1 and 2 on downhill side.	Click or tap to enter a date.	<input type="checkbox"/>	<input type="checkbox"/>
4g.	Low limb most remaining conifers in Zones 1 and 2 so lowest limbs are 6-10 ft. from the ground or 1/3 the height of the tree, whichever is less.	Click or tap to enter a date.	<input type="checkbox"/>	<input type="checkbox"/>
4h.	Remove most tree and brush fuels in Zone 1 and 2 from underneath remaining trees.	Click or tap to enter a date.	<input type="checkbox"/>	<input type="checkbox"/>
4i.	Any additional site-specific wildfire observations or concerns.	Details and Comments	Click or tap to enter a date.	<input type="checkbox"/>
4j.	Location specific fire evacuation/shelter-in-place plan.	Details and Comments		

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#	PLAN SPECIFICS	DATE COMPLETED	YES	NO	
5.	<p><b>Contact responding fire and police departments to confirm:</b></p> <ul style="list-style-type: none"> <li>▪ Site/designated person's key phone numbers and/or email addresses appear in the responder's emergency 911 notification database.</li> <li>▪ Confirm needed site access information.</li> </ul>	<p>Details and Comments</p>	<p>Click or tap to enter a date.</p>	<input type="checkbox"/>	<input type="checkbox"/>
6.	<p><b>Formal location or project senior management approval and sign-off of project or location-wide wildfire-related risks and their controls.</b></p>	<p>Details and Comments</p>	<p>Click or tap to enter a date.</p>	<input type="checkbox"/>	<input type="checkbox"/>
7.	<p><b>Ensure that all employees and trades are aware of and understand escape routes, meeting points and other emergency details.</b></p>	<p>Details and Comments</p>	<p>Click or tap to enter a date.</p>	<input type="checkbox"/>	<input type="checkbox"/>
8.	<p><b>Practice site fire drills.</b></p> <ul style="list-style-type: none"> <li>▪ Practice dates or projected practice dates.</li> </ul>	<p>Details and Comments</p>	<p>Click or tap to enter a date.</p>	<input type="checkbox"/>	<input type="checkbox"/>
9.	<p><b>General project or location management statement describing how the project will restore service after a wildfire i.e.:</b></p> <ul style="list-style-type: none"> <li>▪ Use of utilities and / or structure electrical service</li> <li>▪ Defined equipment maintenance</li> <li>▪ Bulk fuel storage for fossil fuel and equipment.</li> <li>▪ Etc.</li> </ul>	<p>Details and Comments</p>	<p>Click or tap to enter a date.</p>	<input type="checkbox"/>	<input type="checkbox"/>

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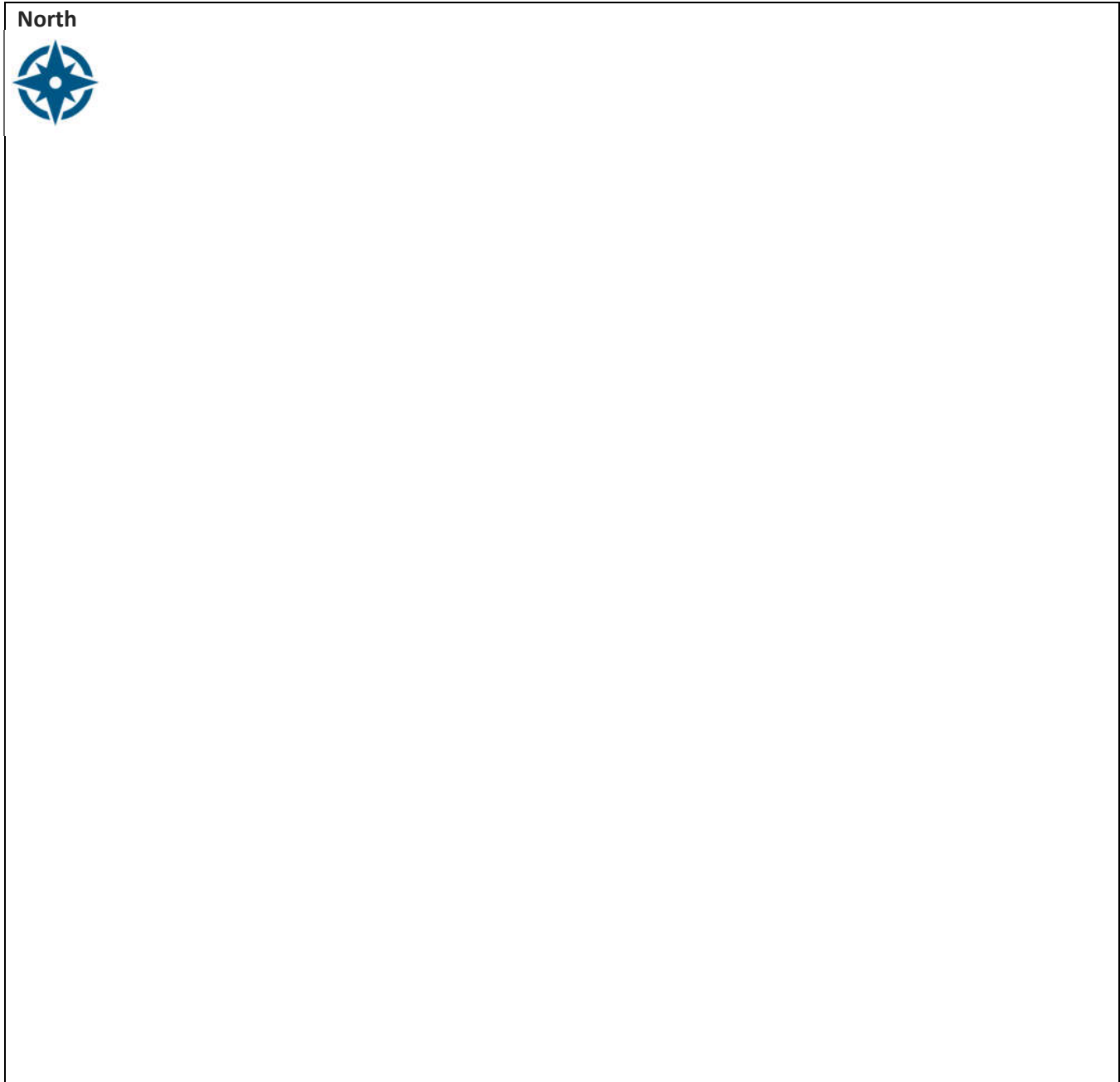


#	PLAN SPECIFICS		DATE COMPLETED	YES	NO
10.	<p><b>Outline location procedures to be used to complete:</b></p> <ul style="list-style-type: none"> <li>▪ Implementation and on-going audit of the Wildfire Mitigation plan.</li> <li>▪ Monitor and audit effectiveness of Wildfire Mitigation inspections, including third-party performed contractor inspections, carried out under the plan.</li> <li>▪ Found site deficiencies ASAP correction dates.</li> </ul>	<p>Details and Comments</p>	<p>Click or tap to enter a date.</p>	<p><input type="checkbox"/></p>	<p><input type="checkbox"/></p>

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## WILDFIRE MITIGATION PLAN SITE DIAGRAM

Show structures, major fire exposures, water access and distances. Can be hand drawn or computer generated.







## REFERENCES

- **FEMA Website:** <https://www.fema.gov/wildfire-mitigation-faqs-and-resources>
- **Wildland Urban Interface Wildfire Mitigation Desk Reference Guide by National Wildfire Coordinating Group – June 2019:** <https://www.nwcg.gov/sites/default/files/publications/pms051.pdf>
- **NFPA – Preparing Homes for Wildfire:** <https://www.nfpa.org/Public-Education/Fire-causes-and-risks/Wildfire/Preparing-homes-for-wildfire>
- **NFPA – Firewise USA Program:** <https://www.nfpa.org/-/media/Files/Firewise/Get-started/FirewiseCommAssess.ashx>
- <https://assets.bouldercounty.org/wp-content/uploads/2017/03/wildfire-mitigation-quick-checklist.pdf>
- <https://csfs.colostate.edu/wildfire-mitigation/wildfire-defensible-space-checklist/>
- <https://www.trinitypud.com/pdf/wildfire-mitigation-plan.pdf>