When wildfire threatens, follow these last-minute steps to reduce damage to your business.

1. **STAY SAFE, MONITOR CONDITIONS AND GET ALERTS FOR YOUR AREA**
   - Always evacuate if you feel it is unsafe to stay. DO NOT wait to receive an emergency notification if you feel threatened by a fire.
   - Download the FEMA App and receive real-time alerts from the National Weather Service for up to five locations nationwide.
   - Sign up for community alerts in your area and be aware of the Emergency Alert System (EAS) and Wireless Emergency Alert (WEA), which require no sign up.

2. **IF WILDFIRE MAY BE NEARBY, PUT YOUR BUSINESS CONTINUITY PLAN (OFB-EZ) INTO ACTION**
   - Begin last-minute preparations. Note that employees may need time to prep their homes as well.

3. **KNOW YOUR EVACUATION ZONE**
   - You may have to evacuate quickly. Know your community’s emergency response plan and have a plan for where to go.
   - Follow instructions from local authorities. They will provide the latest recommended routes for leaving your location.

4. **SHUT OFF GAS SUPPLY TO YOUR COMMERCIAL PROPERTY**
   - It’s standard practice by emergency response to shut off the gas supply to prevent feeding a fire. Doing so yourself reduces risks to your structure.

5. **COVER VENTS**
   - If your vents are easily accessible and you do not have metal mesh covers, a lightweight noncombustible material (such as sheet metal) can be installed. These covers should be removed once the fire and ember threat passes.

6. **MOVE FLAMMABLE INVENTORY INSIDE**
   - Move pallets, tables and chairs, benches, outdoor equipment, signage, inventory, and loose items inside.

7. **CLOSE DOORS AND WINDOWS**
   - Shut all interior and exterior doors and windows and leave them unlocked.
   - Close commercial garage doors all the way.

8. **SHUT OFF HVAC**
   - This will help prevent outside smoke from entering the building and causing preventable damage.

9. **LEAVE YOUR PROPERTY EASILY SEEN AND ACCESSIBLE FOR FIREFIGHTERS**
   - Leave your lights on so firefighters can see your building under smoky conditions.
   - Open your gate(s).
   - Do not leave landscape sprinklers on. It can negatively affect water pressure.

10. **EVACUATE**
    - Evacuate immediately if authorities tell you to do so.