

## **September 2020 Fire Prevention Education Team Guidance/Helpful links/Documents and Protocol**



The National Fire Prevention Education Team (NFPET) working for the USDA Forest Service Washington Office was tasked by the Acting Fire Director, Patty Grantham, to find ways to increase efficiencies in ordering Fire Prevention Education Teams (FPETs), analyze protocols for FPET operations and propose actions to leverage resources across the Geographic Area Coordination Centers (GACCs) in support of implementation of wildfire prevention activities and plans. This NFPET will make recommendations to the National Wildfire Coordinating Group (NWCG) Communications, Education and Prevention Committee (CEPC) and the CEPC FPET task group who will determine how best to proceed.

The CEPC FPET task group did concur that in the interim, communication now with the Geographic Area FEPT Coordinators and Prevention Education Team Leaders (PETLs) that are listed in IROC was a good idea, especially since we are in a very different response mode this fire season due to the COVID-19 Pandemic.

To that end, the CEPC FPET task group agreed to post these resources and guidance on this new FPET channel of the NMAC-sanctioned FireNet site. The FireNet communications process is very dynamic. FPETs are new to this system and we've been working to integrate into the official process, but of course, FPETs are slightly different than Incident Management Teams. Therefore, it will take patience as this process develops and morphs throughout the season. Tools and resources on TEAMS and FireNet can be found here. [link](#)

**NEW! FPET FireNet Account:** [link](#)

If you are a PETL in IROC, then you received an invite to this account on Friday August 28, 2020.

Attachment **“File structure”** outline and **“How to add a folder”** [link](#)

**Evaluations [link](#) and other administrative documents that may have Personally Identifiable Information (PII) are not to be posted on the FireNet site.** Emails and phone numbers of PETLs and PETMs are on the site as they are officially provided by said persons to facilitate seeking assignments.

### **GUIDANCE/HELPFUL LINKS/DOCUMENTS AND PROTOCOL**

The following attachments and links were developed to assist FPETs with the most up-to-date information and a platform to store documents through FireNet.

## **FPET Management**

### **NWCG CEPC**

Along with other helpful information, a generic Delegation of Authority (DOA) including Special COVID-19 Guidance language may be found here: [link](#)

A PETL must follow the host-unit's COVID-19 protocols. If your DOA does not mention them, make sure to ask about them before you leave your home unit and again when you arrive. Acquire safety equipment and resources for your team, spend time becoming familiar with the protocols, obtain contacts for further information and always follow the safety precautions to protect your team and those with whom your team comes in contact.

### **Guidance for Prevention and Management of COVID-19 during Wildland Fire** [link](#)

#### **NEW! Fire Prevention Education Teams Information Poster**

The attached poster addresses the skills and utilization of FPETs; funding options and ordering procedure. [link](#)

#### **FPET Host Agency Guide Summary** [link](#)

#### **2020 Season NFPET schedule:**

NWCG: [link](#)

FireNet: [link](#)

#### **FPET Tracking Spreadsheet**

Team Leaders will need to fill out this sheet to indicate when and where you are on assignment and general outcomes. [Link](#)

If you have "sub-teams" each of those teams should fill out a separate line. Indicate if you are "active" or "not active" and if you were located as "virtual", in the "Field" or a "Mix".

#### **September 2020: Virtual NFPETs Concept** [link](#)

### **Guidance on Graphics**

#### **FPET Digital Library**

The FPET Digital Library contains products that have appropriate wildfire prevention messages. They are Section 508-compliant products that are easily editable with logo(s) if the graphics are approved for use by your host agency. All graphic products generated by FPET assignments will meet 508 standards. The process to create 508-compliant materials can be found here [link](#)  
<https://www.nwcg.gov/fpetdl>

#### **NEW! FPET logo** [link](#)

**Guidance Reminder:** Please use the appropriate campaign hashtag for all social media.

#### **NEW! Working with a Graphic Artist (Virtual)** [link](#)

## **NEW! Be Outdoor Safe Campaign**

The USDA Forest Service, the National Association of State Foresters and the Ad Council launched a new public service advertising (PSA) campaign, which includes tips to help people spend time outdoors safely and responsibly, whether on public lands or in their own backyard. Time outdoors has never felt more valuable, and everyone has a role to play in keeping our safe places safe. Check out “Be Outdoor Safe” for more information.



<https://www.beoutdoorsafe.org/>

In addition, pushes continue on Discover the Forest’s and Smokey Bear’s social media channels and all resources, billboard, bus stop, poster and social media graphics can be found at <http://smokeybear.adcouncilkit.org/beoutdoorsafe/psa/> for use at the local level.

## **Smokey Bear Face Masks, Face coverings, and Gaiters**

Many people have tried to link Smokey to messages like “only you can prevent COVID-19”, or used his image on a mask, or made a mask out of Smokey Bear material. While it is great that everyone loves Smokey so much, it ends up giving a mixed message and weakening his real message of wildfire prevention. Therefore, these uses are not appropriate uses of his image or message. Within the Smokey Bear licensing program, we are not approving any products with Smokey and COVID-19 messages – or even just Smokey and his prevention message on a mask. There is material that is made that has Smokey’s image on it, which is a licensed product. However, anything that is made with this material and sold needs to go through the Smokey Bear licensing approval process, and as stated above, nothing is approved that links Smokey with COVID-19. If you do find items that are being sold, please contact the licensing program manager at [SM.FS.SBLicense@usda.gov](mailto:SM.FS.SBLicense@usda.gov).

Many of you are aware that a Smokey Bear “gaiter” is sold at the Symbols Cache: [www.symbols.gov](http://www.symbols.gov). It is fun and creative and was designed well before the COVID-19 pandemic hit. However, this product does not meet CDC guidelines and is not recommended for a proper face covering. It is extremely thin material, so much so that you can see through it. The newest study from Duke University shows neck gaiters are more harmful than previously thought as the fabric breaks particles up and disperses smaller particles that linger in the air longer, rather than bigger particles that drop to the ground quickly. Check out these studies and news articles: [link](#)

In addition, Smokey Bear appearances should be virtual or kept where Smokey and his handler are at a safe distance from crowds and never show him wearing a mask. The handler of course

should be wearing an approved agency facemask or face covering. Graphic elements designed of Smokey should also never have Smokey's image wearing a face mask or promoting messages about preventing COVID-19.

### **General Guidance Reminders**

- Team Roster should be submitted to dispatch one week in advance of “up” date, especially if the nation is in a Preparedness Level (PL) 4 or 5 as ordering can take longer. This is only to indicate you will be ‘up’ soon and to get your resources lined up, not to make yourself available. Use agency or host unit resource identifiers when identifying individuals during the rostering process and throughout your assignment to expedite the IROC process and inform hosts and recipients of communications and contact needs.
- Extensions of resources or teams often require approval from supervisors and dispatch will ask for those. ADs need to get this approval from their supporting agency dispatch center, Fire Management Officer (FMO) or other contact. Start early on this process. Extension form is here: [link](#)
- Recommend FPET resources become familiar with Microsoft TEAMS software environment before deployment.
- PETLs should be included in Host Operations briefings, FMO calls and/or other coordination calls when applicable on assignment.
- PETLs need to be up to date on incident business management rules regarding Work/Rest ratios, intermittent duty assignments, tracking overtime, etc. Bookmark the NWCG Standards for Interagency Incident Business Management, (PMS 902): <https://www.nwcg.gov/sites/default/files/publications/pms902.pdf>
- If an employee is assigned virtually and working full- time on an incident, they follow the same Work/Rest Guidelines as if they were away on an assignment. If the employee is only working intermittently, they would have their normal days off and if not possible, follow the “Management Directed Days Off at Home Unit” for guidance about days off. Payment for mandatory days off is clear in the handbook. Remember, the intent of the Work/Rest Guidelines is to mitigate fatigue and provide a safe and productive environment for employees.
- FPET evaluations and PETL evaluations [link](#) are to be provided to your host and sending unit's Geographic Area FPET Coordinator, your host agency administrator, the national FPET coordinator and your host unit dispatch/red card committee.
- Reminder Again: Evaluations and other administrative documents that may have **Personally Identifiable Information (PII) are not to be posted on the FireNet site.** Emails and phone numbers of PETLs and PETMs are on the site as they are officially provided by said persons to facilitate seeking assignments.

Thank you all for your continued hard work in assisting communities with preventing unwanted human-caused wildfires. Please be safe.