

Example of a File Structure for Prevention Teams to follow when filing in FireNet/Teams Sharepoint

There will be a folder underneath the Main Prevention Teams that will house:

- Teams Schedule of rotation
- Team rosters
- All PETL/PETM/Trainees contact information (possibly with special skills and availability)
- All other supporting documents for FPETs (example: Template for DOAs, Guides, etc.)

Each Team would be responsible for uploading graphics and Docs into the following files for easier access when wanting to file on the Library.

- 508 Compliant graphics/Docs
 - Not 508 compliant need to be reviewed

Each Team will establish a channel with the following folder structure to keep continuity.

Folders:

Administrative

- DOA
- Team Roster with Team contact information
- Team Evaluation and success report (if applicable)

Contacts

Daily Reports

Final Report

Lessons Learned

Products

- Anything that is 508 compliant/ ready for uploading to the library
- Graphics
- PSAs
- Videos
- Communication Plans
- Prevention Plans
- ETC.

*****Do Not file anything here with Personal Identifiable Information (such as OF-288s/Budget sheets)**