

# FIRE PREVENTION EDUCATION TEAM (FPET) INTERACTIONS

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The relationship and communication a prevention team has with the host agency is critical to success of any assignment. Some hosts have more experience with FPETs than others. This experience often translates into clear direction, scope of work, better support for the incoming team, and improved outcomes. There are characteristics that help the host be better prepared to help the team. It is the team's task to understand the host's level of preparedness and close any gaps prior to arrival. Many of the decisions are made in pre-assignment conversations between the team leader and the host.

## HOST UNIT RESPONSIBILITIES

- Determine the need for a fire prevention education team.
  - Severe burning conditions
  - Unusually high fire occurrence
  - Heavy resource commitment
  - Above normal preparedness level
  - Wildland/urban interface issues (i.e. – Fire Adapted Communities, Prescribed Fire, other mitigation efforts)
  - Prepositioning of resources
  - Increased recreational use of public lands
  - Large outdoor event(s) planned
- Think through the goals of the assignment – clearly define the mission and scope of work
- Allow the team to be creative, yet provide guidance
- Consider the logistics for the team and prepare for their arrival
- Identify approval, decision and dissemination process of materials, creatives, emails, briefing papers and all forms of communications
- The host unit will provide:
  - Team leader with an approved Delegation of Authority
  - Source, type, and amount of funds for use by the team
  - Initial briefing to the team leader and team members as to purpose for requesting the team, objectives, and expectations
  - Be available for daily, or every other day, updates and team progress
  - Communication with local unit personnel of the FPET's IT goals and objectives
  - A liaison representing the Agency Administrator to the team leader
  - Contact names and telephone numbers of key contacts:
    - Public information officer/Public affairs officer
    - Cooperators
    - Local media
    - Financial contact
    - Procurement contact
    - IT support
    - Incident Management Team information officer (if applicable)

- Agency documentation and budget tracking requirements
- A copy of unit's service and supply plan
- A copy of unit's incident business guidelines
- Office space, with desks, chairs and operating equipment
- Telephones, internet and Wi-Fi
- Access to a copy machine, paper and supplies
- Connections for personal computers and printers
- Office Supplies
- Transportation, as needed to support team activities
- The host unit will ensure the Agency FPET coordinator has FPET contact information.

## **HOST UNIT EXPECTATIONS**

- Fire Prevention Education Team (FPET) operations are conducted safely
- Interactions between FPET and host unit are to be professional and cooperative
- FPET members are to operate within operation and fiscal laws, regulations, and policies.
- FPET members are to communicate with Agency Administrator or their designate as necessary
- Host unit will provide a delegation of authority with reasonable and obtainable objectives
- Host unit will provide initial briefing to the team leader and team members as to purpose of requesting the team, objectives, and expectations
- Host unit will communicate to the local unit personnel the FPET's goals and objectives to create an open line of communications with the team while it is assigned to the unit
- Provide copy of the unit's incident business guidelines to the team leader
- Review all plans developed prior to implementation
- Provide funding considerations for implementation of materials required to meet the assigned objectives
- Provide general support for the team's needs

## **PREVENTION AND EDUCATION TEAM RESPONSIBILITIES**

- FPET operations are conducted safely
- Team leader reports to the host unit
- Team leader helps the host refine the objectives and design actions to produce results
- Establish a liaison role with the various fire protection agencies – federal, state, and local
- Show sincere respect for the host, partners, and community. The team is a guest there to help the host
- Obtain approvals and authority to implement the wildfire prevention effort area-wide
- Obtain copies of incident business guidelines, and key contact names and telephone numbers
- Obtain briefing from host unit and determine level of support that will be provided as well as office work area available
- Maintain contact with agency administrative and procurement personnel to ensure fiscal integrity
- Provide solutions to identified objectives in the delegation of authority. These may include:

- Develop area-wide prevention strategies based on fire protection assessment and evaluation of communication behavior and information needs of population demographics
- Develop and procure prevention products for use by the team and host unit
- Promote responsibility for fire safety and encourage self-help actions in all materials
- Maintain/promote interagency approach
- Leave documentation with host unit and national FPET coordinator and others as described in the delegation of authority
- Report accomplishments as identified in the delegation of authority
- Obtain action plan/local and national operational procedures, if available
- Identify agency issues, concerns, and barriers
- Identify barriers to an effective wildfire prevention program and offer solutions
- Leave positive solutions/suggestions for a sustainable program in wildfire prevention with area liaison
- Document all work on agency forms for inclusion in summary report
- Conduct organized exit interviews, an After-Action Review, evaluations and information sharing based
- Provide a communication plan/contact info for all team members

## **PRE-ASSIGNMENT DISCUSSIONS**

- Establish an agency contact that is available and has knowledge of the assignment
- Determine the type of assignment – Community engagement, media, products, wildfire prevention planning, problem-solving, training, etc.
- Listen for and seek out the expectations of the host
- Discuss and match the team composition to meet the assignment expectations of the host
- Discuss logistical needs in relation to the scope of the assignment – work area, transportation, internet connection, and IT support
- Communicate findings with all team members – update frequently
- Research what you can about the community, typical fire causes, events in the area, etc. in advance of arrival
- Be prepared and informed. This is one of the most important tasks for success of the assignment

### Attachments

1. Pre-Order Worksheet
2. Sample Delegation of Authority
3. FPET Poster

# Fire Prevention Education Team Host Unit Initial Request Worksheet

Date: \_\_\_\_\_ Time: \_\_\_\_\_

Requesting Unit Designator: \_\_\_\_\_ Local Unit Designator: \_\_\_\_\_

Host Unit Contact: \_\_\_\_\_ Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

Preliminary Situational Assessment/Why a team is needed (fire causes, upcoming large events, wildfire prevention planning needed, etc.)

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

Team Objectives:

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

4. \_\_\_\_\_

Assignment Timeframe: \_\_\_\_\_ Number of Team Rotations: \_\_\_\_\_

Physical Location of Team: \_\_\_\_\_

Type of Funding for Team: \_\_\_\_\_

Assignment Budget: PP  Month

Facility Type and Address: \_\_\_\_\_

Support Available: \_\_\_\_\_

Agency Liaison Assigned:

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

Expected Start Time: \_\_\_\_\_

Travel Requirements: \_\_\_\_\_

Specialized Equipment Needed: \_\_\_\_\_

Team Configuration (List the needed positions for the assignment):

1. Team Leader: \_\_\_\_\_

2. Information Officer: \_\_\_\_\_

3. Team Member: \_\_\_\_\_

4. Trainees Approved: \_\_\_\_\_

5. Other Positions (PREV, INVF, PIOF, graphic artist, videographer, etc.): \_\_\_\_\_

# Sample Delegation of Authority (DOA) for Fire Prevention Education Teams

(or Letter of Expectations)

*[The following document is provided as a sample or basic template for federal agencies. Prevention actions may require many different approaches and delegations may take as many forms. This sample template is provided as a basic guide to developing a delegation, with the intent that the user edits the text to fit their local needs.]*

You, \_\_\_\_\_ are hereby delegated authority to serve as a Fire Prevention Education Team Leader for the \_\_\_\_\_ [Agency], starting on \_\_\_\_\_ and terminating on \_\_\_\_\_.

The following conditions and expectations apply to this delegation.

## General Team Management

1. All operations are to be conducted in a manner that prioritizes the safety of yourself and your team. All members of your team must observe a "Zero Tolerance" for any careless or unsafe action. As Team Leader, please take appropriate actions to ensure that everyone involved in this assignment knows and follows established safety procedures.
2. You are to ensure the team adheres to all federal, state and local laws, regulation and ordinances. These laws include but are not limited to: state motor vehicle operations regulations, cultural and archaeological protection laws, health and welfare regulations, and environmental protection and hazardous materials laws.
3. You will provide for a harassment-free work environment that treats all team members and contacts with respect.
4. Your team is authorized to make necessary micro - purchases to support the team's work. All purchases must be in accordance with applicable purchasing laws and agency regulations. All purchases must be within the established team budget and are subject to pre-approval by \_\_\_\_\_. Purchases beyond the micro purchase threshold must be made through the designated procurement officer.
5. Team members must be sensitive to local political and social issues related to public land management and use. It is imperative that relations with the public be maintained or improved by the Team and that all actions of the team have positive public relations as an underlying theme. Your team must be sensitive to and respectful of any Tribal customs, issues or concerns.
6. You are authorized to incur expenses for travel, per diem, salary, support, supplies, products, and, prevention materials for your team up to \$ \_\_\_\_\_. Expenses are to be charge to: \_ [Accounting Code].
7. The established supervisor for your assignment is \_\_\_\_\_. All reports, team products, and unused supplies are to be left with the assigned supervisor.

## Special COVID-19 Guidance

1. As Team Leader, I have discussed with the requesting agency what, if any, mandatory guidelines and or restrictions are in place that would impact the team's effectiveness when conducting business.
2. As Team Leader, I have asked all team members if they are showing any symptoms of COVID-19, or if they have been in contact with anyone who has tested positive within the previous 2 weeks, prior to them accepting the assignment. Those on the team, including myself, have answered no to these questions.

## Special COVID-19 Guidance cont.

3. As part of this DOA, I have requested any guidance from the host agency be provided and attached regarding the process in place should any team member potentially become infected during the assignment and/or within 2 weeks of returning home.
4. All team members will adhere to guidance of the host agency and unit as well as any guidance from their home unit as it pertains to wearing of PPE and maintaining social distancing.
5. All team members will monitor their health conditions daily and report any symptoms of COVID-19 to the host agency immediately. The individual will self-isolate until additional guidance can be provided.
6. All team members will work diligently in a manner that will reduce and or mitigate potential exposure to other coworkers and the public. Guidance and resources are available at <https://www.nwccg.gov/coronavirus>.
7. Any team member who becomes sick with any COVID-19-related illness is responsible for contacting their home unit immediately for guidance and documentation.

## Logistics

1. Your team will work out of the \_\_\_\_\_ office. The on-site supervisor is \_\_\_\_\_. He/she will assist your team with phones, access to printers and copiers, computer connections, and facility access. Lodging is available at \_\_\_\_\_.
2. Established work hours are from \_\_\_\_\_ to \_\_\_\_\_. Longer shifts may be authorized by your assigned supervisor as needed. You are to provide the opportunity for a minimum of 1-hour of rest for every 2-hours of work or travel. *[Established work hours should be negotiated with the PETL.]*

## Documentation

1. Establish and maintain a record-keeping process to provide an account of the team's activities, including: contacts made; information distributed; recommendations for future needs; lessons learned; and, daily activity logs.
2. Track expenses for the team's operations, including: lodging costs; salary estimates; transportation costs; rental vehicle expenses; operational expenditures; and, purchases. Establish and maintain a file for copies of receipts and any other documentation for all expenses.

## Public Information

1. Work closely with Agency Public Affairs Officers and representatives of other agencies and jurisdictions. Keep them informed and work closely and proactively with them. Coordinate all media releases through \_\_\_\_\_.
2. Your team is to handle local and national media contacts in coordination with \_\_\_\_\_. Political contacts and congressional inquiries are to be referred to \_\_\_\_\_; \_\_\_\_\_ will identify who will respond to these requests based on the issue(s).
3. Social media accounts for your team [*are or are not*] authorized. If used, all posts to social media must be coordinated with your assignment supervisor and/or the Agency Public Affairs Office.

## Liaisons and Contacts

1. The following individuals are designated as Agency contacts for this assignment. *[include phone numbers and e-mail addresses]*.  
Daily supervision:  
  
On-site needs:

Procurement:

Public Affairs:

Tribal Liaison:

Local Agency Contacts:

## Expectations and Objectives

*[This is where the host agency spells out what they want the team to accomplish. The following are some common prevention activities. The objectives used will need to be written clearly and concisely. These should be developed with the Prevention Education Team Leader, keeping in mind the assignment lasts only 14 days.]*

1. Special events.
2. Printed products.
3. Action plans, Prevention plans.
4. Media campaigns.
5. Risk assessments.
6. Working with local trainees.
7. Many other activities.

## Close out and Follow up

1. You are to provide performance evaluations for your team members and any trainees assigned to your team. For trainees, you are to document satisfactorily completed tasks in their position task books.
2. You are to provide your assigned supervisor with a closeout report and copies of any records described under Section C. Documentation, upon demobilization.
3. Your team will conduct a closeout briefing with the assigned supervisor prior to demobilization.

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[Authorizing Official's signature]	[Title]	[Date]
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[Add as many other signatures as needed]	[Title]	[Date]
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The terms of this Delegation of Authority are accepted by:

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[Team Leader's Signature]	[Title]	[Date]
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# Fire Prevention Education Teams



## What is a Fire Prevention Education Team (FPET)?

A small team (3-10 people) that supports wildfire prevention needs prior to and during periods of high wildfire danger.

## What do FPETs do?

FPETs are highly effective in their ability to reduce unwanted human-caused wildfire ignitions and are equipped to rapidly complete on-site wildfire prevention assessments and plans, initiate implementation of such plans, and begin immediate wildfire prevention activities.

## When should an FPET be ordered?

- There is, or will be, an increase in visitor use or large special events
- There is an increase in unwanted human-caused fires
- High fire danger conditions are trending to extreme conditions
- Fire restrictions are, or will be, in place
- Wildfire prevention workload exceeds local capacity

## How to order an FPET

- Work with your Geographic Area FPET Coordinator
- Order through normal dispatch channels

## How are FPETs' costs covered?

### Funding options:

- State and local agencies may utilize grants or funds through their Compact
- Federal agencies may utilize severity, program or fire-support funds
- “Assistance Agreements” through the Bureau of Land Management

*For more information, visit the NWCG CEPC or the NIFC FPET pages:*

[www.nwcg.gov/committees/communication-education-and-prevention-committee](http://www.nwcg.gov/committees/communication-education-and-prevention-committee)  
[www.nifc.gov](http://www.nifc.gov)

### “An Ounce of Prevention”

**National Fire Prevention Education Teams Video (11 minutes)**

<https://www.youtube.com/watch?v=uyiFlioWnp8&feature=youtu.be>