



## P-310 Unit 2: Introduction to Team Exercise

### Unit Objectives:

- Identify and describe historic FPET's mobilization from the perspective of team member, agency administrator, and fire manager.
- Describe the difference in national team mobilizations and routine fire prevention operations on home units.
- Describe the impact that advanced FPETs can have on local fire-related problems in a variety of situations.

### Unit at a Glance:

| Topics   | Method       | Duration                 |
|--|--------------|--------------------------|
| FPET Mobilization  | Presentation | 5 Minutes                |
| FPET Impacts   | Presentation | 10 Minutes               |
| Ounce of Prevention  | Presentation | 10:24 Minutes            |
| Delegation of Authority and Scenario Exercise and Activity | Activity     | 1 Hour                   |
| Introduction to Final Team Exercise*                       | Discussion   | 20 Minutes               |
| <b>Total Unit Duration</b>                                 |              | <b>1 Hour 45 Minutes</b> |

### Materials:

For each participant materials are available at: <https://www.nwcg.gov/publications/training-courses/p-310/course-materials>.

- Unit 2-HO1-Scenario 1-2015 NY SPB Background
- Unit 2-HO2-Scenario 2-2017 PNW Solar Background
- Unit 2-HO3-Scenario 3-2016 MS Background
- Unit 2-HO4-Scenario 1-2015 NY SPB Delegation of Authority
- Unit 2-HO5-Scenario 2-2017 PNW Solar Delegation of Authority
- Unit 2-HO6-Scenario 3-2016 MS Delegation of Authority
- Unit 2-HO7-Bonus Scenario 4-2016 NV Background

## Unit 2: Introduction to Team Exercise

- Unit 2-HO8-Bonus Scenario 4-2016 NV Delegation of Authority
- YouTube video: An Ounce of Prevention, <https://youtu.be/uyiFlioWnp8>
- Unit 2-SR1-Land Between the Lakes Eclipse Activity Log example
- Unit 2-SR2-FPET Budget 6-person example

### Classroom

- Ability to display images and video on large screen.
- White board or easel access for group breakout.

### Guides and Key

The presentations and instructor guides include notes to aid facilitators in instruction.

### Key

☐ Indicates an action for the instructor to take.

- Indicates topics and information for the facilitator to use as they see fit.

### Discussion

- Facilitate a large group discussion once groups are done with Exercise 1.
  - What did they learn?
  - What surprised them?
  - What would they do if they had more time?
- \*Introduction to Final Team Exercise –
  - Students should be given time throughout the week to work on the final assignment – some of this will be accomplished as students work on the other components of the final (e.g., communication plan, finances, etc.).

# Unit 2: Introduction to Team Exercise

## Slide 1



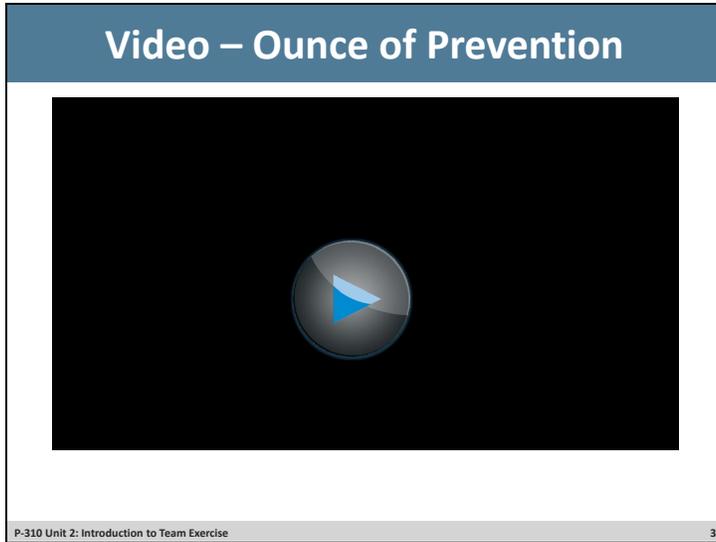
### Slide 2

#### Unit Objectives

- Identify and describe historic FPET's mobilization from the perspective of a team member, agency administrator, and fire manager.
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- Describe the impact that advanced FPETs can have on local fire-related problems in a variety of situations.

- Review objectives with students.

### Slide 3



#### Note to Instructor

- Show video at the opening or closing of this unit.
- YouTube video: An Ounce of Prevention, <https://youtu.be/uyiFlioWnp8>

#### Play Video

**Title:** An Ounce of Prevention

**Time:** (10:24)

### Slide 4

#### Fire Prevention and Education Teams

- **Assembled to address a wide variety of fire prevention issues.**
- **Proven history of affecting fire occurrence and intensity.**
- **In any part of the nation, at all times of the year.**

### Slide 5

#### Home Unit Fire Prevention

- **Education**
  - School programs, Smokey Bear, Public meetings, Events, Parades
- **Engineering**
  - Signs, Inspections, Fire Wise programs
- **Enforcement**
  - Restrictions, Patrols, Permits
- **Administration**
  - Accomplishment reporting, Budget management, Plan writing, and updating

### Slide 6

#### Historical Uses of Fire Prevention Teams

- Campaign development
- Campaign distribution
- Prevention planning-locally and geographically
- Improvement of cohesive strategies and collaboration
- Large event management

### Slide 7

**Team Exercise # 1**

- **The class will be divided into teams for the week.**
- **Each team will be given a Delegation of Authority and a scenario.**

P-310 Unit 2: Introduction to Team Exercise7

### Exercise-Delegation of Authority and Scenario

**Time:** 90 minutes

- Divide the class into permanent teams for the week.
- Team coaches to give each team a Delegation of Authority and a scenario in-brief.
- Materials are distributed during this unit and are available at:  
(<https://www.nwcg.gov/publications/training-courses/p-310>).
  - Unit 2-HO1-Scenario 1-2015 NY SPB Background
  - Unit 2-HO2-Scenario 2-2017 PNW Solar Background
  - Unit 2-HO3-Scenario 3-2016 MS Background
  - Unit 2-HO5-Scenario 2-2017 PNW Solar Delegation of Authority
  - Unit 2-HO6-Scenario 3-2016 MS Delegation of Authority
  - Unit 2-HO7-Bonus Scenario 4-2016 NV Background
  - Unit 2-HO8-Bonus Scenario 4-2016 NV Delegation of Authority
  - Unit 2-SR1-Land Between the Lakes Eclipse Activity Log example
  - Unit 2-SR2-FPET Budget 6-person example
- The same scenario and delegation can be used for each team or different scenarios and delegations can be given to each team. This depends on the size of cadre and class. Have students define roles and responsibilities and start filling out the appropriate documentation forms.

### Slide 8

#### Team Exercise # 1

- Describe the ordering process and how you came to be on your assignment.
- In-brief with teams.
- Gain an understanding of the mission.
- Establish Team Composition and Responsibilities.

P-310 Unit 2: Introduction to Team Exercise

8

- The Instructors will act as team leaders of the team composition and facilitate a team inbriefing based on the DOA you select.

### Slide 9

#### Team Exercise # 1

- **Finance**
  - Start compiling a record. Include all potential and incurred expenses.
  - Provide examples of working documents for expenses.
- **Logistics**
  - Compile workspace needs, computer access, transportation, travel plans, per diem at locations, car rental, airfare, team contact sheet.

P-310 Unit 2: Introduction to Team Exercise

9

- Instructor assigns team members to logistics and finance.

### Slide 10

#### Team Exercise #1

- **Daily Reports**
  - Make them and turn in daily: Document all actions you would like your host unit to know about. This is not a 214; this should be well articulated and express both small and large accomplishments and struggles. Include safety in daily reports.
- **Describe your assessment of the unit and how you obtained the information.**
  - Geographically, socially, weather, risk, hazards, values
- **Start Thinking about key messages, target audience, how you will address objectives in the delegation, and tactics that will accomplish objectives. Add ideas to your daily report.**

P-310 Unit 2: Introduction to Team Exercise

10

- PIO is responsible for daily updates. Instructors should explain geographical area and social issues. Briefly explain key messages, target audiences, objectives, and tactics.
- Discuss exercise experience with students via large group discussion – what did they learn?
  - Did anything surprise them about the process?
  - What would they have done with more time?

### Slide 11

**Introduction to Final Team Exercise**

**Fire Prevention Education Team report out to class with their final closeout and transition plan.**

P-310 Unit 2: Introduction to Team Exercise11

#### Note to Instructor

- PIO is responsible for daily updates. Instructors should explain geographical area and social issues. Briefly explain key messages, target audiences, objectives, and tactics.

All tasks from the team's workweek are presented as a final assignment/exercise on the last day of class. Students should be given time throughout the week to work on the final assignment – some of this will be accomplished as students work on the other components of the final (e.g., communication plan, finances, etc.)

- Fire Prevention Education Teams, upon arrival at a site, will generally be required to develop strategies and present those ideas for action. This exercise utilizes simulated scenarios for action plan development. This team exercise will serve as the accumulation of all the information and experience to date from this course. These plans will be presented to the entire group.
- Reference Unit 12-HO1-2018 Idaho Prevention Team Final Report – this can serve as an example final report.
- Teams have been selected, the task is to perform as if you have been assigned to a Host Agency.
  - The team scenario will be provided by an assigned team coach.
  - The team coach will be a key to facilitate your needs, within reason.
  - There will be several different scenarios, depending on the number of teams, some teams may be working on the same one.
  - The teams will work on their schedule and take whatever amount of time they are willing to spend.
  - The teams will be given 30 minutes for individual presentations on the last day of class.
  - The logistics information has been provided, if anything else is required, notify the coach.

### Slide 12

#### Final Team Exercise Presentation Guidelines

- **Must be kept to 30 minutes.**
- **Determine where and how you will present (secure technical equipment, etc.).**
- **Determine who will be at the meeting and invite them.**
- **All members will participate in a presentation that would be similar to giving a report out to your host agency.**

### Slide 13

#### Presentation Elements and Suggestions:

- Review initial objectives from DOA
- Explain Wildfire Assessment
- Review Communication Plan
- Present Wildfire Prevention Strategy
- Demonstrate Materials acquired or developed
- Budget
- Recommendations
- Questions and Answers

### Slide 14

#### Review Unit Objectives

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