



P-310 Unit 3: Organization

Unit Objectives:

- Define the Fire Prevention Education Team organizational structure.
- Identify the roles of the team members.
- Describe the tasks required to be addressed by the team.
- Distinguish roles and expectations for a team.

Unit at a Glance:

Topics	Method	Duration
Team Organization	Presentation	10 Minutes
Team Assignments	Presentation	10 Minutes
Team Members	Presentation	15 Minutes
Team Tasks	Presentation	15 Minutes
Expectations	Presentation	10 Minutes
Total Unit Duration		1 Hour

Materials:

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.

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- Review objectives with students.

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Webster's Definition of Team

- A body of persons organized for some specific activity.
- A group of people working together.
- To work in a cooperative activity.

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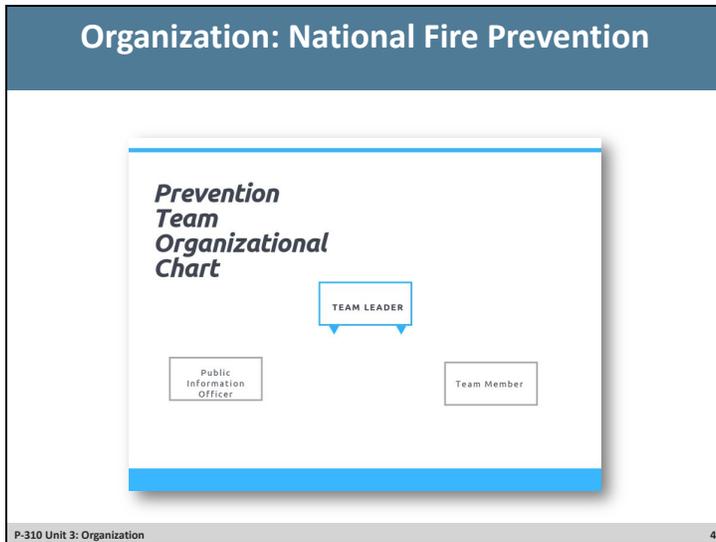
- A member of a Fire Prevention Education Team will have an opportunity to creatively solve problems when severe wildland fire conditions occur. The diverse nature of the teams and the wealth of experience they contain make them an outstanding resource to fire management and the public.

“Never doubt that a small group of thoughtful, committed citizens can change the world. Indeed it’s the only thing that ever has.”

-Margaret Mead

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- The needs of the sponsoring agency or agencies are diverse and the composition and organization of the team is dependent on the type of assignment and the needs of the requesting agency.
- There are some common elements of all the positions, for example, everyone is expected to have a positive safety commitment, be professional, and respectful, competent in his or her job, and work effectively for the host unit.
- The fact that the team is small requires every member to help obtain supplies, present programs, coordinate with other team members and agencies, coordinate activities to meet schedules, maintain their physical fitness, conduct assessments, maintain documentation, and participate in events.

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Types of Assignments

- Fire Prevention Assessments, Planning, and Training
- Incident Management Team Support
- Community Wildfire Awareness and Education
- Community and Agency Relations
- Interagency Support
- Defensible Space Evaluations
- Natural Disasters
- Large Event Planning and Response



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- Fire Prevention teams should be brought in if you see increases in any of the following:
 - Human activity (such as holiday weekends or special events)
 - Human-caused fires
 - Fire danger conditions
 - Fire restrictions
 - Fire prevention workload
 - Demands on local capacity

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Common Elements

- **Prioritize Safety**
- **Respectfulness**
- **Professionalism**
- **Competency**
- **Efficiency**
- **Thorough Documentation**
- **Public Presence**

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3 Core Members of a FPET

- **Prevention Education Team Leader (PETL)**
- **Prevention Education Team Member (PETM)**
- **Public Information Officer 2/1 (PIO2)**

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- A PIO 2 or higher is required for a National FPET. A PIO3 may be utilized on a local or regional FPET.

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Prevention Education Team Leader “PETL”

- **Responsible for the Team’s performance**
- **Must achieve set objectives**
- **Communicates, plans, trains, evaluates, coordinates, and delegates**
- **Must be experienced in more than one discipline**

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- As with any organization, the leader is there to support the team. If appropriate, a team leader trainee is assigned to build a pool of qualified team leaders.
- The Team Leader is an active participant in the activities.
- Because the team leader is responsible for the team, he or she must be kept informed by team members and provide regular feedback to the host unit representative.

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Fire Prevention Education Team Member “PETM”

- Ability to analyze fire history
- Determine appropriate mitigation strategies
- Implement tactics to meet objectives
- Positive interpersonal skills
- Ability to achieve results
- Evaluates effectiveness

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**Public Information Officer
"PIO 2/1"**

- **Position can be very demanding**
- **Media**
- **Graphics**
- **Internal and external communications**

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- All types and complexities of the media are potential for interaction with the team. Newspapers, television, social media, publications, community meetings, radio stations, and national media are in the scope of the team's interest.
- Obtaining services and support like visual development, transportation, and lodging for the team means team members need to work outside of their comfort zone at times.
- Developing messages focused on the mission and related events is critical. Keeping information newsworthy means new material, being social media savvy, obtaining new materials, and maintaining a close relationship with all the media, in all the markets, is a BIG job. Through market analysis, the team can focus attention on priority activities.

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Technical Specialist “THSP”

- A person with special skills required to support the team’s mission.
- Graphic Artist
- Social Media Specialist
- Marketing Consultant
- Finance Chief
- Public Affairs Specialist

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Teamwork and collaboration are keys to success

- Cooperation
- Creativity
- Imagination
- Integrity
- Motivation
- Accountability



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Tasks and Logistics

- **Creating and filing documentation.**
- **Running errands.**
- **Preparing daily activity reports and cost summaries.**
- **Making lodging arrangements.**
- **Answering and returning phone calls.**
- **Scheduling meetings and events.**
- **Research and order resources.**

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Tasks and Logistics (continued)

- **Conducting a meeting.**
- **Giving a presentation.**
- **Interviewing with the media.**
- **Training cooperators or the public.**
- **Setting up a fair booth.**
- **Participating in a parade.**
- **Preparing a report.**



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Roles and Expectations

- **Logistics**
 - Research and order resources
 - Maintain accurate records of expenses and activities. Everyone must keep reports and records current.

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Roles and Expectations (continued)

- **Information-not just part of PIO job**
 - Understand and perform media analysis
 - Gather information about the community, its people and their activities (demographics)
 - Help produce products that incorporate key messages and themes
 - Know the target audience



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- Serving as a Fire Prevention Education Team member is a great opportunity, but it requires that each person works outside the scope of his or her normal activity.
- The demands associated with completing the work during a brief time under challenging conditions and the host unit goals and objectives can be stressful. It is also a chance to think differently and be creative in ways that may not be part of ‘normal’ operations.
- The key at this point is that everyone should recognize that the organization of the team is adjusted to the needs of the assignment. It can take many shapes and contain a variety of “specialists,” but there are many roles for each person to play. This course will be dealing with all the activities in much more detail as it progresses. There are a lot of tasks to accomplish. Each person has a critical role.
- Remember, there is nothing we can’t accomplish if we don’t care who gets the credit.

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Review Unit Objectives

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- Review objectives with students.