Unit Objective:

- Identify the operational characteristics of a Fire Prevention Education Team (FPET).

Unit at a Glance:

<table>
<thead>
<tr>
<th>Topics</th>
<th>Method</th>
<th>Duration</th>
</tr>
</thead>
<tbody>
<tr>
<td>Requesting Unit’s Roles and Responsibilities</td>
<td>Presentation</td>
<td>30 Minutes</td>
</tr>
<tr>
<td>Pre-Assignment Preparation</td>
<td>Presentation</td>
<td>30 Minutes</td>
</tr>
<tr>
<td>FPET On-Site Tactics</td>
<td>Presentation</td>
<td>30 Minutes</td>
</tr>
<tr>
<td>Final Report and Transition</td>
<td>Presentation</td>
<td>30 Minutes</td>
</tr>
<tr>
<td><strong>Total Unit Duration</strong></td>
<td></td>
<td><strong>2 Hours</strong></td>
</tr>
</tbody>
</table>

Materials:

For each participant materials are available at: [https://www.nwcg.gov/publications/training-courses/p-310/course-materials](https://www.nwcg.gov/publications/training-courses/p-310/course-materials).

- Unit 5-SR1-FPET Conversation Record.
Unit Objective

Identify the operational characteristics of a Fire Prevention Education Team (FPET).

- Review unit objective.
FPET assignments can be measured by how effective the entire team is at supporting each other, their host unit, and how well they communicate the mission with all involved agencies and public they are serving.

The operational aspects play a vital role in the support structure developed for the size, scope, and complexities of the mission.

A successful outcome depends on how well everyone works together to reduce the number of human-caused ignitions. A coordinated group of energetic, creative people can make all the difference.
Operations Overview

- Requesting unit roles and responsibilities.
- Pre-assignment preparation.
- FPET on-site tactics.
- Final report and transition.

The operations section is where the FPET discuss the assignment needs and how the team will get the job done.
Requesting Unit: Roles and Responsibilities

- Delegation of Authority (DOA)
- Notification of arriving FPET
- Key contact list
- Funding

Before the team’s arrival, the requesting unit should:

- Determine expectations of the team and document these expectations in a Delegation of Authority (DOA).
  - The DOA is negotiated with the team lead and frame the objectives of the team. The DOA is an official document that is signed by the agency administrator and team lead.

- Make appropriate notifications of the arrival of the team and their mission. It is important employees and external partners know a FPET is arriving and why they have been ordered.
  - Notification should include people at the following levels:
    - Local
    - Internal
    - Partners
    - National Fire Prevention Education Team (NFPET) Coordinator
  - The host agency should document the methods that were used in making these notifications.

- The host unit and Prevention Education Team Leader (PETL) will gather a list of persons and agencies that the team should immediately contact upon arrival.
  - Agency liaison person
  - Local finance/procurement specialist
  - Local Public Affairs Specialist

- Host unit is responsible for securing the funding.
  - Who is the source of this funding and what are the limitations of that funding?
  - This should be done before bringing in a FPET.
Pre-Assignment Preparation

- Pre-assignment preparation should include understanding the assignment and being comfortable with it before accepting.
- Contact the PETL to get an overview of the assignment.
- Virtual assignment consideration should include notifying your home unit that you will not be available to address local concerns.

- If this is not a fire assignment, the FPET will have time available to complete needed prepare before travel. Proper preparation will be essential to the assignment’s successful completion.
- Contact the PETL to get an overview of the assignment.
  - What is the nature and expectations of this assignment? Have everything lined up when you make yourself available, so assignments can be accepted when called.
  - What resource materials will I need to take with me to this assignment? Have a kit and follow the direction provided on the resource order.

Note to Instructor

Remind students that they may find it important to reach out to individuals for technical assistance, while you are on assignment, so make sure to have personal network contact information.

- Things to consider:
  - Attire
  - Equipment
  - Local Area Research
  - Other Logistics
  - Travel and purchase cards
  - Research the local area, regarding local issues, politics, and demographics.
Slide 7

FPET On-Site Tactics

- Briefing and orientation
- Organization
- Documentation
- Host Information

Briefing and Orientation
- Upon arrival at the assignment, the FPET should receive a briefing and orientation.
- All Prevention Education Team Members (PETMs) should have a clear understanding of the team’s mission, goals, and objectives.
- Will the team be creating the fire prevention education plan or implementing a plan developed by the local fire management group?
- The team may be transitioning with a previous FPET and implementing a plan that they created.
- The duration of the severity can last longer than 14 days, so FPETs, or PETMs may come and go.
- Receive a copy of the team’s DOA letter.

Organization
- What is the chain of command?
- Where does the team fit?
- Who does the team report to?
- What is expected of the team and how will the evaluation take place?
- Establish reporting procedures.

Documentation
- What type of final report will be required at closeout?
- What other kinds of documents might be desired?

Host Information
- Ensure the briefing includes local and specific information, issues, and sensitivities.
- Understand that preexisting conflicts and relationship strains between and within agencies may act as a barrier to your success. It is your job to remain objective and serve all parties equally.
- The FPET can help influence positive change.
FPET On-Site Tactics (continued)

- Financial rules and constraints.
- Priorities and time constraints.
- Logistics and support.
- Develop Wildland Fire Prevention Plan.

Financial rules and constraints
- Not a wildfire response so funding is not limitless.
- The DOA will identify budgets, how funds can be spent, and a finance liaison to support the FPET.

Priorities and time constraints
- The priorities are established in the DOA and are agreed upon by the PETL and the host agency.
- The time constraints are usually held to a 2-week assignment, not more than 12-hour days.

Logistics and Support
Who might the FPET be working with? Depending on the assignment, the team can expect to work with several technical specialists. The specialists may include:

- Fire prevention
- Public affairs
- Writer editor
- Prescribed fire
- Environmental education
- Webmaster or computer publications
- Law enforcement

Determine and order the resources that will be needed.

Wildland Fire Prevention Plan
- Includes a communication plan.
Slide 9

**FPET On-Site Tactics – Documentation**

**Documentation**
- Activity log
- Daily contact log
- Conversation record
- Final report

Remember to document all FPET actions along the way. There are several forms that may be helpful.

- **Activity Log**
  - PETMs should document details regarding their activities and work accomplishments. Each team member’s activity log will be essential in the preparation of the closeout report.

- **Daily Contact Log**
- **Conversation Record**
  - Unit 5-SR1-FPET Conversation Record

- **Final Report**
  - This is a summary of everything the team worked on during the assignment and will cover the transition and closeout in detail.

- Review Activity Log, ICS 214, [https://www.nwcg.gov/publications/ics-forms](https://www.nwcg.gov/publications/ics-forms) and Unit 5-SR2-FPET Conversation Record with students.

- Go over any documentation that the students should be using from the student resources/handouts provided in Unit 2.
FPET On-Site Tactics (continued)

• **Recognition**
  – Identify individuals or groups who assisted the FPET.
• **Recommendations and observations.**

**Recognition**
Identify any special recognition or awards for individuals or groups who provided outstanding fire prevention education programs.

As the FPET prepares to depart, make the final, thank you for your assistance, phone calls and visits to key contacts, including internal unit employees. Make them thoughtful, relevant, and concise.

**Recommendations and Observations**
Document challenges, and gaps. focus on the positive and highlight opportunities and accomplishments.
Final Report and Transition

Nearing the end of an assignment, prepare a final report and engage in a meaningful transition with the incoming FPET.
Slide 12

**Operations Summary**

- Operations is the nuts and bolts of the FPET assignment.
- We have discussed the:
  - Requesting unit: roles and responsibilities.
  - Pre-assignment preparation.
  - On-site assignment tactics.
  - Documentation and wrap-up.

**Note to Instructor**
Hold a Q & A period here, before moving to the group exercise in Unit 13.
Slide 13

Review Unit Objective

Identify the operational characteristics of a Fire Prevention Education Team (FPET).

☐ Review unit objective.