



## P-310 Unit 5: Operations

### Unit Objective:

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

### Unit at a Glance:

Topics	Method	Duration
Requesting Unit's Roles and Responsibilities	Presentation	30 Minutes
Pre-Assignment Preparation	Presentation	30 Minutes
FPET On-Site Tactics	Presentation	30 Minutes
Final Report and Transition	Presentation	30 Minutes
<b>Total Unit Duration</b>		<b>2 Hours</b>

### Materials:

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

- Activity Log (ICS 214), <https://www.nwcg.gov/publications/ics-forms>.
- Unit 5-SR1-FPET Conversation Record.

### Classroom

- Ability to display images and video on large screen.

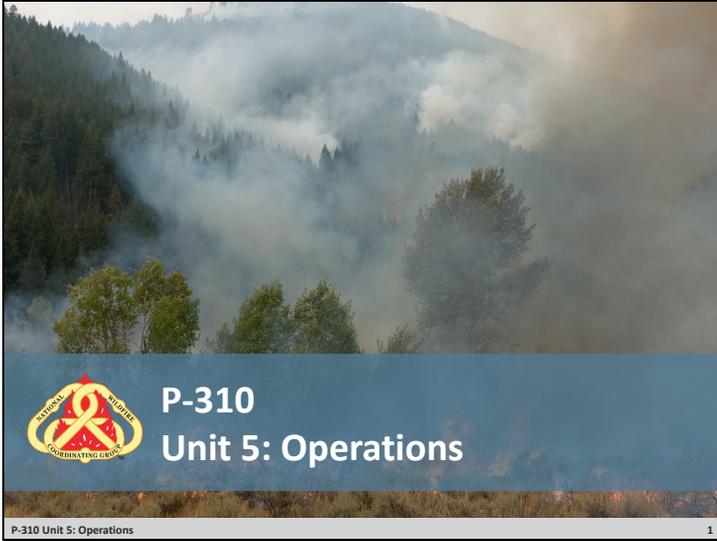
### Guides and Key

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.

## Slide 1



## Slide 2

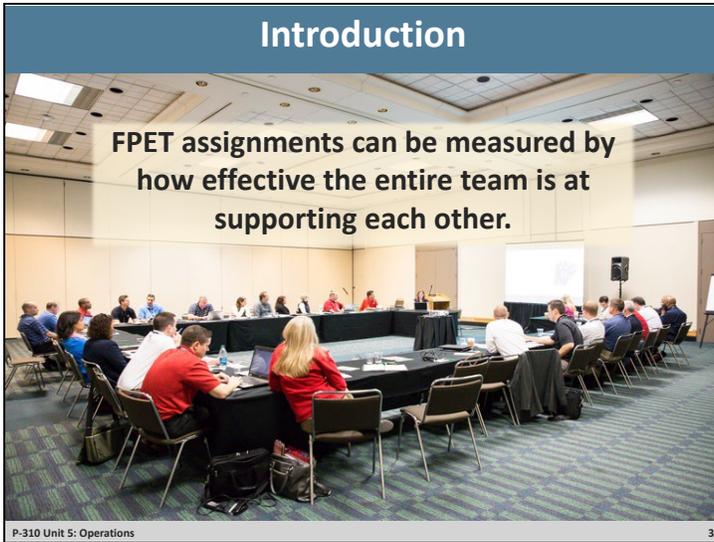
Objective
<p><b>Identify the operational characteristics of a Fire Prevention Education Team.</b></p>

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- Review unit objectives.

## Slide 3



- Fire Prevention Education Team assignment 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 levels of the 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.

### Slide 4

<b>Operations Overview</b>
<ul style="list-style-type: none"><li>• <b>Requesting unit's roles and responsibilities.</b></li><li>• <b>Pre-assignment preparation.</b></li><li>• <b>FPET on-site tactics.</b></li><li>• <b>Final report and transition.</b></li></ul>
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- The operations section is where we discuss the assignment's nuts and bolts, the needs and ways to get the job done.

## Slide 5

### Requesting Unit's Roles and Responsibilities

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

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

- Determine expectations of the team and document these expectations in a Delegation Of Authority (DOA).
  - DOAs are 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 fire prevention team is arriving and why they have been ordered.
  - Notification should include people at the following levels:
    - Local
    - Internal
    - Partners
    - National FPET Coordinator.
  - The host agency should document the methods that were used in making these notifications.
- The host and team leaders 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 in charge of 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 team.

## Slide 6

**Pre-Assignment Preparation**

- Pre-assignment preparation should include understanding and be comfortable with the assignment before accepting the assignment.
- Contact the team leader to get an overview of the assignment.
- Preparation and consideration needed for the possibility of a virtual assignment including notifying home unit that you will be unavailable to address local concerns.

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- If this is not a fire assignment, the team generally will have time available to prepare for the assignment before travel. Proper preparation will be essential to the assignment's successful completion.
- Contact the team leader 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



### **Briefing and Orientation**

- Upon arrival at the assignment, the team should receive a briefing and orientation.
- Make sure everyone understands the assignment's goals and objectives. All Team members should have a clear understanding of the team's mission.
- 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 Fire Prevention Education Team and implementing a plan that they created.
- The duration of the severity can last longer than 14 days, so teams or team members may come and go.
- Receive a copy of the team's Delegation of Authority 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?

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## **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 team can help influence positive change.

## Slide 8



### **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 team.

### **Priorities and time constraints**

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

### **Logistics and Support**

Who might the team 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

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### FPET On-Site Tactics

#### Documentation

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

**ACTIVITY LOG (ICS 214)**

1. Incident Name:		2. Operational Period: Date From: _____ Date To: _____ Time From: _____ Time To: _____	
3. Name:	4. ICS Position:	5. Home Agency (and Unit):	
<b>6. Resources Assigned:</b>			
Name	ICS Position	Home Agency (and Unit)	
<b>7. Activity Log:</b>			
Date/Time	Notable Activities		

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### Documentation

Remember to document all team actions along the way. Several forms may be helpful.

- Activity Log
    - Team members should document details regarding their activities and work accomplishments. Each team member's daily log will be essential in the preparation of the closeout report.
    - Activity Log, ICS 214, <https://www.nwcg.gov/publications/ics-forms>
  - 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> 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.

## Slide 10

### FPET On-Site Tactics

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

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### **Recognition**

Don't forget to identify any special recognition or awards for individuals or groups who provided outstanding fire prevention education programs.

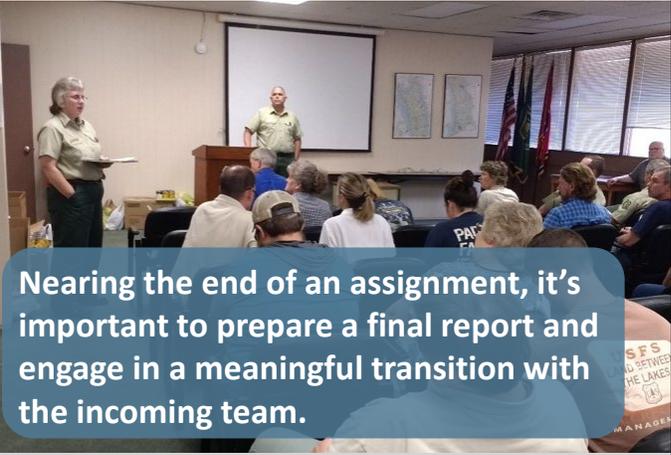
As the team prepares to depart, remember to make the final "thank you for your assistance" phone calls and visits to key contacts. Don't forget to thank internal unit employees also. Make them thoughtful, relevant and concise.

### **Recommendations and Observations**

Document challenges, and gaps. Don't forget to focus on the positive and highlight opportunities and accomplishments.

## Slide 11

**Final Report and Transition**



Nearing the end of an assignment, it's important to prepare a final report and engage in a meaningful transition with the incoming team.

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## Slide 12

### Operations Summary

- **Operations is the nuts and bolts of the fire prevention education team assignment.**
- **We have discussed the:**
  - Requesting unit's roles and responsibilities.
  - Pre-assignment preparation.
  - On-site assignment tactics.
  - Documentation and wrap-up.

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### **Note to Instructor**

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

### Slide 13

**Review Objective**

**Identify the operational characteristics of a Fire Prevention Education Team.**

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- Review unit objective upon unit completion.