Unit Objectives:

- Identify major activities of a Fire Prevention Education Team (FPET).
- Demonstrate what a typical FPET will accomplish.

Unit at a Glance:

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<th>Topics</th>
<th>Method</th>
<th>Duration</th>
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<tr>
<td>Team Responsibilities and Actions</td>
<td>Presentation</td>
<td>15 Minutes</td>
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<tr>
<td>Team Tactics</td>
<td>Presentation</td>
<td>20 Minutes</td>
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<tr>
<td>Final Report</td>
<td>Large Group Discussion</td>
<td>25 Minutes</td>
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<td><strong>Total Unit Duration</strong></td>
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<td><strong>1 Hour</strong></td>
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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).

- Reference Unit 2–HO4: Delegation of Authority for the NY Long Island Pine Barrens Prevention and Education Team
- Reference Unit 2–HO5: 2017 Solar Eclipse Memo
- Reference Unit 2–HO6: Delegation of Authority Memo

Classroom:

- Ability to display images and video on large screen.
- White board or easel access for group breakout.
Slide 1
Review unit objectives.

- This session is designed for local storytelling. While covering the lesson components, the instructor should incorporate local experience.
This lesson will provide an overview of what a team can be expected to do. The elements of this lesson will be covered in-depth during this course.
Slide 4

Team Responsibilities and Actions

- In-briefing/DOA review
- Conduct Initial Assessment
- Develop a communications plan
- Develop a Prevention Strategy
- Implement the plan
- Create a final and transition (if needed) report
- Final Presentation
- Demobilization

- Have an example of a Delegation of Authority (DOA) ready for students to reference. You may use the one the students have already been given in Unit 2: Introduction to Team Exercise or display a different one.

- Hand Outs:
  - Unit 2–HO4: Delegation of Authority for the NY Long Island Pine Barrens Prevention and Education Team
  - Unit 2–HO5: 2017 Solar Eclipse Memo
  - Unit 2–HO6: Delegation of Authority Memo
Initial Briefing

- Establish clear team objectives.
- Team and Host Agreement, Review Delegation of Authority (DOA).
- Team consultation – Host Public Affairs, Liaison.
- Situation analysis.
- Other briefings, coordination.

Establish Clear Team Objectives
- The host provides input to team.
- The team leader provides input to the host.

Team and Host Reach Agreement on Team Activities, Roles, Responsibilities, and Authority
- DOA is executed.

Team consultation – Host Public Affairs, Liaison
- The team should provide consultation with key host personnel: Public Affairs, Fire Management Office, Agency Administrator, Liaison, etc.

Situation Analysis
- Before arrival conversation between the incoming team leader and the host unit.
- An evaluation of the existing situation should be completed.
- What is going on?
- Why was the team ordered, and what are the major areas of concern?

Other Briefings, Coordination
- This is the responsibility of the host unit and the incoming team.
- Establish a meeting schedule with other important partners.
- This could include other fire agencies, government officials, local organizations, etc.
Slide 6

**Conduct Initial Assessment**

- Physical Assessment
- Existing fire prevention efforts
- Media activities
- Fire prevention Support
- Initial attack capabilities, types of resources
- Scope of activity

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**Physical Assessment**
- The area characteristics
- Weather conditions
- Severity
- Predictions

**Existing Fire Prevention Efforts**
- What’s going on now?
- Is this an Interagency effort?

**Media Activities**
- Has any activity with the media been accomplished to date?
- Get copies of everything.

**Fire Prevention Support**
- What is the availability of additional resources?

**Initial Attack Capabilities, Types of Resources**
- Types of resources committed/available.

**Scope of Activity (Media, Field, etc.)**
- Get an overview of use, events, public use, etc.
Team Tactics

- Based on host objectives.
- Activate/implement action items.
- Requires a task analysis and timeline.
Slide 8

Identifying Tactics

- External relations.
- The Wildland Urban Interface.
- Community outreach; school programs, community assessments, events, etc.
- Community youth programs.
- Rural Volunteer Fire Departments.

External Relations
- Rural/urban areas. Is the Wildland Urban Interface an issue?
- Media (social and traditional). What does the team need to accomplish, news releases, communication plan, press releases, blogs, and social media postings.
- Education organizations. Are they a resource that can be utilized?

The Wildland Urban Interface
- Will the team be conducting home assessment workshops or community preparedness’s evaluations?

Community Outreach; School Programs, Community Assessments, Events, etc.
- Will the team be asked to conduct or assist with homeowner meetings, attend events, complete community assessments, etc.?
- Youth Fire Education Programs.
- Schools.
- Will the team be conducting school programs, fairs, sporting events, parades, etc.?

Community Youth Programs
- Boy Scouts
- Girl Scouts
- FFA
- 4H

Rural Volunteer Fire Departments
- Will the team be working with or training Rural Fire Departments’ current programs?
Slide 9

Identifying Tactics

- Campaign development.
- Agency skill development.
- Corporate opportunities.
- The team should assess all potential media opportunities.

Campaign Development
- Teams are often requested to develop local campaigns.

Agency Skill Development
- Local prevention planning
- Training
- Strategies

Corporate Opportunities
- Can the team utilize corporate sponsorship or donations to support activities?
- Check local policy.

The team should assess all potential media and social media opportunities.
- Media Applications
- Scope
- Contacts
- Interagency
- Printed material
- Product Development
Identifying Tactics

Research specific target audiences, available publications, and the need to develop products and manage events.
• Convey that the final report may be the last thing the team accomplishes and turns in. Start recording and developing the final report from day one of the incident.
  o You cannot wait until the end of the assignment, or you will run out of time and miss key information that should be included.
Review Unit Objectives

- Identify major activities of a Fire Prevention Education Team (FPET).
- Demonstrate what a typical FPET will accomplish.

- Review unit objectives.