Unit Objective:
- Describe the elements of a Fire Prevention Education Team (FPET) closeout and transition.

Unit at a Glance:

<table>
<thead>
<tr>
<th>Topics</th>
<th>Method</th>
<th>Duration</th>
</tr>
</thead>
<tbody>
<tr>
<td>Closeout</td>
<td>Presentation</td>
<td>30 Minutes</td>
</tr>
<tr>
<td>Transition</td>
<td>Presentation</td>
<td>30 Minutes</td>
</tr>
<tr>
<td>Final Report Elements</td>
<td>Presentation</td>
<td>30 Minutes</td>
</tr>
<tr>
<td>Demobilization</td>
<td>Presentation</td>
<td>15 Minutes</td>
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<tr>
<td><strong>Total Unit Duration</strong></td>
<td></td>
<td><strong>1 Hour 45 Minutes</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).
- Unit 12-HO1: Idaho Prevention Team Final Report

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

- The closeout meeting should be played out with the cadre in their roles as the host unit and not a general recap of all the thing the teams did during the week.
Objective

Describe the elements of a Fire Prevention Education Team (FPET) closeout and transition.

- Review unit objective.

  This lesson will provide necessary information on completing the team closeout requirements, as well as provide information on conducting a transition between your team and other FPETs at the host agency. The final report and demobilization will be discussed as well.
Closeout is a face-to-face meeting with the team and the requesting agency to discuss the team’s performance and review what is in the final report.

- Closeout occurs before a team departs.
Closeout Considerations

Closeout meeting:
- Who will be the key contact for any follow-up activities or questions?
- Who should be contacted before departure?
- What kind of final package does the requesting unit want?
- Ensure sensitive issues are handled outside the closeout meeting.

- Closeout meeting: How, where, and when should this occur?
  - Who needs to be invited (agency managers, unit leaders, etc.?) This may be the responsibility of the team, host, or both.
  - Who will facilitate and take notes for the closeout meeting?
  - Identify who will be the key contact at the local level for any follow-up activities or questions.
  - Who should be contacted before departure (county judges, county fire marshals, key political figures, and media)?
  - What kind of final package (materials, information, documentation) does the requesting unit want to be left behind? Do they want hard copy as well as electronic versions?
  - The closeout is not the time to bring up sensitive issues. These should be addressed with your agency liaison throughout the assignment and identified in your final report.
Transition should be organized, scheduled, and planned with adequate overlap time. This will reduce confusion and wasted time.

- Transition occurs between teams or a host unit.
- Writing the transition plan begins when the assignment begins.
- Overlap of 1-5 days is recommended when transitioning with another team to ensure continuity of operations and a smooth transition.
Team Transition

- Provide a complete briefing package.
- Review current activities, their status, and who will carry through to completion.
- Provide a list of key contacts.
- Provide a current list of actions to be completed by the incoming prevention team.
Team Transition

- If a team member leaves early, their portion of the final report needs to be completed.
- When a team is leaving, a copy of their final report should be left with the incoming team.
Final Report Format

- Background
- Delegation of Authority (DOA)
- Team actions / Accomplishments
- Commendations and Recognitions
- Team members
- Observations and Recommendations
- Appendices

- Hand out an example of a Final Report package (included) and walk through the components on the screen for the class.
  - Background (fire assessment, history of teams on assignment, need, etc.)
  - Delegation of Authority (DOA)
  - Team actions / Accomplishments
  - Commendations and Recognitions
  - Team members
  - Observations and Recommendations
  - Appendices
Appendix Recommendations

- Appendix 1  Costs
- Appendix 2  Key contact list
- Appendix 3  Products and materials
- Appendix 4  Daily Summaries
Demobilization

- Consider this early, even if assignment is virtual.
- Use normal dispatch channels.
- Provide dispatch with appropriate travel information.
- Ask dispatch for their demobilization procedures.
- Performance Ratings for teams and team members.

Demobilization should be a planned and orderly release from the assignment, even if assignment is virtual. Demobilization considerations include:

- Demobilization needs to occur just as it does on any normal fire assignment. Consider this early in the assignment. Give resource orders to the team leader upon arrival at the incident. Make sure all work/rest ratios are met.
- Release of the team or any of its members needs to occur through normal dispatch channels.
- Travel Arrangements will be made per the local dispatch center’s standard operating procedure.
- Be sure to give dispatch all pertinent information at release: resource order number, request number, and destination of travel.
- Team Lead prepares performance ratings for team members. Ask the requesting agency for a written performance evaluation for the team and the team lead.
- Team Lead and the Team’s evaluations should be submitted to the Team Lead’s supervisor and the regional and national FPET coordinators.
Review Objective

Describe the elements of a Fire Prevention Education Team (FPET) closeout and transition.

Review unit objective.