



## P-310 Unit 12: Closeout and Transition

### Unit Objective:

- Describe the elements of a Fire Prevention Education Team closeout and transition.

### Unit at a Glance:

| Topics                     | Method       | Duration                 |
|----------------------------|--------------|--------------------------|
| Closeout                   | Presentation | 30 Minutes               |
| Transition                 | Presentation | 30 Minutes               |
| Final Report Elements      | Presentation | 30 Minutes               |
| Demobilization             | Presentation | 15 Minutes               |
| <b>Total Unit Duration</b> |              | <b>1 Hour 45 Minutes</b> |

### Materials:

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

- Unit 12-HO1-2018 Idaho Prevention Team Final Report

### 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.

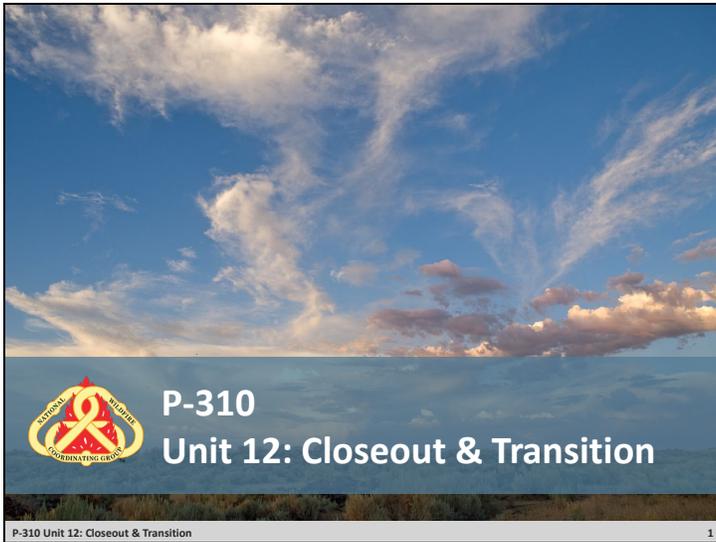
### Key

Indicates an action for the instructor to take.

- Indicates topics and information for the facilitator to use as they see fit.

# Unit 12: Closeout and Transition

## Slide 1



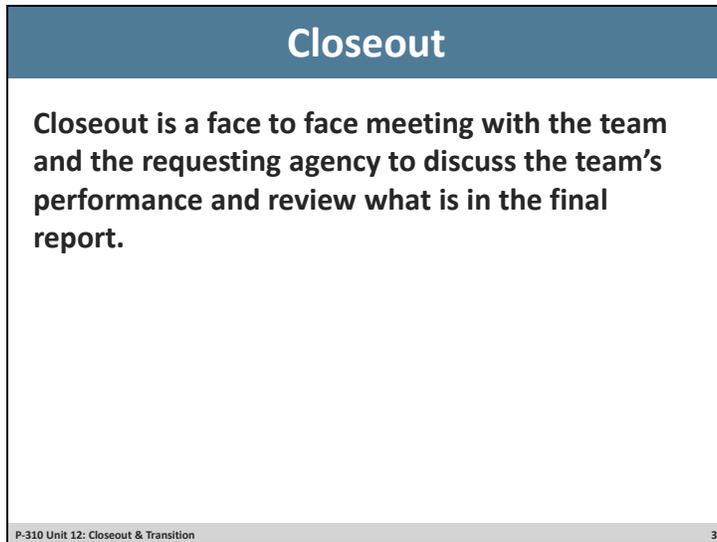
### Slide 2

| Objective   |
|---|
| <b>Describe the elements of a Fire Prevention Education Team closeout and transition.</b> |

P-310 Unit 12: Closeout & Transition 2

- ❑ 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.

### Slide 3



**Closeout**

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.

P-310 Unit 12: Closeout & Transition 3

- Closeout occurs before a team leaves.

### Slide 4

#### 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.**

P-310 Unit 12: Closeout & Transition

4

- 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 (country 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.

## Slide 5

**Team Transition**

**Transition should be organized, scheduled, and planned with adequate overlap time. This will reduce confusion and wasted time.**



P-310 Unit 12: Closeout & Transition 5

- 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.

### Slide 6

#### 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.

### Slide 7

#### 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.

### Slide 8

#### Final Report Format

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

P-310 Unit 12: Closeout & Transition 8

- Reference Unit 12-HO1-2018 Idaho Prevention Team Final Report
- 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

## Slide 9

### Appendix Recommendations

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

## Slide 10

### 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.**

P-310 Unit 12: Closeout & Transition

10

- 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.

## Slide 11

### Review Objective

**Describe the elements of a Fire Prevention Education Team closeout and transition.**

P-310 Unit 12: Closeout & Transition 11

- Review objective with students.