Managing Prevention Programs

The following White Papers and Technical Papers provide additional detail about managing prevention programs.

- [Understanding the Fire Program Analysis (FPA) Prevention Module](#)

- [Technical Formulae Used by the FPA Prevention Model](#)

Data Requirements for Managing Prevention Program

Enter the following information into FPA before managing prevention programs:

- FPU/FMU/FWAs as entered into the **Set Up FPU >FPU Attributes** and the **Set Up FPU > FPU Agencies** screens.

- Resources as entered into the **Input Data > Define Resources** screen.

- Fuels options as entered into the **Alternatives > Preparedness > Fuels Options** screen.

In This Chapter

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The FPA PV module allows fire managers to compare a current prevention program against a larger or smaller prevention program. When the comparison is complete, the resulting summary information (displayed by Fire Management Unit), informs the manager whether the reduction or increase in their prevention program resulted in an increase or decrease in the number of person caused fires from historical ignitions. The summary information helps the Fire Planning Unit (FPU) managers determine and display where and how their prevention investment can be most effective.

> FPA automatically creates the .current prevention program for each FPU. The .Current prevention program represents the FPU's historic number of ignitions. Because FPA measures all other prevention programs against the .Current program, enter the FPU's current prevention efforts into the .Current prevention program. When FPA processes prevention information, it determines and reports if other programs are less or more effective investment in prevention. After the .Current prevention program is populated with the current prevention programs efforts, then copy it and rename this copy something other than .Current.

The number of hours associated with each prevention activity affects the resulting number of modeled human caused fires. Prevention activity hours fall into two groups:

- **General Actions**: These are activities effect the entire FPU and the number of hours is lumped for the entire FPU. General action hours act as a multiplier to the specific action hours.

- **Specific Actions**: These are actions directed at a specific FMU. FPA captures these prevention activity hours in eight categories: Signs, Patrol, Inspections, Public Contact, Hazards, Law Enforcement, Administration, and Communities.
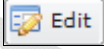
Community efforts are activities directed at a specific community within an FMU. They include working with volunteer fire departments, conducting school educational programs, developing community protection plans, and/or doing fire wise assessments.

The FPU planner is required to calculate a total cost for each agency partner's program. The FPA prevention program tracks the total cost and number of Full Time Equivalents (FTE's) associated with each program. These costs include the full cost of implementing the program and include vehicles, salaries (cost to government), advertising, supplies, training, and other materials needed to implement the prevention program.

Prevention Program Process Overview

FPA recommends building prevention options in this order:

1. Select **Alternatives > Preparedness > Prevention Program**.

2. From the Activities Per Prevention Programs table, select the .Current program and enter the appropriate general and specific action hours reflecting the current prevention program.

3. From the Prevention Program Options Summary table, copy and rename the .current option to .backup after completing the previous step.

4. From the Activities Per Prevention Program table, manually calculate and enter the new prevention program totals with hours based on the general and specific action hours to be analyzed.

5. Set the **Select an Option** field to match the new prevention program name in the Agency Unit Costs, FTEs for a Prevention Program, and Activities Per Prevention Program tables**.**

6. Click [Save] at the bottom of each table**.**

7. From the Activities Per Prevention Program table, enter hours specific to each FPU's prevention activities. This includes Costs FTE values.

   FPU's can allocate different cost values to each FMU.

8. Click [Save].

9. Return to the Prevention Program Options Summary table and verify that all totals are correct.

10. Navigate to **Alternatives > Preparedness > Preparedness Options > Summary** screen**.**

11. Move into edit mode by clicking [Edit] at the lower-left of the screen.

12. Click to highlight an option under the Prevention Program column, and from the drop-down list select the appropriate prevention option.

13. Click [Save].

14. Navigate to the **Run All Models > Run Models** screen.

15. Select the combination of Preparedness and Fuel options and click the Run button.

16. Navigate to **Reports > Output Reports**, run the Ignition Outcomes Report.

   Select and open the Cumulative Outcomes report. This is an FPU-level summary report. The number of fire prevented using this prevention option display in the Prevented row.
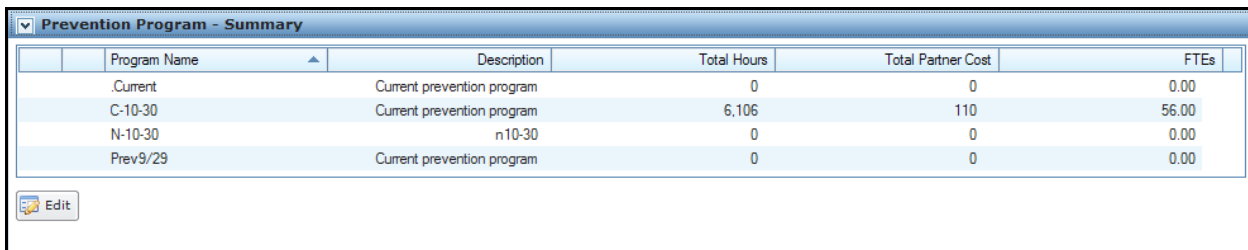
Managing Prevention Programs from the Prevention Program Options Summary Table

Adding a New Prevention Program from the Prevention Program – Summary Edit Box

1. Select **Alternatives > Preparedness > Prevention Program**.

   Displays the Prevention Program Summary table.

2. Click Edit .

Displays the Prevention Program Summary edit box.

3. Click New .

A new, blank line with a pink background displays at the top of the list.

FPA grays out all other tables or navigational tools until user adds new prevention program.

4. Type new information into one or more of the black bordered boxes.

The Prevention Program name may not exceed 20 alphanumeric characters. When naming prevention programs, do not use special characters.

The program Description may not exceed 50 alphanumeric characters.

5. Click Save to save the new Prevention Program information and update the database.

Users return to the view currently selected in the Prevention Program Summary table.

Click Cancel to return to the Prevention Program Summary table. No database updates occur.

Column Title Definitions
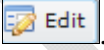
- **Program Name**: View the name of each prevention program.

- **Description**: View the prevention program description.

- **Total Hours**: View the total number of hours required to complete each prevention program.

- **Total Partner Cost**: View the total partner cost for each prevention program.

- **FTEs**: The number of Full Time Equivalents (FTEs) assigned to implement the prevention program.

Editing a Prevention Program from the Prevention Program – Summary Edit Box

1. Select **Alternatives > Preparedness > Prevention Program**.

   Displays the Prevention Program Summary table.

2. Click [Edit].

   FPA grays out all other tables or navigational tools until editing is complete.

   Displays the Prevention Program Summary edit box.

3. Accept the displayed values, or enter the modified information into one or more of the black bordered boxes.

   The modified prevention program name may not exceed 20 alphanumeric characters. When naming prevention programs, do not use special characters.

   The modified Prevention Program Description may not exceed 50 alphanumeric characters.

4. Click [Save] to save the updated Prevention Program information and update the database.

   Users return to the view currently selected in the Prevention Program Summary table.

   Click [Cancel] to return to the Prevention Program Summary table. No database updates occur.

Copying a Prevention Program from the Prevention Program – Summary Dialog Box
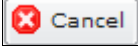
1. Select **Alternatives > Preparedness > Prevention Program**.

   Displays the Prevention Program Summary table.

2. Click [Edit].

   FPA grays out all other tables or navigational tools until editing is complete.

   Displays the Prevention Program Summary edit dialog box

3. Click [icon] next to the option you want to copy.

   A new line with the **Program Name** field highlighted in pink displays at the top of the list.

4. Enter a new program name.

   The copied prevention program name may not exceed 20 alphanumeric characters. When naming prevention programs, do not use special characters.

5. Click [Save] to save the copied prevention option information and update the database.
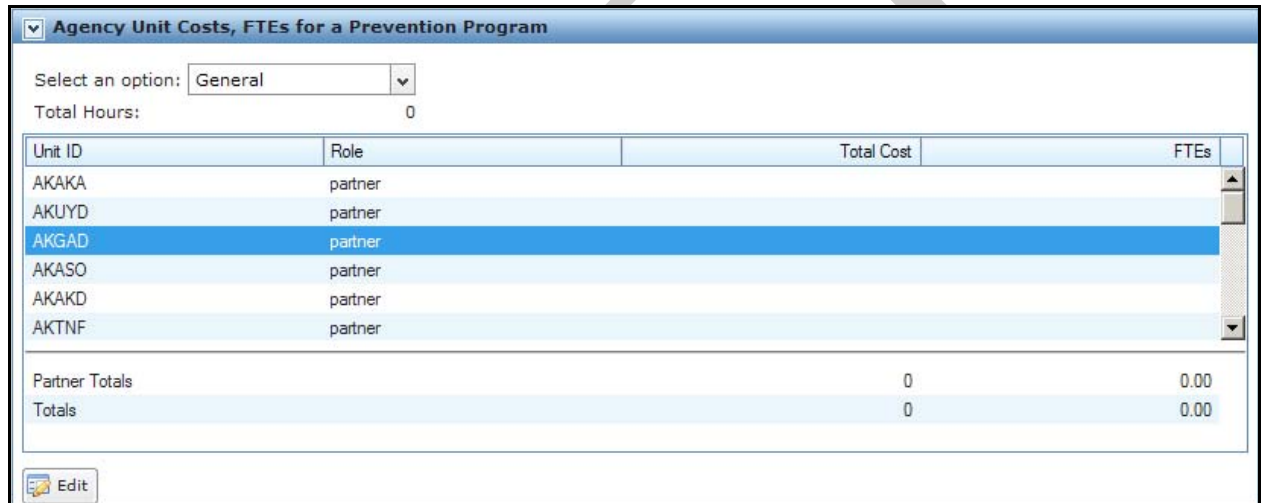
   Users return to the view currently selected in the Prevention Program Summary table.
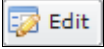
   Click [Cancel] to return to the Prevention Program Summary table. No database updates occur.

Editing Agency Unit Costs and Full Time Equivalents (FTEs) for a Prevention Program

1. Select **Alternatives > Preparedness > Prevention Program**.

   Displays the Agency Unit Costs, FTEs for a Prevention Program table.

2. From the **Select an Option:** field, accept the displayed values, or click the drop-down list and select a prevention program to edit.

3. Click [Edit].

   Displays the Displays the Agency Unit Costs, FTEs for a prevention program edit box.

FPA grays out all other tables or navigational tools until editing is complete.

Accept the displayed value, or enter modified information into one or more of the blue-bordered boxes.

The modified Total Cost information may not exceed six numeric characters. Enter the value in whole dollars.

4. Click [Save] to save the modified prevention program information and update the database.

The system updates and displays the updated Partner Totals and Totals.

Users return to the view currently selected in the Agency Unit Costs, FTEs for a prevention program table.

Click [Cancel] to return to the Agency Unit Costs, FTEs for a prevention program table. No database updates occur.

Field Definition

- **Select an Option:** Select an Option from the drop-down menu.

Column Title Definitions

- **Unit ID:** Unit ID for the owning agency unit.

- **Role:** Unit role in the FPU Team.

- **Total Cost:** The system displays and totals costs for the Prevention Program by Unit ID.

- **FTEs:** Number of Full Time Equivalent (FTEs) assigned to implement the Prevention Program by Unit ID,

Row Definitions

- **Partner Totals:** The system updates and displays total Partner costs.

- **Totals:** The system updates and displays total Partner and Participant costs.

Editing Prevention Activities Per Prevention Programs

1. Select **Alternatives > Preparedness > Prevention Program.**
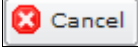
   Displays the Activities Per Prevention Programs table.

2. Click Edit .

   Displays the Activities Per Prevention Programs edit table.

3. From the **Select an Option:** field, accept the displayed values, or click the drop-down list and select a prevention program to edit.

4. Accept the displayed values or change the value in the **General Action Hours** field.

   See General Actions for further information about calculating general actions hours.

5. .Under the **Specific Action Hours** table, highlight the row you want to edit and change the value(s) as required.

   See Specific Hours for further information about calculating specific actions hours.

   FPA grays out all other tables or navigational tools until editing is complete.

6. Accept the displayed value, or enter modified information into one or more of the Specific Action Hours gray-bordered boxes.

7. Click Save to save the modified Prevention Program information and update the database.

   The system updates and displays the new Totals.

Users return to the view currently selected in the Activities Per Prevention Programs table.

Click ![Cancel button] to return to the Activities Per Prevention Programs table. No database updates occur.

Field Definitions

- **Select an Option:** Select a prevention program from the drop-down list.

- **Total Hours:** The system updates and displays the total hours for Specific and General Action hours.

- **General Action Hours:** General Actions include fair booths, public education, advertising, and parades. These activities have an effect over the entire FPU and have the ability to reach an entire FPU audience. General Actions hours are lumped together for the entire FPU. General action hours act as a multiplier to the specific action hours. See General Actions for further information about calculating general actions hours.

- **Specific Action Hours:** Prevention actions that affect one or more Fire Management Units (FMUs), but not the entire Fire Planning Unit (FPU). Specific actions include patrol, signs, law enforcement, hazards, public contact, inspections, administration, and communities. See Specific Hours for further information about calculating specific actions hours.

Column Title Definition

- **FMU:** FMU location for Specific Action activities.

- **Patrol:** Specific Action hours for prevention patrols.

- **Signs:** Specific Action hours for posting prevention signs, construction, and maintenance of prevention signboards.

- **Law Enforcement:** Specific Action hours for enforcement activities.

- **Hazards:** Specific Action hours for hazards.

- **Public Contact:** Specific Action hours for public contacts. Actions might include public contacts during fire season, suppression and fuels activities, high recreational use, public events, hunting season, and school educational programs, etc.

- **Inspect:** Specific Action hours for inspections.

- **Administration:** Specific Action hours for administrative duties.

- **Communities:** Specific Action hours for communities. These actions are designed to reduce human-caused fires for one or more communities. These actions use effectiveness factors to assess how inspections and public contact activities affect the rate of human-caused fires. Actions might include working with volunteer fire departments, conducting school educational programs,

developing community protection plans, or doing fire wise assessments. See Communities for further information about calculating communities hours.

- **Total:** Total hours for each Specific Action for prevention program.

Row Title Definition

- **Totals:** The system updates and displays total hours for all Specific Actions by FMU.

General and Specific Actions Standard Workload Factors

General Actions

General actions are those prevention-related tasks that apply to most or all Fire Planning Units (FPUs). FPA divides general actions into four categories:

- Education,

- Engineering,

- Enforcement, and

- Administration.

The following diagram illustrates how FPUs obtain the general actions total. This value is manually calculated and entered onto the Activites Per Prevention Progam table on the Prevention Programs screen. FPA calculates general actions in number of hours.
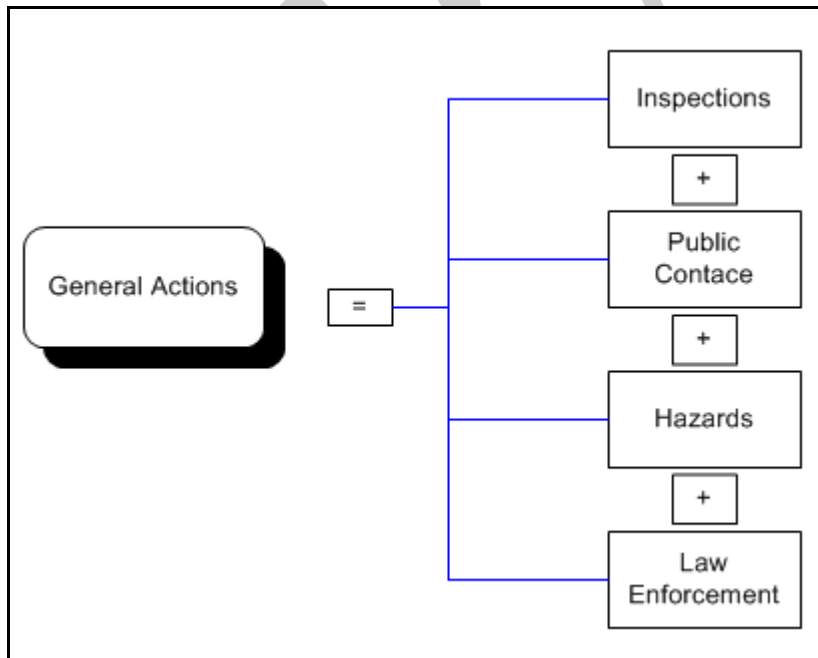
Figure 1: Calculating Specific Action Values in FPA

Each of the following tables describes tasks associated with a single general actions category, including a description of tasks associated with that category, and the business-standard workload factor for each task (in hours.) The standard workload factor represents the number of hours needed to implement and complete each task. FPUs need to add together the total hours under each category to determine the general action input for FPA.

Education

Task	Description	Std Workload Factor (in hrs)
Prepare Prevention Sign Plan	The preparation of wildfire prevention sign plans, including new plans or a complete plan re-writes.	40 per plan
Maintain Prevention Sign Plan	Update, revise, or maintain wildfire prevention sign plans.	4 per update
Provide Fire Danger Ratings	Provide the fire danger rating and adjectives to the field, usually from a central location, i.e. Dispatch Center (Smokey fire-danger sign; or Industrial precaution fire danger rating signs calling it in or prevention person physically doing it.) This usually happens each declared fire season day.	0.25 per rating provided
Contacting the Media	Contact general media. General media includes telephone and e-mail contacts, radio, written, and television contacts, as well as internet news contacts.	2 per Contact
Web Site	Design and maintain prevention web site.	8 per site design and maintenance
Utilizing Volunteers	Develop plans for using volunteers in prevention.	40 per plan
Training in Fire Prevention	Prevention specific trainings conducted for fire staff, volunteer fire departments, or other employees. This may include introductory training or other training that enhances fire prevention.	8 per training
Program Events	Conduct a public-wildfire prevention program.	8 per event
Planning Interagency Prevention Campaigns	Plan an interagency, national, and/or statewide fire prevention campaign that is an annual event, or planned for development during this planning period.	24 per campaign
Implementing Interagency Prevention Campaigns	Implement an interagency, local, national, and/or statewide fire prevention campaign scheduled for implementation during this planning period.	80 per campaign

Task	Description	Std Workload Factor (in hrs)
Developing Specific Fire Prevention Campaigns	Plan specific fire prevention campaign activities scheduled for development during this planning period.	24 per campaign
Implementing Bilingual Program	Implement bilingual–specific programs.	8 per program
Implementing Cause Specific Children's Programs	Implement cause-specific fire prevention programs targeted for children during this planning period.	8 per program
Performing teaching the teacher workshops	Perform team teaching school programs. Level 1 - These are complicated programs, requiring numerous participants and several presentations conducted at a time. These are classes where you are educating the people who will be doing the teaching. For example, Train the Trainer classes.	40 per teaching event
Short presentation for school program	Perform a short presentation at a school program. Level 2 - General presentations to a classroom.	8 per presentation event
Planning and Implementing a Fire Prevention Parade	Prepare, plan, and organize a parade that enhances fire prevention awareness. This must be an activity planned and implemented by the FPU. The FPU is not just a participant in the parade.	40 per parade
Planning and Implementing a Fire Prevention Booth	Plan for and staff a fire prevention booth at fairs where fire prevention activities occur.	20 per booth event
Participating in Sporting Events	Participate in sports events. This includes major sports, minor league sports, rodeo, and youth sports programs.	48 per event
Ordering Fire Prevention Materials	Order fire-prevention education materials. This includes Cooperative Forest Fire Prevention (CFFP), open market, and other prevention activities. This value should include only the hours to develop the order and send it to the purchaser. Do not include the cost of the materials in the calculation.	8 per order
Designing printed materials	Printed materials designed for a specific site. This includes brochures, posters, and other printed materials.	16 per design
Utilizing Fire Prevention	Organizing, setting up, and monitoring fire prevention exhibits and displays.	16 per exhibit

Task	Description	Std Workload Factor (in hrs)
Exhibits		
Character Appearances	Appearance by Smokey or another character. (Do not include parades, fairs, sports, school programs, or other appearances already identified.) This could include Arbor Day, hospital visits, or safety days.	8 per appearance
Conducting a Poster Contest	Conduct a fire prevention poster or similar contests. This includes planning, organizing and implementation.	40 per contest
Contacting Groups	Contact groups such as Boy/Girl Scout camps, church camps, resort employees, outfitter groups, homeowner associations, and other groups in the FPU.	3 per contact
Making Key Contacts	Make key contacts with the fire chief, mayor, community professional, private campground hosts, other agency personnel, cooperators, outfitters, and other officials in the FPU.	2 per contact

Table 2: General Actions Education Tasks, Descriptions, and Standard Workload Factors

Engineering

Task	Description	Std Workload Factor (in hrs))
Notification to Public Utility Company	Annual notification to companies about fire-prevention requirements for power lines, railroads, and other public utility resources. This can include, but is not limited to, annual meetings and written notifications.	40 per notification
Government Agency Coordination	Contacting road departments/agencies (including government agencies and the military) regarding compliance with fire prevention requirements related to road maintenance and hazard reduction. This includes meetings, on-site visits, and written documentation.	40 per contact

Table 2: General Actions Engineering Tasks, Descriptions, and Standard Workload Factors

Enforcement

Task	Description	Std Workload Factor (in hrs))
Permitting	Estimated number of permits issued for burning, blasting, welding, and campfires each year. If accurate data is not available, use best estimate. Use only data generated by fire	.5 per permit

Task	Description	Std Workload Factor (in hrs))
	personnel.	
Training of Issuing Permits	Train employees to issue burning, blasting, welding, and campfire permits.	4 per training
Preparing Fire Restriction Plans	Prepare fire restriction and procedures plans. This plan includes public use restrictions and implementation procedures.	8 per plan
Training of Issuing Spark Arresters	Train personnel to inspect spark arresters. This includes formal training, field-testing, and use of the spark arrester guide.	8 per training
Reviewing Special Use Permits	Review special use permits to ensure that adequate fire precaution criteria for the activity are included in permit.	1 per review
Reviewing Industrial Contracts	Review industrial-operations contracts to ensure they include adequate fire precaution criteria.	2 per review
Writing Structure Fire Inspection Plans	Write structure and improvement fire inspection plans. This is a specific plan for complex urban interface areas. This covers scheduling, routes, enforcement, criteria, types of inspections, etc.	8 per written plan
Fire Prevention Patrol Plan	Developing a written patrol plan.	16 per patrol plan. (normally will be 1 plan per FPU)

Table 3: General Actions Enforcement Tasks, Descriptions, and Standard Workload Factors

Administration

Task	Description	Std Workload Factor (in hrs)
Writing/Updating Wildfire Prevention Plans	Prepare a new unit wildfire prevention plan or conduct major plan revision.	120 per plan
Attending Fire Prevention Meetings	Attend fire prevention-committee meetings. This includes interagency, fire-safety councils, cooperatives, and other national, regional, or local organizations.	8 per meeting
Writing Preparedness Plan	Write the preparedness plans required for fire prevention.	8 per plan
Preparing Corporate Involvement Plan	Prepare a corporate involvement plans for the planning period. This plan documents activities coordination with corporations to display fire prevention messages such as McDonalds placemats, Java coffee cups, jackets with prevention messages on them.	16 per plan

Table 4: General Actions Administration Tasks, Descriptions, and Standard Workload Factors

Specific Actions

Specific actions are those tasks planned for individual Fire Management Units (FMUs.) Users should review the primary statistical cause for wildfires in the FMU to determine the most effective prevention strategy for the FMU.

Specific actions are actions directed at a specific FMU. FPA captures these prevention activity hours in eight categories: Signs, Patrol, Inspections, Public Contact, Hazards, Law Enforcement, Administration, and Communities. FPUs total the hours for each category and enter them into the Activities Per Prevention Program table.

The following diagram illustrates how FPUs obtain the specific actions total. This value is manually calculated and entered onto the Activites Per Prevention Progam table on the Prevention Programs screen. FPA calculates specific actions in number of hours
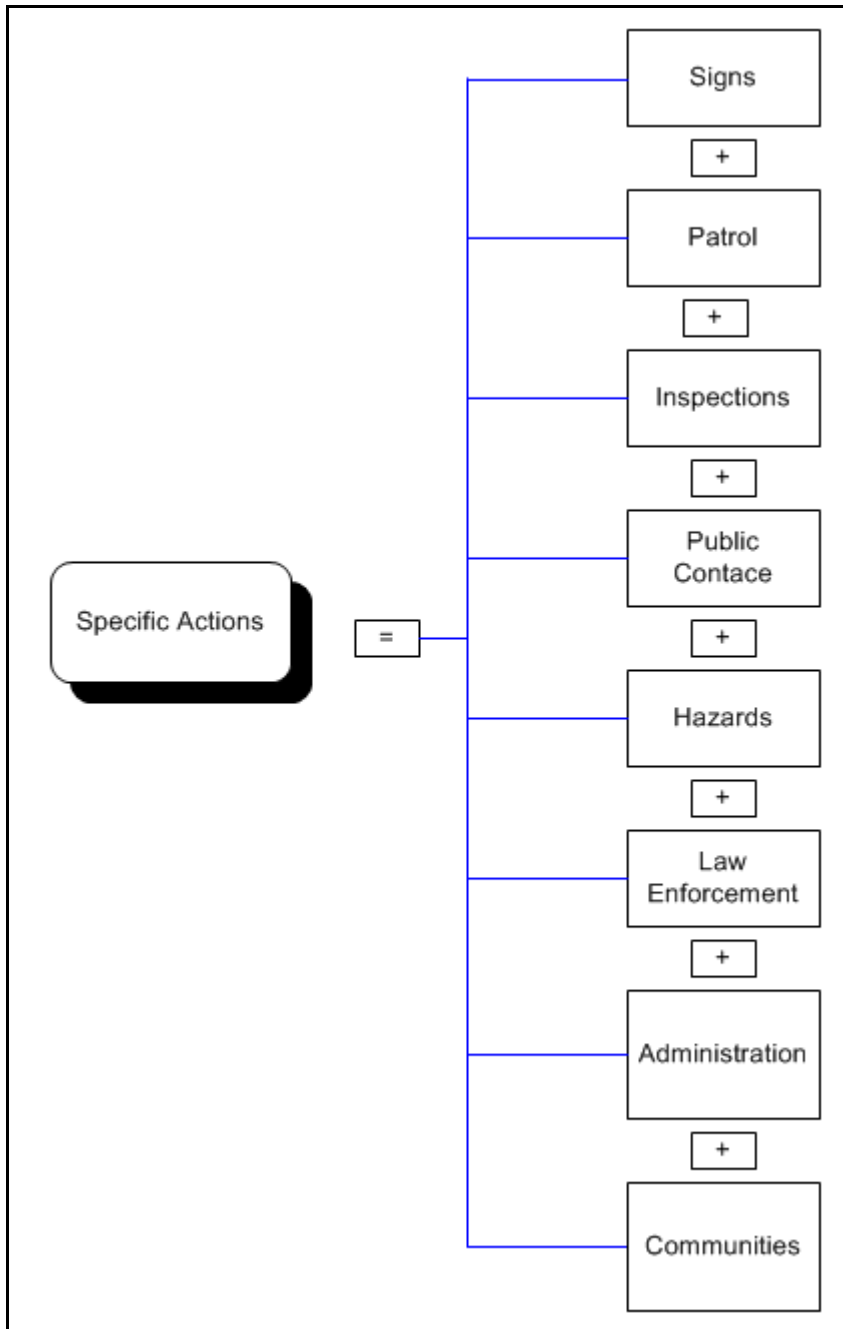
Figure 2: Calculating Specific Action Values in FPA

The following provides a guide and explanation for strategic specific actions typically used in a wildfire prevention program. A standard workload factor is included to determine the total hours required to implement specific actions by category.

Patrol

Task	Description	Std Workload Factor (in hrs)
Patrolling When	A prevention-staff patrol sent out during the	4 per patrol

Danger or Risk Dictates	day as a fire-prevention method when fire danger or risk is high.	mission

Table 5: Specific Actions Patrol Tasks, Descriptions, and Standard Workload Factors

Signs

Task	Description	Std Workload Factor (in hrs)
Maintaining Signs	Maintain existing prevention signs. Note that all FMUs may not have signs in them.	6 per sign
Constructing Additional Signs	Constructing new signs. These are either new signs or replacement signs for existing signs. FPUs should determine the average life expectancy of a sign and average the replacement into the number of signs.	12 per sign unit built

Table 6: Specific Actions Signs Tasks, Descriptions, and Standard Workload Factors

Enforcement

Task	Description	Std Workload Factor (in hrs)
Issuing Warnings and Citations	The number of fire related-written warnings or citations the FPU is likely to issue during the year. This should represent the historical average for the selected FMU.	1 per warning/citation
Appearing in Court	Court appearances by prevention staff related to fire law violations that are likely to occur during the year. This should represent the historical average for the selected FMU.	8 per appearance/case
Performing Investigations	Prevention staff performing origin and cause determination. This should represent the historical average number of fires in the selected FMU.	12 per case

Table 7: Specific Actions Enforcement Tasks, Descriptions, and Standard Workload Factors

Hazards/Engineering

Task	Description	Std Workload Factor (in hrs)
Accomplishing Large Hazard Reduction Projects	10 days per year for prevention staff to accomplish large hazard reduction projects. This includes projects such as hazard reduction around work centers, FIREWISE projects on government facilities, recreation areas, areas of concentrated public use, and other unit facilities that may or may not be reoccurring.	80 per year

Table 8: Specific Actions Hazards/Engineering Tasks, Descriptions, and Standard Workload Factors

Public Contact

Do not duplicate these entries with general actions. These are only FMU-specific-actions.

Task	Description	Std Workload Factor (in hrs)
Public Contacts (individuals, groups and key people)	The hours spent meeting with, or contacting individuals, groups and key people during the planning year. Group examples are Boy/Girl Scout camps, church camps, resort employees, outfitter groups, and homeowners associations. Key People examples are storeowners, private campground hosts, other agency personnel, cooperators, outfitters, fire chief, mayor, and other local officials.	2 per contact

Table 9: Specific Actions Patrol Tasks, Descriptions, and Standard Workload Factors

Inspections

Task	Description	Std Workload Factor (in hrs) *(Includes travel time to and from the site. If included within patrol plan, standard workload factor is 2 hours per each inspection.)*
Electronic Sites	Electronic sites inspections including radio, TV, telephone, microwave, and two-way radio repeater facilities.	4 per inspection
Residence	Residential inspections. Follow-up contact is included in this activity.	1 per residence inspection
Power Line	Power line inspections.	1 per mile of power line inspected

Task	Description	Std Workload Factor (in hrs) *(Includes travel time to and from the site. If included within patrol plan, standard workload factor is 2 hours per each inspection.)*
Resorts/Camps	Resort/camps inspections and follow up.	3 per resort/camp
Railroad inspections	Railroad and right of way inspections.	1 per mile of rail inspected
Other Sites	Cultural Areas /Sites, Historic areas. This may also include temporary sites used by transient workers, for special events such as Native American ceremonies, movie sets, scouting events, and other activities.	4 per site
Improved Campgrounds	Improved campground annual inspection.	1 per improved campground
Unimproved Campgrounds Unit	Unimproved campground inspections and individual site inspections.	.25 per unimproved site
Special Area Risk	Special risk area inspection and problem analysis preparation. This includes shorelines along rivers that have heavy rafting use, OHV routes that are heavily used or are part of an event. This may require a more complex evaluation and problem analysis.	8 per inspection completed
Timber Sale - Initial	Initial active timber sales inspections.	2 per timber sale
Timber Sale - Follow-Up	Re-inspect an active timber sale.	1 per re-inspection
Sawmill Inspection	Sawmill inspection that includes portable sawmills set up in the field at work sites.	4 per inspection
Sawmill Follow-up	Includes all regular and follow-up sawmill inspections in the field.	2 per follow-up
Mining Operation	Initial inspection of a mining operation.	4 per inspection
Mining Operation - Follow-up	Follow-up inspection of a mining operation This would include all inspections conducted on a regular basis during the life of an active mining operation.	4 per follow up
Gas/Oil Wells - Initial	Initial inspection of a gas and/or oil well, fuel storage site and service stations.	1 per well/storage site
Gas/Oil Well Follow-up	Conduct a follow-up inspection of a gas and/or oil well, fuel storage site, and service stations.	.5 per follow up
Large Construction Project - Initial	Inspection of large construction projects. This includes road construction, dam construction, power line construction, and so forth.	4 per inspection

Task	Description	Std Workload Factor (in hrs) *(Includes travel time to and from the site. If included within patrol plan, standard workload factor is 2 hours per each inspection.)*
Large Construction Project - Follow-Up	Construction projects that require a follow-up inspection.	2 per follow up
Small Construction Project	Small construction projects that require an inspection and include any follow-up inspections. Include building construction, small road projects, and so forth.	2 per project
Dumps	Dumps due for inspection for prevention compliance.	1 per dump
Spark Arrester	Spark arrestor inspections that include off highway vehicles, chainsaws, generators, and such that are not part of a timber sale or industrial operation.	.5 per arrestor inspection
Burning Permit	Burning permit sites that require inspection.	1 per permit
Target Range	Target ranges due for inspection. These could be designated sites or areas of concentrated use.	2 per range inspection

Table 10: Specific Actions Inspection Tasks, Descriptions, and Standard Workload Factors

Administration

Task	Description	Std Workload Factor (in hrs)
Recruit and Train Volunteers	Number of hours (between 0 and 100) volunteers need to contribute to the unit. For each hour contributed, volunteers must have .25 hours of instruction/training.	.25
FMU Specific Plans	Plans developed or updated for a specific FMU. This would be completed if the unit indicated that special treatment would be required for that specific FMU.	8 per plan

Table 11: Specific Actions Administration Tasks, Descriptions, and Standard Workload Factors

Communities

Community Actions are those activities specific to a particular community. Note that there is only one Communities entry per FMU on the Activities Per Prevention Program table. FMUs must total and manually enter this value into FPA.

Community actions entries (in hours) are in addition to those listed under the general actions and should not be included here if already accounted for under general actions.

Task	Description	Std Workload Factor (in hrs)
Mass Media Contacts	General media contacts that may occur each year. These include telephone and e-mail contacts. Do not include values from general action entries.	1 per contact
Volunteer Plans	Plans specifying how an FPU uses volunteers in prevention. These are volunteers assigned to specific wildfire prevention responsibilities. These may include Fire Education Corps teams.	20 per plan
Volunteer Fire Departments (VFDs) Mitigation Training	Wildfire prevention/mitigation training sessions conducted specifically for VFDs. This includes courses such as NWCG FI-110, NFPA -Home Ignition Zone, Firewise, and other prevention specific training with a similar time commitment. Do not include those training already included under the general actions.	6 per training
Community Education Mitigation Programs	Wildfire mitigation/prevention programs in specific communities. These may be interagency programs and are only those programs not covered in general actions.	8 per program
Community Mitigation Campaign plans	Developing wildfire mitigation/prevention campaign plans for communities during the planning period.	8 per plan
Community Mitigation Campaigns	Very complex or multi-week campaign events implemented at the community level and not covered under general actions or other community actions	80 per event
Community Mitigation Campaigns	Simple or short-term campaign events implemented at the community level and not covered under general actions or other community actions.	40 per event
School Program Presentation	Short or general presentations (not only a character appearance) in a school classroom. Do not include hours already entered in general actions.	8 per presentation
Fire Education Materials	Community-specific fire prevention/education material orders This includes Symbols, CFFP, and open market materials. Do not include orders already covered under general actions.	2 per order

Task	Description	Std Workload Factor (in hrs)
Printed Materials Design	Brochures, posters, flyers, etc. specific to individual communities Do not include materials already covered under general actions.	16 per design
Exhibits	Fire prevention exhibits/displays used in specific communities. This includes organizations, set-up, and any necessary monitoring not already included under general actions.	16 per exhibit
Community Contact	Homeowner group contacts such as homeowner associations, flower clubs, and such not already included under general or specific actions.	3 per contact
Community Contact	Key contacts made with the fire chief, mayor, community professionals, private campground hosts, other agency personnel, cooperators, and outfitters.	2 per contact
Community Firewise Assessment	Structural ignitability assessments in individual communities.	8 per community
Community Stakeholder Meetings	Stakeholder meetings where an exchange of ideas occurs between the FPU and participants. This is not a presentation, but a scoping, planning, and/or conflict-resolution type of meeting. It also includes sessions where information is distributed and participants can comment or ask questions.	4 per meeting
Wildfire Threat Provided Notification/Procedures	Individual communities notified of the threat of increasing fire danger, fire occurrence, or an approaching wildfire. Enter each time such a notification may be made, including repeat notifications to the same community.	1 per notification
Community Partnership Development	Community partnerships include a community Firewise Council or a local wildfire prevention coalition or group. These are in addition to any specific campaigns developed.	16 per partnership
Residence Assessment	Residences assessed for structural ignitability. This assessment is more complex than the inspections identified in specific actions and may include requiring the development of an action plan, or information inclusion into a larger community assessment.	1 per residence

Task	Description	Std Workload Factor (in hrs)
Rural Fire Department (RFD) Assistance	Includes assisting with grants, providing specialized assistance/coordination on wildfire investigations or similar prevention efforts where the RFD is the lead agency. This assistance does not include staffing the department for suppression/dispatch (except as a wildfire investigator.)	16 per department

Table 12: Community Actions Tasks, Descriptions, and Standard Workload Factors