

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 > Fuels Options** screen.

In This Chapter

This chapter discusses:

- [Prevention Program Process Overview](#)
- [Managing Prevention Programs](#)
 - [Adding a new Prevention Program](#)
 - [Editing a Prevention Program](#)
 - [Copying a Prevention Program](#)
- [Editing Agency Unit Costs and FTEs for a Prevention Program](#)
- [Editing Activities Per Prevention Programs](#)
- [General and Specific Actions Standard Workload Factors](#)
 - [General Actions](#)
 - [Specific Actions](#)
 - [Communities](#)

FPA User Guide

Managing Prevention Programs

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.



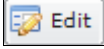

Community efforts are activities directed at a specific community within an FMU. They include working with volunteer fire departments, conducting school educational programs, developing community protection plans, and/or doing fire wise assessments.

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  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 .
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  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 .
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.

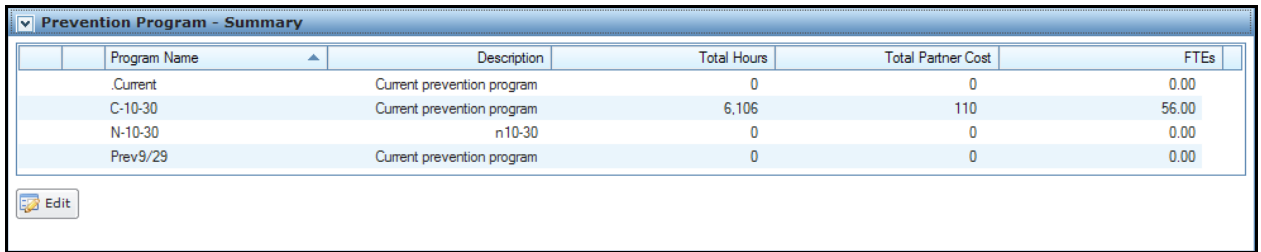
Managing Prevention Programs from the Prevention Program Options Summary Table

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


1. Select **Alternatives > Preparedness > Prevention Program**.
Displays the Prevention Program Summary table.

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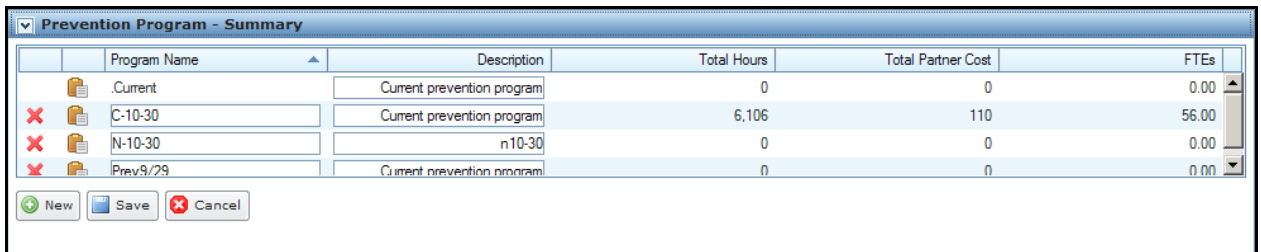


| Program Name | Description | Total Hours | Total Partner Cost | FTEs |
|--------------|----------------------------|-------------|--------------------|-------|
| .Current | Current prevention program | 0 | 0 | 0.00 |
| C-10-30 | Current prevention program | 6,106 | 110 | 56.00 |
| N-10-30 | n10-30 | 0 | 0 | 0.00 |
| Prev9/29 | Current prevention program | 0 | 0 | 0.00 |






2. Click .

Displays the Prevention Program Summary edit box.



| Program Name | Description | Total Hours | Total Partner Cost | FTEs |
|--------------|----------------------------|-------------|--------------------|-------|
| .Current | Current prevention program | 0 | 0 | 0.00 |
| C-10-30 | Current prevention program | 6,106 | 110 | 56.00 |
| N-10-30 | n10-30 | 0 | 0 | 0.00 |
| Prev9/29 | Current prevention program | 0 | 0 | 0.00 |

3. Click .

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  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  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 .

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

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


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

Displays the Prevention Program Summary table.

2. Click .

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

Displays the Prevention Program Summary edit box

3. Click  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.

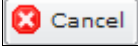
The copied prevention program name may not exceed 20 alphanumeric characters. When naming prevention programs, do not use special characters.

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5. Click  to save the copied prevention option information and update the database.

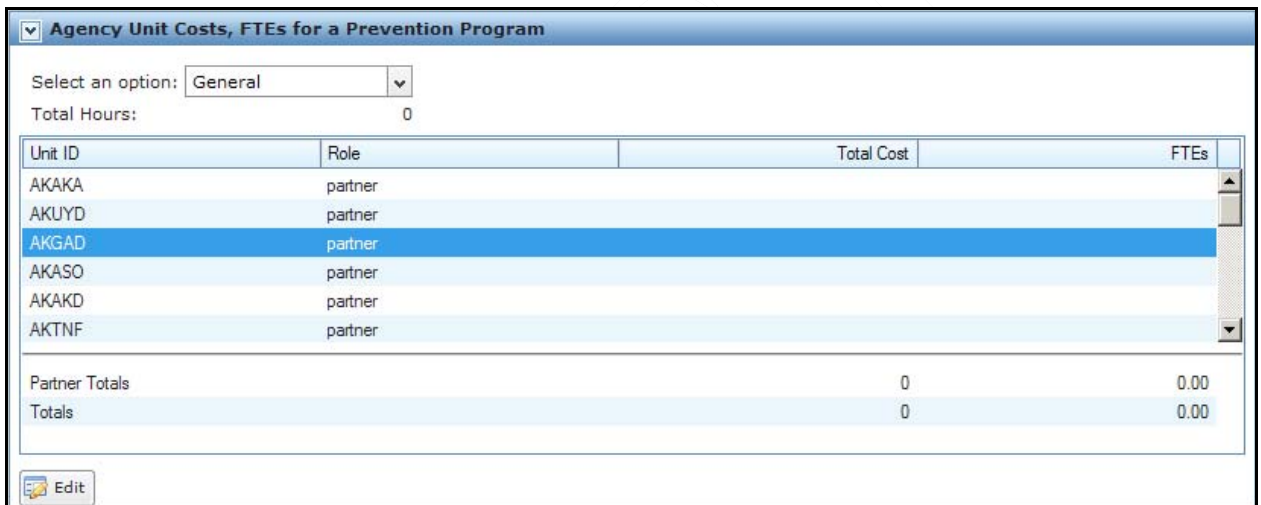
Users return to the view currently selected in the Prevention Program Summary table.

- Click  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.



| Unit ID | Role | Total Cost | FTEs |
|----------------|---------|------------|------|
| AKAKA | partner | | |
| AKUYD | partner | | |
| AKGAD | partner | | |
| AKASO | partner | | |
| AKAKD | partner | | |
| AKTNF | partner | | |
| Partner Totals | | 0 | 0.00 |
| Totals | | 0 | 0.00 |

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 .

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

Agency Unit Costs, FTEs for a Prevention Program

Select an option: ▼


Total Hours:

| Unit ID | Role | Total Cost | FTEs |
|----------------|---------|------------|------|
| AKAKA | partner | 12,500 | 0.50 |
| AKUYD | partner | | |
| AKGAD | partner | 30,000 | 1 |
| AKASO | partner | | |
| AKAKD | partner | | |
| Partner Totals | | 42,500 | 0.50 |
| Totals | | 42,500 | 0.50 |

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  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  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.

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- **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.

| FMU | Patrol | Signs | Law Enforce... | Hazards | Public Contact | Inspect | Administration | Communities | Totals |
|--------------|--------|-------|----------------|---------|----------------|---------|----------------|-------------|--------|
| Foothills | 5,000 | 500 | 600 | 0 | 0 | 0 | 0 | 0 | 6,100 |
| Grant_Hume | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Greenhom | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Kaweah | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Kennedy_M... | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Kem | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Totals | 5,000 | 500 | 600 | 0 | 0 | 0 | 0 | 0 | 6,100 |


2. Click .

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.

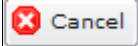
See [Specific Hours](#) for further information about calculating specific actions hours.

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  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  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.

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- **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 Activities Per Prevention Program table on the Prevention Programs screen. FPA calculates general actions in number of hours.

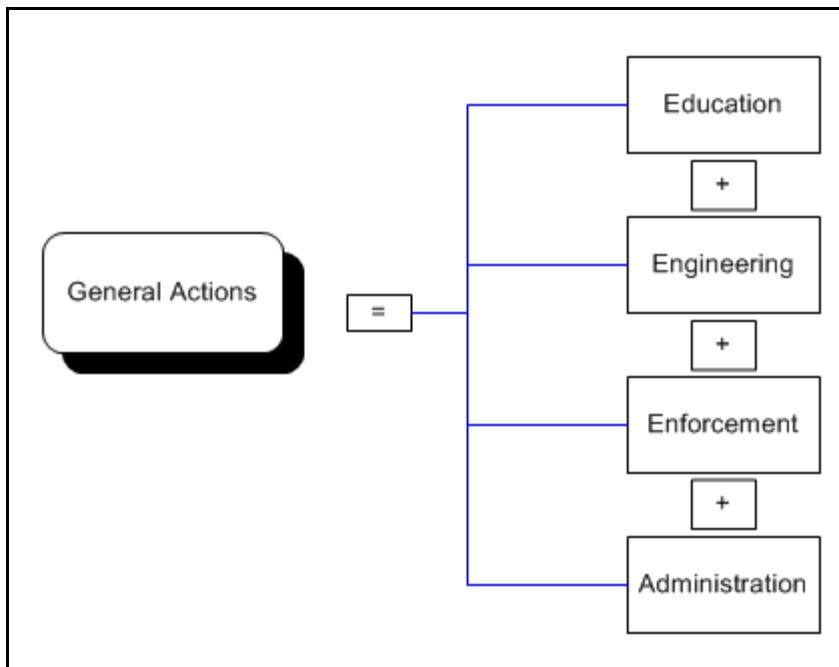


Figure 1: Calculating Specific Action Values in FPA

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. FPU's 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 |

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| 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 |

| Task | Description | Std Workload Factor (in hrs) |
|------------------------------------|--|-------------------------------|
| Utilizing Fire Prevention Exhibits | Organizing, setting up, and monitoring fire prevention exhibits and displays. | 16 per exhibit |
| 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

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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 personnel. | .5 per permit |
| 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 |

| Task | Description | Std Workload Factor (in hrs) |
|--------------------------------------|---|------------------------------|
| 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. FPU's total the hours for each category and enter them into the Activities Per Prevention Program table.

The following diagram illustrates how FPU's obtain the specific actions total. This value is manually calculated and entered onto the Activities Per Prevention Program table on the Prevention Programs screen. FPA calculates specific actions in number of hours

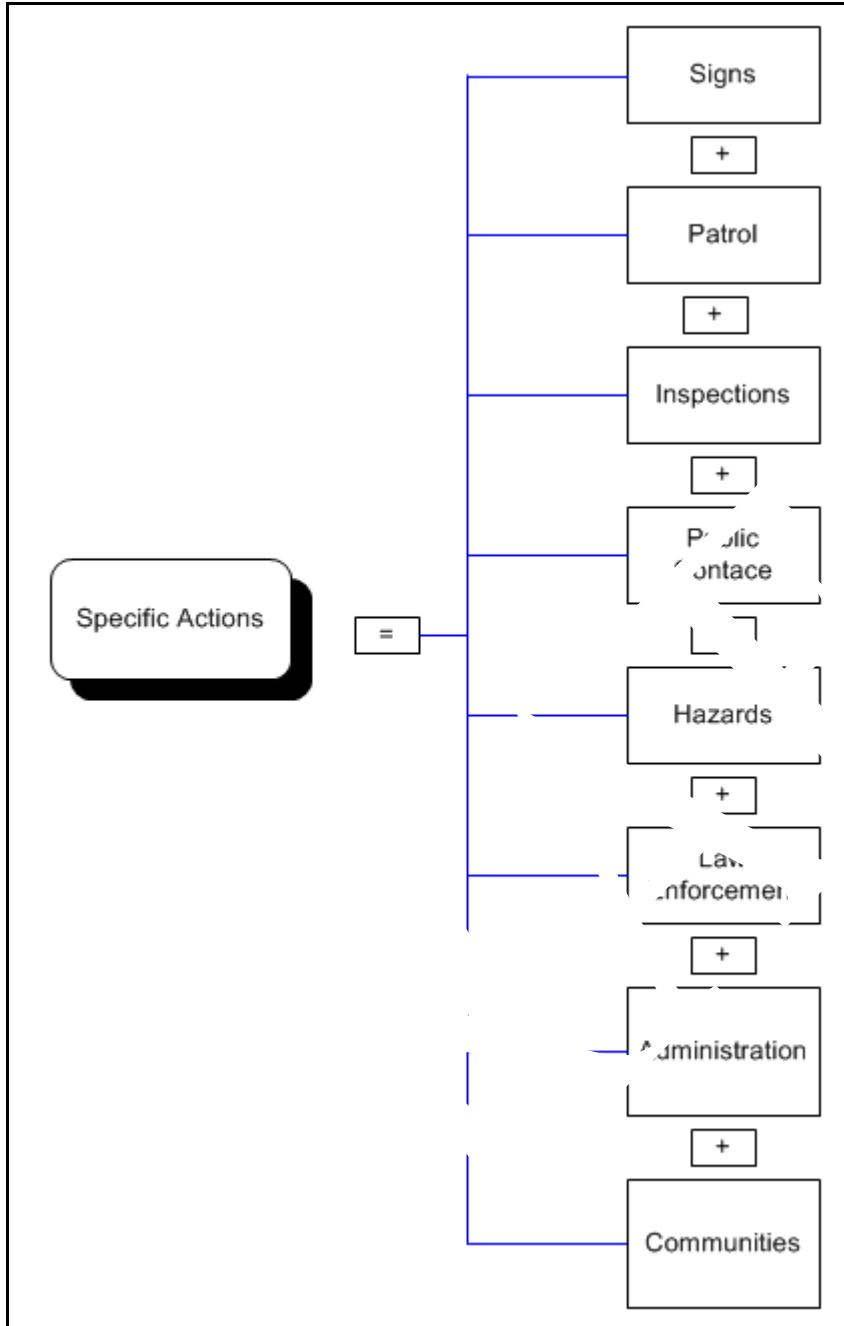


Figure 2: Calculating Specific Action Values in FPA

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 Danger or Risk Dictates | A prevention-staff patrol sent out during the day as a fire-prevention method when fire danger or risk is high. | 4 per patrol 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. FPU's 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

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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) <i>(Includes travel time to and from the site. If included within patrol plan, standard workload factor is 2 hours per each inspection.)</i> |
|------------------|--|--|
| 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 |
| Resorts/Camps | Resort/camps inspections and follow up. | 3 per resort/camp |

| Task | Description | Std Workload Factor (in hrs) <i>(Includes travel time to and from the site. If included within patrol plan, standard workload factor is 2 hours per each inspection.)</i> |
|--------------------------------------|--|--|
| 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 |

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| Task | Description | Std Workload Factor (in hrs) <i>(Includes travel time to and from the site. If included within patrol plan, standard workload factor is 2 hours per each inspection.)</i> |
|--|---|--|
| 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 arrester inspections that include off highway vehicles, chainsaws, generators, and such that are not part of a timber sale or industrial operation. | .5 per arrester 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 |

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| 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