FEMA

R670

Dear National Fire Academy Student:

Congratulations on being selected to attend the *Developing and Implementing Public Policy* course at the National Fire Academy (NFA). The purpose of the course is to empower students with the ability to create, evaluate, and defend public policy in their home community. The course is also designed to facilitate understanding of how codes and regulations can be used as an effective component in fire prevention, fire mitigation, and overall community risk reduction.

There is a precourse assignment located on the Web site at http://www.usfa.fema.gov/nfa/pre-course/ to prepare you for the course. A checklist found in the precourse material is to be completed and submitted 2 weeks prior to your class start date. Information on where to send the precourse material is located in the package.

If you decide to bring your laptop computer, you are responsible for the security and maintenance of your equipment. NFA cannot provide you with computer software, hardware, or technical support. Wi-Fi is now available in the dormitory rooms. There are a limited number of 120-volt AC outlets in the classrooms. A Student Computer Lab is located in Building D and available to all students to use. It is open daily with technical support provided in the evenings.

Also, the end of class graduation ceremony is an important part of the course and you are expected to attend. Please do not make any travel arrangements to leave campus until after graduation.

Should you need additional information related to course content or requirements, please feel free to contact Mary Marchone, Fire Prevention Management Training Specialist at (301) 447-1476 or email at Mary.Marchone@fema.dhs.gov

Sincerely,

Dr. Denis Onieal, Superintendent
National Fire Academy
U.S. Fire Administration

August 2012

DEVELOPING AND IMPLEMENTING PUBLIC POLICY

PRECOURSE ASSIGNMENT

TABLE OF CONTENTS

INTRODUCTION TO THE *DEVELOPING AND IMPLEMENTING PUBLIC POLICY* COURSE

Welcome to *Developing and Implementing Public Policy* (DIPP). DIPP empowers students with the ability to create, evaluate, and defend public policy in their home community.

The course is designed to facilitate understanding of how codes and regulations can be used as an effective component in fire prevention, fire mitigation, and overall community risk reduction. The course will address how to:

- use a community risk assessment to prioritize risk;
- develop a problem statement and recommend a strategic prevention intervention using public policy;
- design a strategy to build support for a public policy;
- develop and submit a proposal for a public policy;
- understand the public policy issue resolution process; and
- market, apply, and evaluate a new or modified public policy.

Public policy is a potentially effective but often underused component of risk reduction. Recall that the most effective risk-reduction strategies employ the use of combined prevention interventions to include

- public education;
- engineering and technology;
- enactment and enforcement;
- economic incentives to support prevention; and
- emergency response.

Public policy has been recognized for many decades as a key component of an integrated risk-reduction strategy. The 1947 President's Conference on Fire Prevention called for use of public policy as a component for reducing the impact of fire. That recommendation was echoed again during the first Wingspread Conference in 1966 and three additional times during subsequent Wingspread Conferences.

Perhaps the strongest recommendation to use public policy as a means of preventing or mitigating the effects of fire came in the benchmark report America Burning, published in 1973. These recommendations were also stressed in subsequent reports that have occurred nearly every decade since. The most recent call for use of public policy as an integrated component of prevention/mitigation of risk appears in the Vision 20/20 report.

If you are not familiar with the 1947 President's Conference on Fire Prevention, the America Burning series, or the Vision 20/20 initiative, please review these topics prior to attending the National Fire Academy (NFA). The documents/initiative will be discussed in class and you should be familiar with them. Information on the 1947 President's

Conference and the America Burning series can be found on the U.S. Fire Administration (USFA) Web site at www.usfa.fema.gov Information on Vision 20/20 can be found at www.strategicfire.org

Public policy can play a critical role in risk prevention and mitigation because it may require the application of all types of prevention interventions. Because all members of our industry have a duty to help apply public policy at the local level, the target population for DIPP is broad. It includes fire marshals, building officials, public educators, inspectors, plan reviewers, investigators, officers, and other public officials.

Most NFA courses require completion of a precourse assignment. The assignment for DIPP is a multistep process where you will

- conduct a community risk assessment to create a profile of the local community;
- prioritize risks that currently (or potentially may affect) your constituency;
- explore priority risks and consider if public policy should be considered as a component of an intervention strategy;
- identify and evaluate the effectiveness of a policy that has been developed within your organization or the community that applies to risk reduction;
- identify and describe the fire/building codes used in your community;
- research the process for proposing, adopting, or modifying public policy in the community you serve; and
- attend or watch a meeting of the city council, county commission, or township supervisors to explore local democracy in action.

Completion of the precourse assignment is mandatory for acceptance into DIPP. Information from the assignment will be used to process in-class activities and ultimately develop a draft plan for using public policy as part of an integrated prevention/ mitigation strategy in the community you protect. **You should bring the information collected as part of the precourse assignment with you to the NFA.**

A checklist for the assignment is included for your benefit and serves as record of completion. **Only send the completed checklist** to the NFA's Training Specialist of Fire Prevention Management. It is due no later than 1 week in advance of the course. Directions on how to send the document are located on the checklist.

Name: _____

Date of Class: _____

Email: _____

Date Completed	Precourse Assignment Checklist
	Part 1: Building a Demographic Profile of Your Community
	Use American FactFinder to help create a demographical, social, economic, and housing profile of your community.
	Profile how your community has developed and changed over the past 10 years.
	Predict what your community may look like 10 years from now.
	Part 2: Building a Risk Profile of Your Community
	Identify and profile five priority fire risks in your home community.
	Part 3: Public Policy in Your Community
	Identify a recently created or modified standard operating procedure (SOP) from your organization. Respond to the directives in the precourse assignment.
	Identify a public policy (or specific prevention campaign) that has been developed in your community that applies to risk reduction. Respond to the directives in the precourse assignment.
	Identify and describe the fire/building codes used in your community.
	Identify your community's ISO rating.
	Research the process for proposing, adopting, and modifying public policy in the community you serve.
	Attend (or watch) a meeting of the local legislative body. Respond to the directives listed in the precourse assignment.
	Send Precourse Assignment Checklist to: Mary Marchone, Training Specialist Email: Mary.marchone@fema.dhs.gov Fax: 301-447-1372; Phone: 301-447-1476

PART 1: BUILDING A DEMOGRAPHIC PROFILE OF YOUR COMMUNITY

Introduction

The National Fire Academy is an institution of higher education dedicated to serving the emergency services. Many NFA courses require completing a precourse assignment. The purpose of this requirement is so you come to the academy with baseline information that can be utilized to enhance your learning experience and create an action plan to apply in your home community.

A core component of most precourse assignments includes a community risk assessment of the service area you are responsible for. This assessment entails locating, collecting, and evaluating both people and problem-related data.

This tutorial provides an introduction of how to gather both. Let's start with people-related data.

People-related Data

People-related data can create a demographic profile of your community. In addition to showing where people live, it can identify how they live. A good profile will explain the social, cultural, and economic composition of the area you protect.

One of the most reliable sources of demographic information is the U.S. Census Bureau. Data for the Decennial Census is collected by the Bureau every ten years. Data from the Decennial Census is utilized to determine congressional districts. The Decennial Census seeks to determine the *number of people* who live in a community.

A second type of census, the American Community Survey (ACS), is as an on-going task of the Bureau. The American Community Survey is mailed to over three million U.S. residents annually. The Bureau's goal is to survey each U.S. resident every seven years to create demographic profiles of local communities. ACS data is important to risk reduction specialists because it provides information about *where and how* people live.

Data from the American Community Survey is available to the public through the American FactFinder database. FactFinder is an important tool for risk reduction practitioners because it allows us to explore demographic data both community-wide and by census tracts. Census tracts are defined geographical areas within a city, town, county, or village. Each tract carries a numerical identification.

Census bureau data is collected and analyzed by trained professionals. It is made available for public use though the Bureau's website. Part One of this tutorial will show you how to use the Bureau's site.

Use *American FactFinder*

1. To get started, go to the Bureau's website located at <u>www.census.gov</u>. Once you are there, you should see a screen that looks like the one displayed in the screen shot shown below. Go to the Data section on the top of the Census Bureau's home page. Click on the ***American FactFinder*** link.
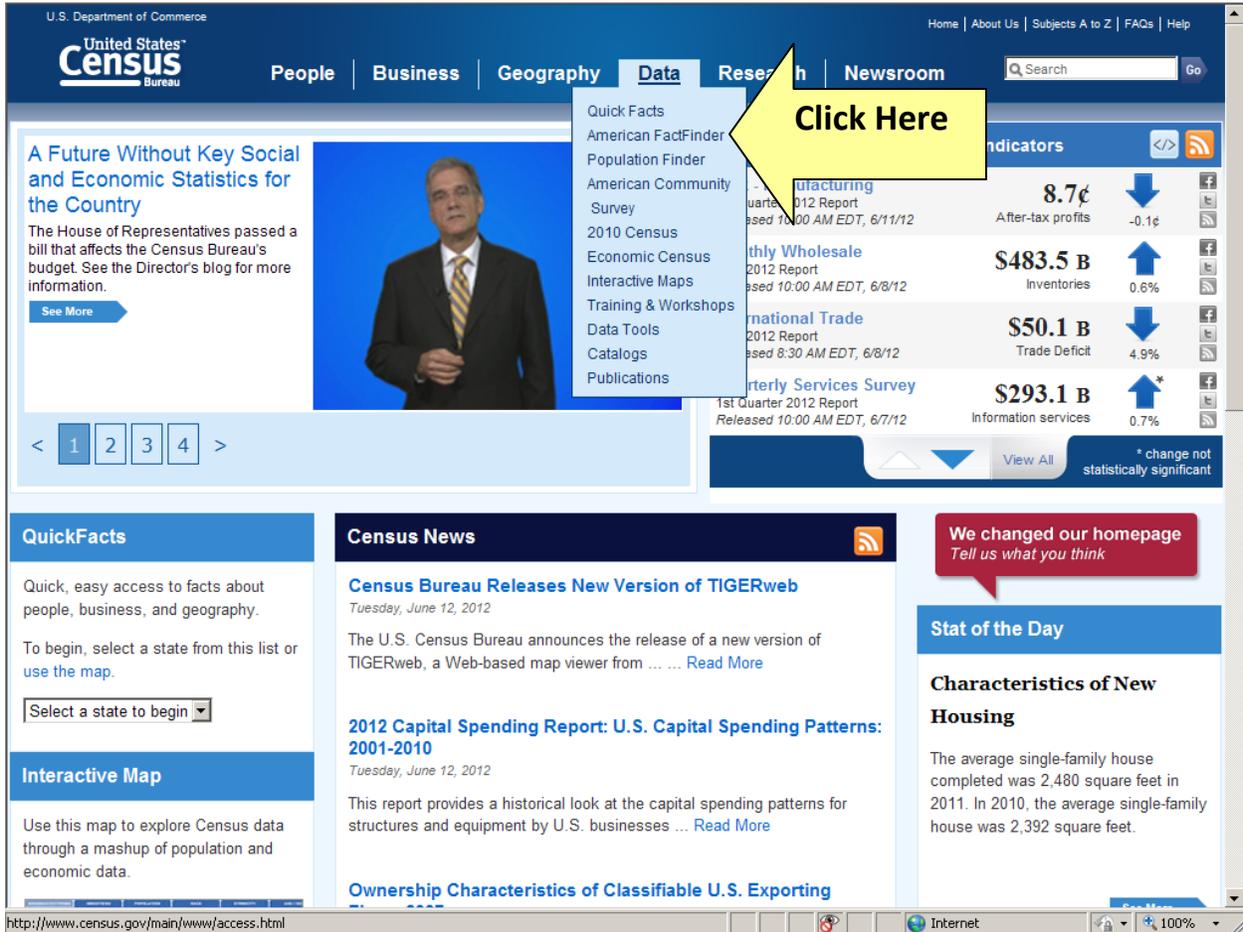
2. Upon arriving at the FactFinder site, you should see the screen displayed below. Enter the name of your community (city *or* county – plus the state); then hit Go.

3. For the sake of this tutorial, we entered Hagerstown, Maryland as the example community. The following series of screen shots will walk you through the various types of demographical data that is available about a community at-large.

We will begin by examining data from the Decennial Census and then ascend to data from the American Community Survey.

4. The screen shot displayed below represents only a small portion of what is available pertinent to the 2010 Decennial Census. Be sure to scroll down and see all of the data available on both people and housing characteristics.

Upon completing the exploration of general census data, go to the top of the screen and click on the Back to Search function.

5. Next, click on each of the four sections that display data from the American Community Survey. The Census Bureau strives to update this data on an on-going basis. Each section will help you build an overall profile of your community at-large.

Note – a smart strategy is to print a hard copy of each section so you can examine and compare all of the data.

6. Now that you have developed a demographic profile of your community at-large, the next step is to learn how to find data on specific geographical areas known as census tracts. Let's go back to the example on Hagerstown, Maryland.

   Locate the Geography category located on the left side of the screen and click it.

7. When the screen that is displayed below appears, perform a three-step process:
   Step 1 – Locate the geographic type, click on it, and select Census Tract.

   Step 2 – Select your state.

   Step 3 – Select your county.

   Step 4 – Select the census tract you wish to explore.

   Step 5 – Click on Add to Your Selections

The field with census tracts for your county will become populated. You now have the option to explore your community by census tract. For this example, we will examine Census Tract 4 in Washington County, Maryland.

Note – you will need to know which census tract corresponds to the area of your community that you wish to explore. All census tracts in your entire county will be available for exploration.
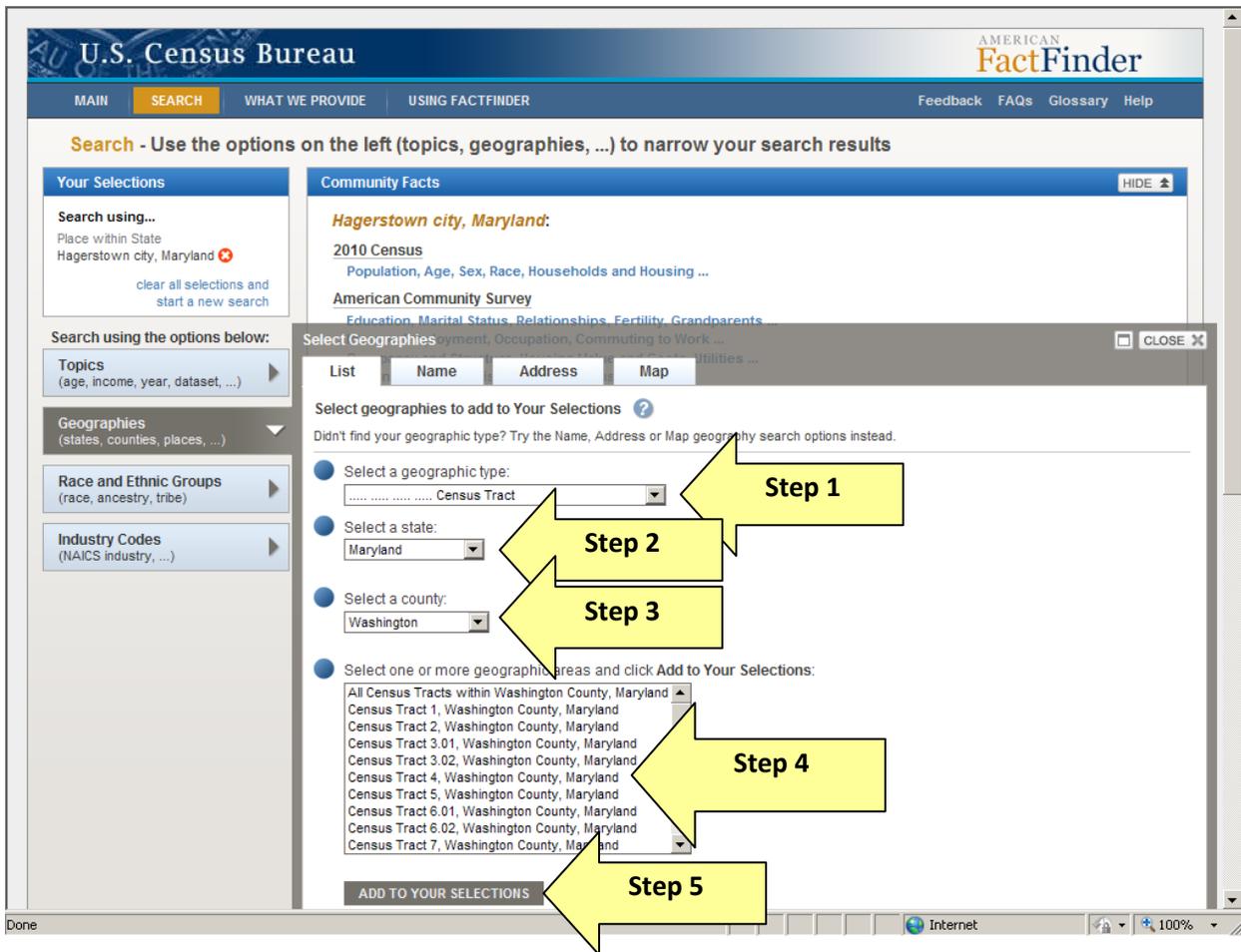
8. If you have done the process correctly, you will see your city and census tract displayed in the Your Selections section.

   Next, close the overlay screen that offers census tract options.
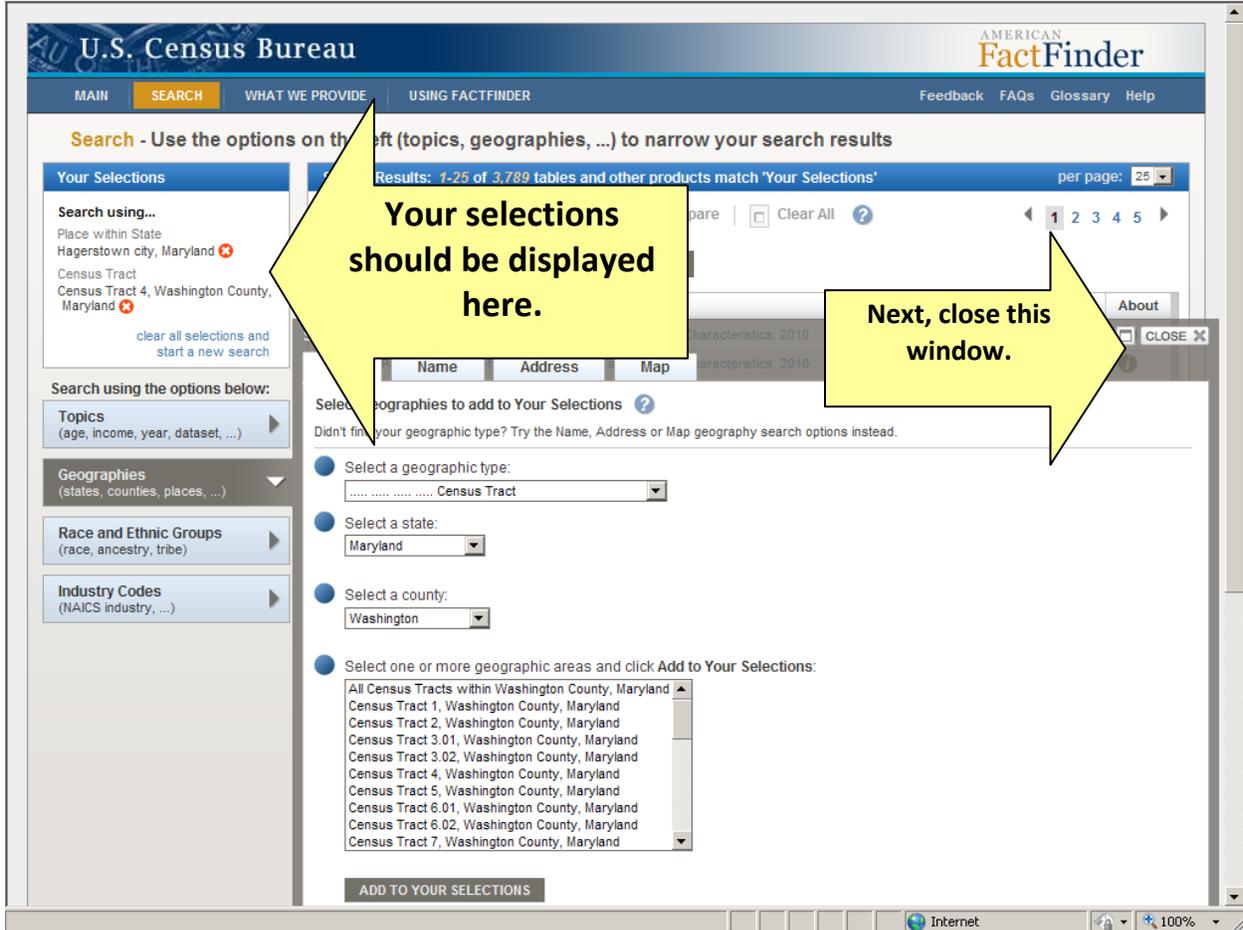
9. You should now see a screen that displays the data specific to the census tract you selected. In our case, it is for Census Tract 4 in Hagerstown, Maryland.

Each specific category of data can now be explored by census tract. For this example, we will select the Profile of General Population and Housing Characteristics 2010.

Note – the selections that reference "United States" allow you to compare the census data with national statistics. <u>Your</u> *local* data will not have a "United States" reference.

10. You now have data for the specific census tract requested.

Note – if the census tract is not displayed in the Geography window, simply click on the drop-down menu to locate and enter it.

Special Section – Building a Map of Census Tracts

If you don't know the numerical designations of the census tracts in your community, you can build a map to identify them. Here's how:

Step 1 – Return to the Community Facts screen for your community.

Step 2 – Click on the Geographies feature.

Step 3 – Locate the Map feature on the Select Geographies menu and click on it.

You should now have the screen displayed below.

Step 1 – Locate the Boundaries and Features category and click on it.

Step 2 – Once the Boundaries and Features are displayed, click on both boxes for census tracts.

Step 3 – Click the Update button at the bottom of the screen. Note – this is not visible on the screen shot below.
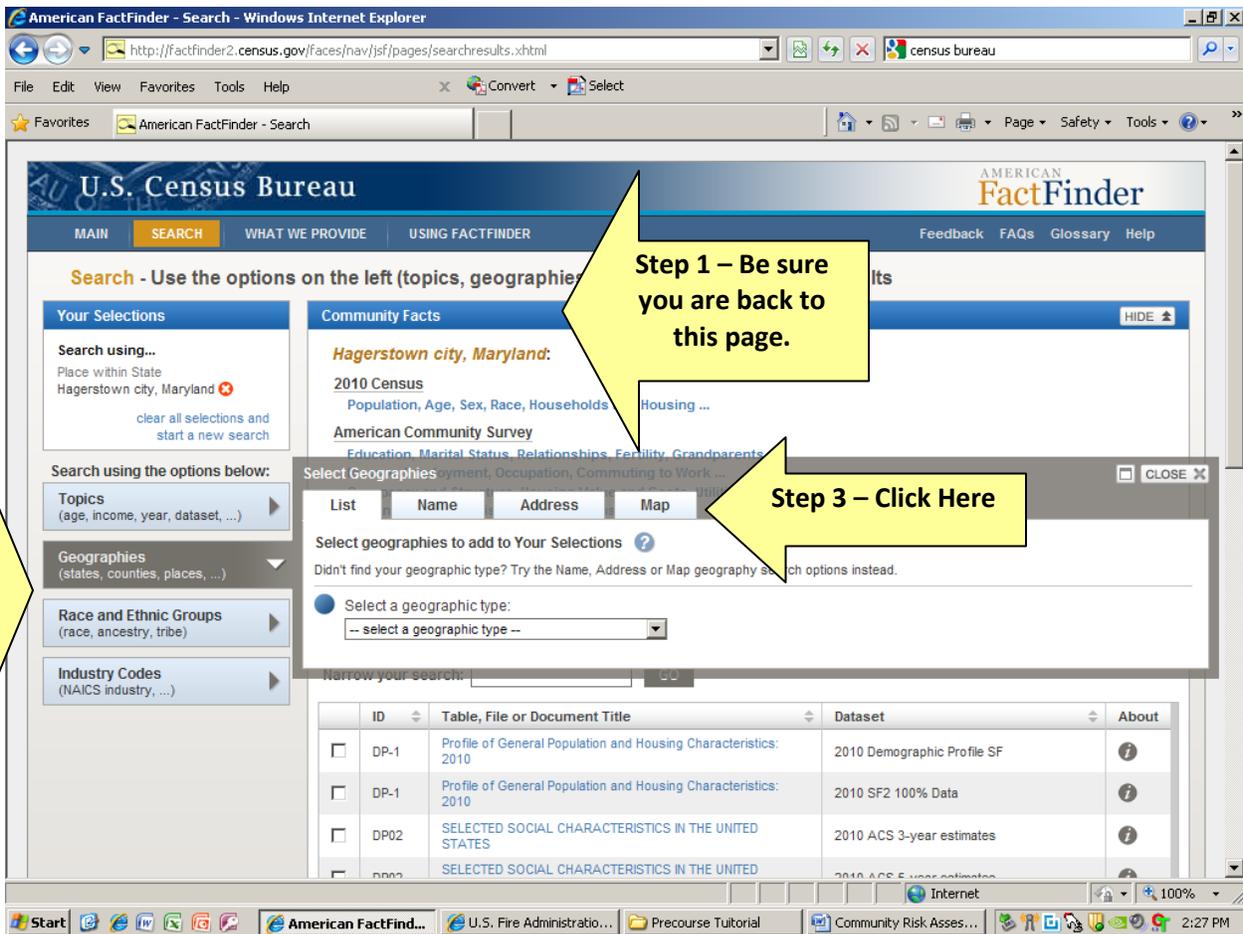
Your map with census tracts should appear. You may also print this map.
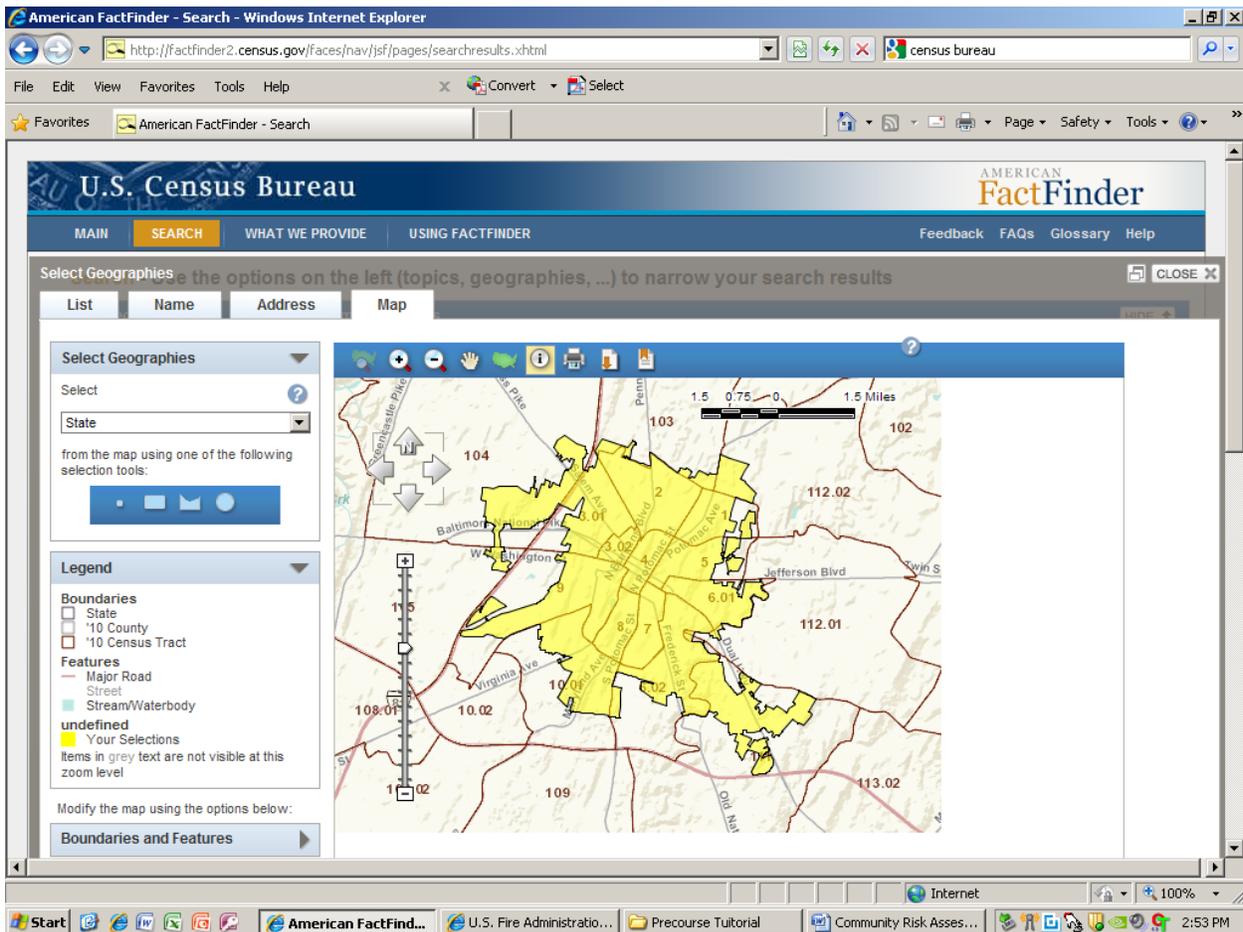
Summary of People-related Data

While the process of gathering data from the U.S. Census Bureau may appear intimidating at first, it is a task easily mastered with experience. Each time you work with the Bureau's database, the process will get easier.

The census bureau data analysis tools are very powerful instruments that can provide you with a wealth of information about the demographics of your local community. As more resources become available, the bureau plans to incorporate enhanced capabilities that will allow communities to integrate Geographic Information System (GIS) tracking/mapping with local demographics.

Problem-related Data

Data on fire experience in the U.S. is available through the United States Fire Administration (USFA). USFA began the National Fire Incident Reporting System (NFIRS) in 1975. Under NFIRS, local fire departments forward fire incident data to a state coordinator. The coordinator collates statewide fire incident data and reports information to the USFA.

The following is an overview of how to obtain and review NFIRS data for your local community.

1. Obtain an NFIRS Account.

    a. Request an NFIRS account from the person in your department responsible for NFIRS reporting. Your state NFIRS program manager or your local NFIRS person with an account with system administration permission assigns accounts. The NFIRS Support Center at the United States Fire Administration can provide you with the contact information of your state NFIRS program manager. Call (888) 382-3827 from 8:30 a.m. ET to 4:30 p.m. ET or email FEMA-NFIRSHelp@fema.dhs.gov.

    b. Your NFIRS account needs only the following four permissions: Startup, Report Submit, Report Fetch, and Report Generate.

2. Log in the NFIRS Summary Output Reports Tool (a.k.a. SORT).

    a. Go to the following website: www.nfirs.fema.gov.

    b. Select Web-based Tools from the menu bar.

3. Select Summary Output Reports Tool from the Web-based Tools menu.

4. Log in using your NFIRS account (i.e., state abbreviation, user name, and password).

5. Click OK from the USFA Banner Page to go to the next page.

6. You should see the screen that is displayed below. Click on the Available Reports option in the Reporting Menu section. Note the report types that are available for you to develop. Scroll down the list so you see all the choices.

Note – for the sake of this tutorial, we will be focusing on how to create and print the following reports: Summary by Incident Types, Tally, and Residential Structure Fire Causes.

7. Select the Summary by Incident Type report from Available Reports.

Residential Structure Fire Causes	The Residential Structure Fire Incidents by Fire Cause Category report summarizes fire incidents in residential structures. The rows of the report are broken down by computed cause code/categories. The information summarized includes the count and percentage frequency of each cause code, the count and percentage of both civilian and fire fighter injuries and casualties, and the count and percentage of property, contents, and total loss. The computed cause codes include such categories as smoking, heating, and cooking.	Fire Reports	
Structure Fire Causes	The Structure Fire Causes report summarizes structure fires by cause. The cause code may be either fire cause or priority cause category. Optionally, the results can summarized by a coded field within the cause code.	Fire Reports	
Structure Fires by Property Use	The Structure Fires By Property Use report summarizes structure fire incidents by several property use categories. The categories are residential property uses, public property uses and other property uses, which are displayed graphically using bar charts. The report ends with a numerical summary of the same categories further broken down by counts of fires, fire fighter deaths & injuries, civilian deaths & injuries, and property loss amounts.	Fire Reports	
Summary by Incident Type	The Summary by Incident Type report is a table of incidents categorized by frequency, percentage of total incidents,mutual aid statistics and exposures broken down by fires, EMS, and other incident types. The report also has a summary of dollar loss and casualties.	Incident Reports	
Tally	The Tally report lists several counts and percentages for a selected set of incidents that includes the frequency of occurrence, civilian and fire service injuries and deaths, and propery, contents and total loss. These are organized by one of a number of coded fields chosen by the user. Among these choices are incident type, property use, cause of ignition, and Hazmat disposition.	Incident Reports	
Unresolved Fire Incidents	The Unresolved Fire Incidents report contains a list of all fire incidents with a fire cause of "Undetermined" or "Investigating" with an incident date that occurred on or before a date given by the user. The report includes the FDID, the fire department name, the incident date, the incident number, the incident type, and the cause (which will be either Undetermined or Investigating). The report can be sorted either by FDID or fire dept. name and includes a sub-total of incidents for each one.	Investigation Reports	

Click Here

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An official web site of the Department of Homeland Security
U.S. Fire Administration, 16825 S. Seton Ave., Emmitsburg, MD 21727
NFIRS Support Center: (888) 382-3827

Trusted sites   100%

8. You should see the screen displayed below. Follow the directions listed at the bottom of this screen shot.

A. Enter the following parameters:

   1. From Date (format mm/dd/yyyy)

   2. To Date (format mm/dd/yyyy)

   3. Incident Status = All

   4. Incident Version = All

   5. Release Status = All

   6. Include Individual FDID Reports = blank

B. Select the fire department to include in the report.

1. In the FDID Selection section, drill down to the fire department.

2. Check the box next to the fire department.

C. Generate the report.

1. Move down to the button named Generate Report.

2. Select Generate Report.

D. Print the report.

1. Select My Recent Reports from the Reporting Menu.

2. View the status of the report.

a. Submitted – the report is waiting to be processed.

b. In Process – the report is being created.

c. Completed – the report is created.

3. If the status of the report is completed, select the PDF version of the report from the Report Format section.

4. Open the report.

5. View and print the report.

6. Close the report after it prints.

Note – the report you ultimately generate will look similar to the one displayed below. The report should be populated with data pertinent to your department.

9. Next, return to the Available Reports screen and select the Tally category.

Residential Structure Fire Causes	The Residential Structure Fire Incidents by Fire Cause Category report summarizes fire incidents in residential structures. The rows of the report are broken down by computed cause code/categories. The information summarized includes the count and percentage frequency of each cause code, the count and percentage of both civilian and fire fighter injuries and casualties, and the count and percentage of property, contents, and total loss. The computed cause codes include such categories as smoking, heating, and cooking.	Fire Reports	
Structure Fire Causes	The Structure Fire Causes report summarizes structure fires by cause. The cause code may be either fire cause or priority cause category. Optionally, the results can summarized by a coded field within the cause code.	Fire Reports	
Structure Fires by Property Use	The Structure Fires By Property Use report summarizes structure fire incidents by several property use categories. The categories are residential property uses, public property uses and other property uses, which are displayed graphically using bar charts. The report ends with a numerical summary of the same categories further broken down by counts of fires, fire fighter deaths & injuries, civilian deaths & injuries, and property loss amounts.	Fire Reports	
Summary by Incident Type	The Summary by Incident Type report is a table of incidents categorized by frequency, percentage of total incidents,mutual aid statistics and exposures broken down by fires, EMS, and other incident types. The report also has a summary of dollar loss and casualties.	Incident Reports	
	The Tally report lists several counts and percentages for a selected set of incidents that includes the frequency of occurrence, civilian and fire service injuries and deaths, and propery, contents and total loss. These are organized by one of a number of coded fields chosen by the user. Among these choices are incident type, property use, cause of ignition, and Hazmat disposition.	Incident Reports	
Unresolved Fire Incidents	The Unresolved Fire Incidents report contains a list of all fire incidents with a fire cause of "Undetermined" or "Investigating" with an incident date that occurred on or before a date given by the user. The report includes the FDID, the fire department name, the incident date, the incident number, the incident type, and the cause (which will be either Undetermined or Investigating). The report can be sorted either by FDID or fire dept. name and includes a sub-total of incidents for each one.	Investigation Reports	

Click Here

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U.S. Fire Administration, 16825 S. Seton Ave., Emmitsburg, MD 21727
NFIRS Support Center: (888) 382-3827

Trusted sites   100%

10. You should see the screen that is displayed below. Follow the directions listed at the bottom of this screen shot.
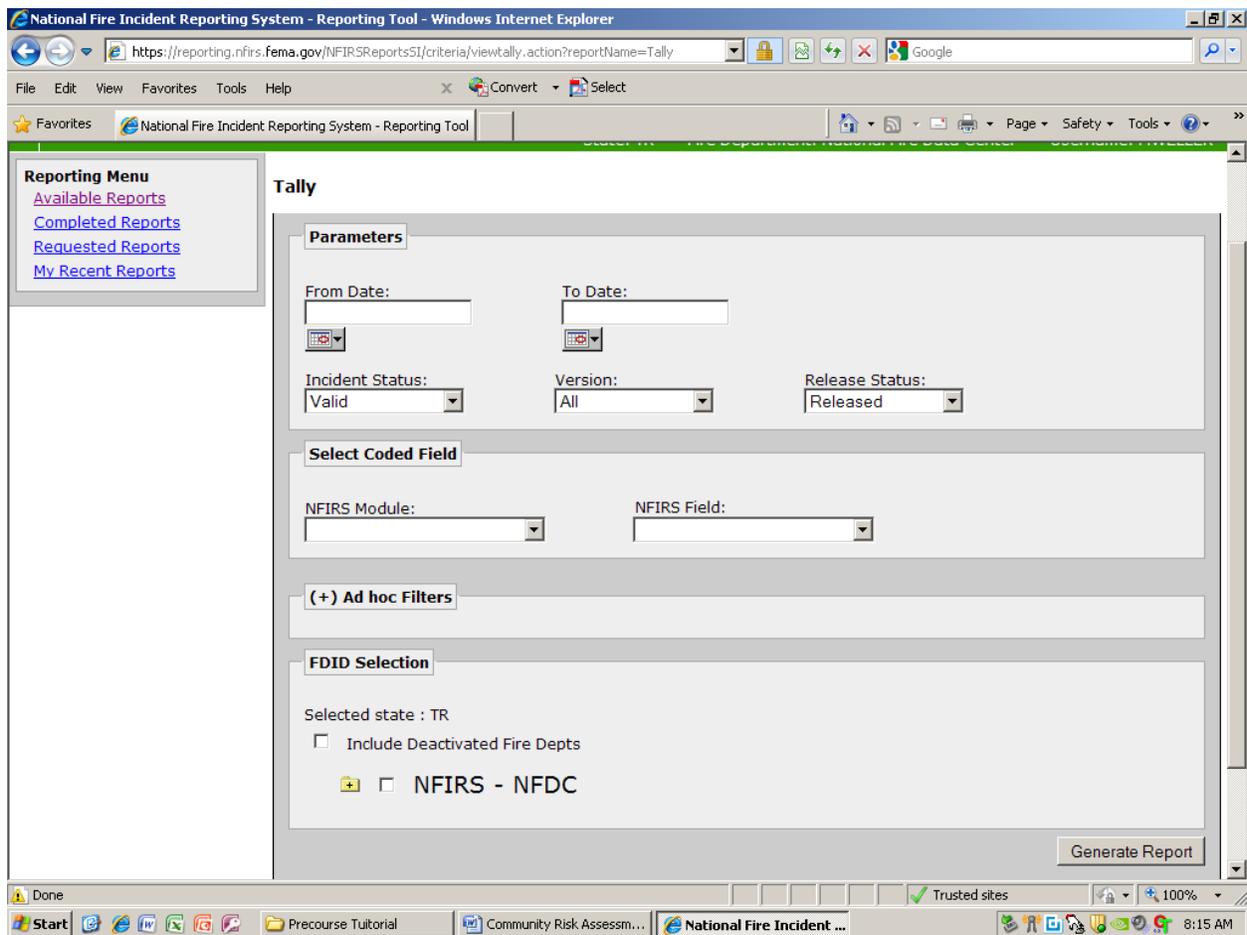
A. Select the Tally report from Available Reports.

B. Enter the following parameters:

1. From Date (format mm/dd/yyyy)

2. To Date (format mm/dd/yyyy)

3. Incident Status = All

4. Incident Version = All

5. Release Status = All

C. Select the data field to display on the report.

1. NFIRS Module = (e.g., Basic Module)

      2. NFIRS Field = (e.g., Incident Type)

D. Select the fire department to include in the report.

      1. In the FDID Selection section, drill down to the fire department.

      2. Check the box next to the fire department.

E. Generate the report.

      1. Move down to the button named Generate Report.

      2. Select Generate Report.

F. Print the report.

      1. Select My Recent Reports from the Reporting Menu.

      2. View the status of the report.

            a. Submitted – the report is waiting to be processed.

            b. In Process – the report is being created.

            c. Completed – the report is created.

      3. If the status of the report is completed, select the PDF version of the report from the Report Format section.

      4. Open the report.

      5. View and print the report.

      6. Close the report after it prints.

11. Next, return to the Available Reports screen and select the Residential Structural Fire Causes category.
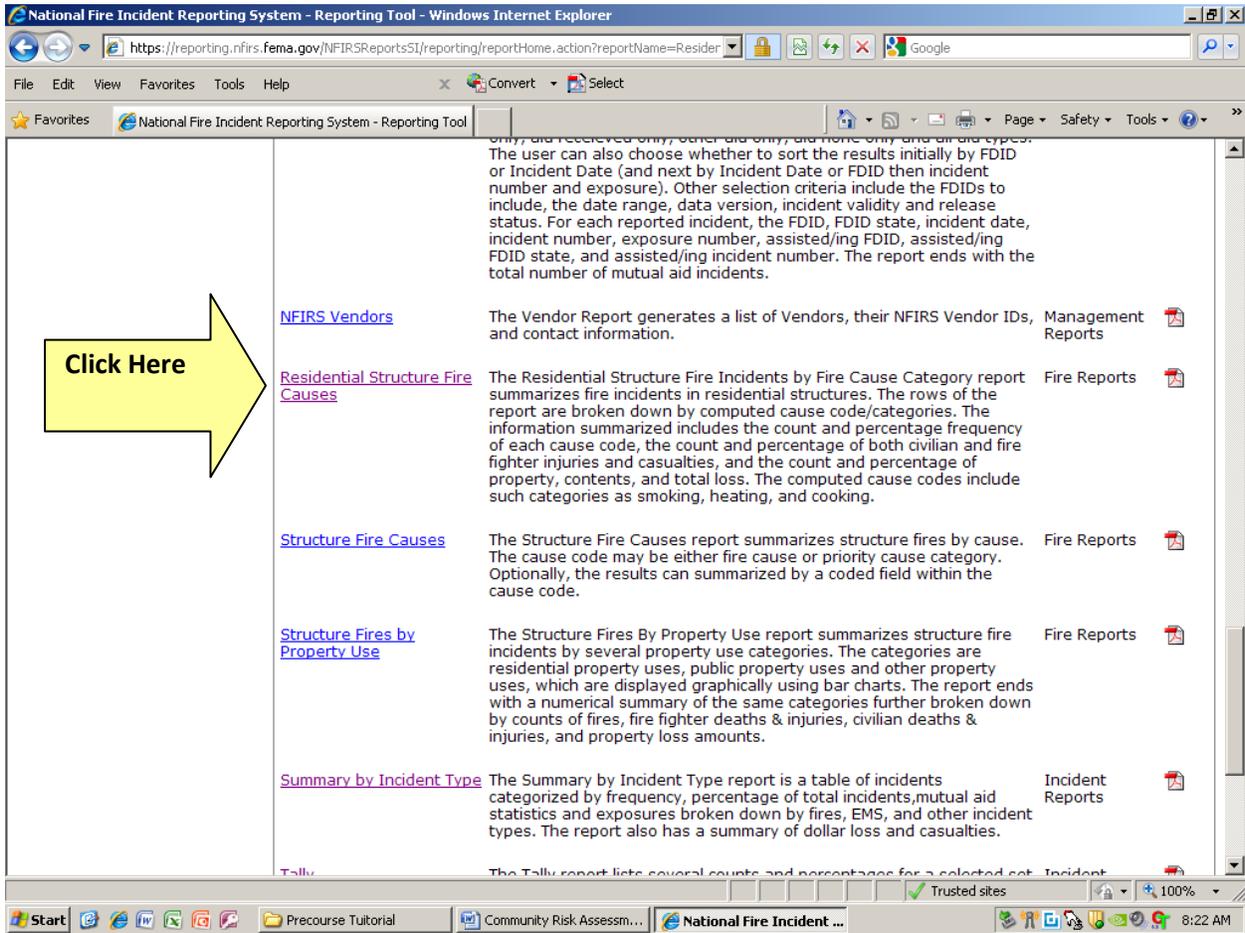
12. You should see the screen that is displayed below. Follow the directions listed at the bottom of this screen shot.
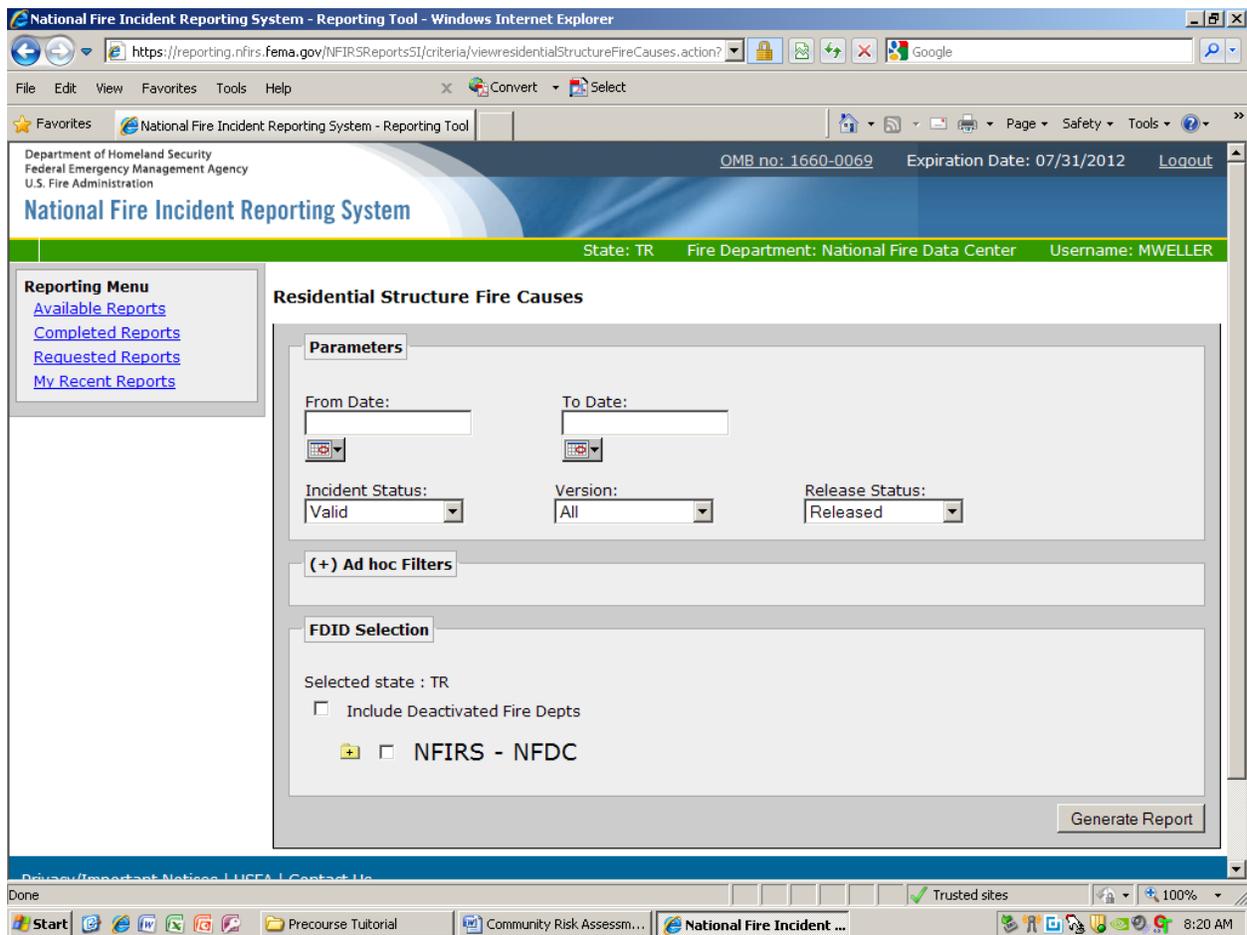
A. Select the Residential Structure Fire Causes report from Available Reports.

B. Enter the following parameters:

   1. From Date (format mm/dd/yyyy)

   2. To Date (format mm/dd/yyyy)

   3. Incident Status = All

   4. Incident Version = All

   5. Release Status = All

   6. Include Individual FDID Reports = blank

C. Select the fire department to include in the report.

1. In the FDID Selection section, drill down to the fire department.

2. Check the box next to the fire department.

D. Generate the report.

1. Move down to the button named Generate Report.

2. Select Generate Report.

E. Print the report.

1. Select My Recent Reports from the Reporting Menu.

2. View the status of the report.

a. Submitted – the report is waiting to be processed.

b. In Process – the report is being created.

c. Completed – the report is created.

3. If the status of the report is completed, select the PDF version of the report from the Report Format section.

4. Open the report.

5. View and print the report.

6. Close the report after it prints.

Summary of NFIRS Tutorial

Because fire departments and states take part in NFIRS voluntarily, NFIRS conclusions may not completely reflect the entire nation's fire experience.

Also, remember that when utilizing any type of data collection software, it is critical that everyone responsible for incident reporting does his or her job in an objective manner. Simply stated, this means that your department must set a protocol for how incidents are classified.

Here is an example: Consider the typical unattended cooking fire that occurs when a person forgets about a pan of oil being heated on a stovetop. Unless your department has agreed on how your staff will classify the incident, you may end up reporting one of several selections. Over a period of time, this subjectivity in reporting can lead to the creation of an unreliable set of data about unattended cooking fires whereby you cannot discern how many incidents of people walking away from a stove you actually respond to.

If you submit data to NFIRS, it is a very wise strategy to explore the NFIRS webpage thoroughly. There are many sections that include helpful suggestions on how to classify and report incident data.

Assignment for Part 1

1.   Use FactFinder to build a **current** demographical profile of your home community. Develop a profile of the people who live in your community (age, gender, race, ethnicity, incomes, poverty, etc.). Perform the same actions for housing (type of homes, age, owner versus renter, etc.). A profile of employment should also be explored. **A worksheet (with prompting questions) is provided to assist you.**

   a.   The demographical information will be used throughout the DIPP course.

   b.   You **must** have this information available throughout the DIPP course in order to process the in-class activities. Saving the information on a memory device or printing hard copies is highly recommended. All *FactFinder* categories can be downloaded or printed.

   c.   Being able to **explain and use** the demographical, social, and cultural development of your community is essential to the effectiveness and credibility of a public policy development team.

2.   Additional sources that may be helpful in locating demographic information includes but is not limited to:

   a.   City and County Planning Departments.

   b.   Office of Community Development.

   c.   Housing Authority.

   d.   Economic Development Commission.

   e.   Chamber of Commerce.

   f.   Community Action Council.

   g.   Local schools, hospitals, and health departments.

   h.   Head start programs and childcare organizations.

   i.   Department of Social Services.

   j.   Commission on Aging.

   k.   Advocacy groups.

   l.   Neighborhood associations.

   m.   Houses of worship.

DEMOGRAPHIC WORKSHEET

Use FactFinder to build a demographical, social, economic, and housing profile of your community. **Bulleted summary statements are acceptable.**

Category	Description	Questions to Answer--Your Community

Demographical (people-related information)	Population size, distribution, age, ethnicity, and cultures	• What is the total population of your community?
		
		• Population of each census tract?
		
		• Which census tracts have greatest concentration of the following high-risk populations:
		
		  - Toddlers?
		  - Older adults?
		  - People challenged by poverty?
		  - People with disabilities?
		  - People who speak little or no English?

Social characteristics	Education levels and family profiles	• What are the demographics of education levels throughout your community?
		
		• What census tracts include the greatest populations of the following:
		
		  - Single-parent homes?
		  - Two-parent homes?
		  - People living alone?
		  - Older adults living alone?

Economic characteristics	Employment profile and rates, income levels	• What is the employment profile of your constituency?
		
		  - Types of jobs?
		  - Work in community or commute?
		  - Major **local** employers?
		  - Unemployment rate?
		  - Income level ranges?

Category	Description	Questions to Answer--Your Community
Housing profile	Age of homes and occupants, types of residential occupancies, home ownership versus rental properties, transience among residents	• What is the overall housing profile of your community? - Average age of homes? - New (or recent) construction? - Homes with automatic detection **and** suppression equipment? - Types of residential construction? - Types of residential properties? (single family, duplex, multiunit) - Renter versus owner occupied? - Transience? (How often do people relocate to another residence?) Note--please consider **all** census tracts. However, you only have to develop a **general overview** of your community's housing profile.
Growth trends	Project growth trends for your community	• Use bullet points to profile how your community has changed over the past 10 years and what its profile may look like 10 years from now.

PART 2: BUILDING A RISK PROFILE OF YOUR COMMUNITY

Background Information

Community risk can be human created or naturally occurring. Human-created risks are those that have some form of human involvement at their core. Examples include cooking fires, car crashes, and ground-level falls. Naturally-occurring risks are those that develop without a human component. Examples include earthquakes and severe weather events.

Traditionally, the following factors are considered when prioritizing a community risk to address:

- Frequency of occurrence (how often the risk happens).

- Injuries and deaths caused by the risk.

- Property loss caused by the risk.

- Are the number of incidents rising or falling?

- Where are incidents occurring and who is at greatest risk?

Assignment for Part 2

Use the Risk Profile Sheet located on the next page to identify priority risks and consider if use of public policy may be an appropriate component of a risk-reduction strategy.

RISK PROFILE SHEET

Type of Risk	Why is it being identified as a priority risk?	Where does the risk occur most frequently and what populations are most affected?	Is there currently a public policy in place that addresses the risk?	Could public policy be used to help prevent/ mitigate the risk? Why or why not?

PART 3: PUBLIC POLICY IN YOUR COMMUNITY

Background Information

As members of the public safety industry, each of us has some level of experience with the development or application of local public policy.

If you have ever served on a committee to develop SOPs for your organization, you have helped create a form of policy. Perhaps you helped create policy that was applied in the community such as a smoke alarm or sprinkler ordinance.

At a minimum, every public servant applies a form of public policy when delivering emergency response as local government is responsible for protecting its citizens. If you provide plans review or inspection services, you apply policy each time a code or standard is interpreted and enforced.

The public policy resolution and application process can create an environment charged with emotions. Especially if the policy will require certain behaviors to occur or monetary investments be made. Note: The resolution process is when a proposed policy is debated prior to its approval/denial. The application process is when an approved policy is being enforced.

As a student in DIPP you will learn how to conduct environmental scanning. This process entails analyzing the community to assess stakeholder/public interest and opinion of a proposed public policy. To prepare for the DIPP course, please perform the assignment for Part 3.

Assignment for Part 3

Please respond to the following directives that relate to public policy at the local level:

1.   Bring a recently created or modified SOP or standard operating guideline (SOG) from your organization. Using this SOP or SOG, complete the following:

   a.   Identify the procedure or guideline.

   b.   What is the intent of the procedure or guideline?

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c.   Who were the stakeholders involved during the development of the policy?

2.   Identify a public policy (or specific prevention campaign) that has been developed in your community that applies to risk reduction.

a.   Provide a description of the public policy or campaign.

b.   How effective has the policy or campaign performed at creating the desired impact?

c.   Who were the stakeholders that were involved during the development and adoption stage of the policy or campaign?

d.   What were the opinions and emotions of stakeholders toward the policy or campaign?

3.   Identify and describe the fire/building codes utilized in your community.

4.   Please visit the Web site www.isomitigation.com to explore proposed modifications to the Insurance Services Office (ISO) ratings for community-based fire protection. If you are not familiar with ISO ratings, the Web site will provide valuable background information. Please identify your community's ISO rating on fire protection:

5.   Research the process for proposing, adopting, and modifying public policy in the community you serve. Briefly explain that process.

6.   Research a topic that is currently being addressed by your local city council, county commission, or township supervisors. Attend (or watch) a meeting of the above-listed group where the topic you have selected is being discussed. Please respond to the following directives:

        a.   What is the topic or issue being considered?

        b.   Identify the stakeholders interested in the topic.

c.   What opinions/emotions were expressed during the meeting?

d.   Were any partisan relationships or opinions exhibited? If so, please explain. Note: Partisan relationships are those where support is offered exclusively within political party lines.

7.   Be prepared to explain the form of government that exists for your local community and any reasons why that form of government was selected. (Examples include weak/strong mayor; city manager/administrator; board of supervisors or commission, etc.)