

Fire Prevention Education Team Forms Catalog

Contents

	Page
1. FPE 100 – Team Assignment Evaluation – Host Unit	1
2. FPE 103 – Fire Prevention Daily Contact Log	3
3. FPE 104 – Patrol Phone Check-In Log.....	5
4. FPE 105 – Community Meeting Log.....	7
5. FPE 106 – Public Meeting Arrangements Checklist	9
6. FPE 107 – Daily Work Accomplishment Record.....	11
7. FPE 108 – Conversation Record.....	13
8. FPE 109 – Key Contact List – External.....	15
9. FPE 110 – Fire Prevention Key Contact List.....	17
10. FPE 111 – Press Release Template.....	19
11. FPE 112 – Fire Prevention Letterhead Template.....	21
12. FPE 113 – Fire Prevention Fax Template.....	23
13. FPE 114 – Pre-Suppression/Detail Request.....	25
14. FPE 115 – Host Unit Fire Prevention Education Team Initial Request Worksheet	37
15. FPE 116 – Electronic/Hard Copy Filing Template.....	29
16. FPE 209P – Fire Prevention Education Team Assignment Status Summary	31
17. FPE 214P – Unit Log.....	33
18. FPE 226P – Fire Prevention Education Team Member Performance Rating.....	35
19. FPE 227P – Fire Prevention Education Team Leader Performance Rating	37

Fire Prevention Education Team Assignment Evaluation Form FPE 100 Instructions

Purpose: To document Fire Prevention Education Team Performance.

Preparation: The Host Unit prepares this form. This should be completed before demobilization and discussed with the Team Leader.

Distribution: Three copies are prepared.

1. Kept with the Host Agency for assignment documentation.
2. Kept by the Team Leader for reference.
3. Mailed to the National Fire Prevention Education Team coordinator.

Use: Required

Fire Prevention Education Team Assignment Evaluation

Team Leader:

Location:

Assignment:

1. Did the Team accomplish the objectives described in the Team Agreement and the Agency Administrator Briefing (if available)? Yes No
2. Was the Team cost effective in their management of the assignment? Yes No
3. Was the Team sensitive to resource limits and environmental concerns? Yes No
4. Was the Team sensitive to political and social concerns? Yes No
5. Was the Team professional in the manner in which they assumed management of the assignment, managed the total assignment and returned it to the hosting agency? Yes No
6. Did the Team anticipate and respond to changing conditions in a timely and effective manner? Yes No
7. Did the Team activate and manage the demobilization in a timely, cost-effective manner? Yes No
8. Did the Team attempt to use local resources and trainees to the extent practical? Yes No
9. Was the Team Leader an effective manager of the Team and its activities? Yes No
10. Was the Team Leader obviously in charge of the Team and incident? Was the Team Leader performing a leadership role? Yes No
11. Was the Team Leader aggressive in assuming responsibility for the assignment and initiating appropriate action? Yes No
12. Did the Team Leader express a sincere concern and empathy for the hosting unit and local conditions? Yes No
13. Other comments:

Agency Administrator or Agency Representative

Date

Team Leader

Date

Fire Prevention Daily Contact Log

Form FPE 103 Instructions

Purpose: To be used to keep accurate records of daily contacts.

Preparation: To be prepared by the individual Team Member making the contacts.

Distribution: Kept by the Team for documentation and reference.

Use: Optional

Patrol Phone Check-In Log

Form FPE 104 Instructions

Purpose: To keep records of check-in time and conversation content.

Preparation: Prepared by the Team Member who is keeping track of check-in procedures.

Distribution: To be kept by the Team for documentation and reference.

Use: Optional

Community Meeting Log

Form FPE 105 Instructions

Purpose: To keep accurate records of community meetings and the number of attendees.

Preparation: This log is prepared by the Team Member responsible for coordinating meetings.

Distribution: The log is kept by the Team for documentation and reference.

Use: Optional

Community Meeting Log

DATE	COMMUNITY	PRESENTER	APPROXIMATE NUMBER OF ATTENDEES

Public Meeting Arrangements Checklist

Form FPE 106 Instructions

Purpose: To be used as a logistical tool for arrangements made for future meetings.

Preparation: To be completed by the Team Member coordinating meetings before any meeting is confirmed.

Distribution: To be kept by the Team for reference and documentation.

Use: Optional

Public Meeting Arrangements Checklist

Meeting Name:

- What is the date, time, & place of the meeting?
- Who is the meeting coordinator?
- Who has been invited? Who remains to be invited?
- How many people are expected? (# of handouts to take)
- Does the coordinator need us to help publicize the meeting?
- Do you have AV equipment available (if needed)?
- What is the agenda? Who is speaking? How does the prevention team fit in?
- What are your expectations of the prevention team?
- Who has been contacted from area wildfire agencies? Who needs to be?

Daily Work Accomplishment Record

Form FPE 107 Instructions

Purpose: To keep accurate records of daily work accomplishments.

Preparation: This is to be completed daily by each Team Member and the Team Leader.

Distribution: To be kept by the Team for documentation and reference.

Use: Optional

Daily Work Accomplishment Record

Sub-Unit _____ Planning Period: _____ Month _____ Year _____

		Prepared By															Date Submitted																			
Administrative Unit	Hours Planned	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	Total			
GENERAL ACTIONS																																				
Education																																				
Engineering																																				
Enforcement																																				
Administration																																				
SPECIFIC ACTIONS																																				
Patrol																																				
Public Contact																																				
Signs																																				
Inspections																																				
Law Enforcement																																				
Public Education																																				
Volunteers																																				
Hazard Reduction																																				
OTHER																																				
Fire Suppression																																				
TOTAL																																				

Conversation Record

Form FPE 108 Instructions

Purpose: To keep accurate records of conversations throughout the assignment.

Preparation: All Team Members who have a need to document conversations.

Distribution: To be kept by the Team for documentation and reference.

Use: Optional

Conversation Record

_____ Date _____ Time _____

Calling Party/Person Called _____

Telephone Number _____

File Designation: _____

SUBJECT: _____

ACTION TAKEN: _____

Key Contact List

Form FPE 109 Instructions

Purpose: To keep an accurate and up-to-date list of key contacts for the assignment.

Preparation: To be documented by Team Member responsible for keeping key contacts listed and available for contact. Many of these contacts will be supplied by the Host Agency liaison.

Distribution: To be kept by the Team for documentation and reference.

Use: Optional

Key Contact List

Name	Organization	Phone	Fax	Email	Website

Fire Prevention Key Contact List

Form FPE 110 Instructions

Purpose: To keep an up-to-date record of fire prevention contacts that are valuable for the assignment.

Preparation: To be compiled by the Team members who require this information to meet objectives.

Distribution: To be kept by the Team for documentation and reference.

Use: Optional

Fire Prevention Key Contact List

Name	Position/ Assignment	Phone	Fax	Other/ Agency

Press Release Template

Form FPE 111 Instructions

Purpose: To keep outgoing releases on a standard form.

Preparation: To be completed by Team Member responsible for press releases.

Distribution: To be distributed to the key contacts for the assignment. This is to be kept for reference and documentation by the Team.

Use: Optional



Press Release

Wildland Fire Prevention Education Team

Office location
Address
City, State, Zip

FOR IMMEDIATE RELEASE

DATE

TITLE OF RELEASE

For more information, call (555)-555-5555

Name of Contact
Public Affairs Officer (555) 555-5555

Fire Prevention Team Letterhead Template

Form FPE 112 Instructions

Purpose: To keep a standard for Team letterheads.

Preparation: To be used by the Team for correspondence.

Distribution: To be used for all external correspondence.

Use: Optional

National Fire Prevention Education Team

Location of Office

Address

City, State, Zip

Phone

Fax



Fire Prevention Fax Template

Form FPE 113 Instructions

Purpose: To have a standard fax template for all Team faxes.

Preparation: To be used for all fax messages.

Distribution: To be used for all external contacts.

Use: Optional

National Fire Prevention Education Team

Location of Office

Address

City, State, Zip

Phone

Fax



FAX

Date:

To:

From:

Number of pages sent including cover:

Phone number of receiving fax:

Remarks:

Pre-Suppression/Detail Request Form FPE 114 Instructions

Purpose: To be used as a worksheet to accumulate all of the required detail information needed to order a team for detail.

Preparation: To be completed by Host Unit before submitting order to dispatch.

Distribution: To be used by all Agency dispatch and coordination centers.

Use: Optional

Pre-Suppression/Detail Request

Attachment to Resource Order Number: _____ Req. No(s): _____

1. Position(s): _____ Number of Persons Requested: _____
2. Minimum "Red Card" Rating: _____
3. Employment Status: Regular Federal Agency AD Other _____
4. Agency Uniform Yes No – Fire Resistant Clothing: Yes No
5. Drivers License Needed: Yes No - Endorsement: _____
6. Government Vehicle: Yes No - Type: _____
7. Private Vehicles Authorized: Yes No - Number: _____
8. Radios Needed: Yes No - Type: _____ Number: _____
9. Requesting Unit's Electronic Technician's Name: _____
Telephone: _____
10. Length of Detail: _____ Through _____ Including Travel
11. Established Work Week: _____ Hours of Duty: _____
12. Personnel May be Rotated: Yes No – How Often? _____
Rotation Paid By: Sending Unit: _____ Requesting Unit: _____
13. Base Salary Paid By: _____
Travel Paid By: _____ Per Diem Paid By: _____
14. Equipment Use Mileage/For/Etc. Paid By: _____
15. Requesting Unit's Electronic Address: _____
16. Requesting Unit's Estimated Total Cost: _____
17. Requesting Unit's Personnel Officer: _____
Telephone: _____
18. Requesting Unit's B & F Officer: _____
Telephone: _____
19. Temporary Duty Station: _____
Address/P.O. Box _____
Telephone: _____
20. Government Lodging Yes No – Mess Hall: Yes No
Government Cooking Facilities Only: YES NO
Commercial Lodging Yes No - Rate: \$ _____ Yes No
21. Nearest Commercial Airline City: _____
22. Remarks: _____

Host Unit Fire Prevention Education Team Initial Request Worksheet Form FPE 115 Instructions

Purpose: To document the required information needed to order a Fire Prevention Education Team.

Preparation: This is to be completed before the initial request by the Host Unit to the Regional or National Fire Prevention Education Team Coordinator.

Distribution: To be used by all agencies and kept for reference and documentation.

Use: Optional

Host Unit Fire Prevention Education Team Initial Request Worksheet

Date: _____ Time: _____

Requesting Unit Designator: _____ Local Unit Designator: _____

Host Unit Contact: _____ Phone: _____ E-mail: _____

Preliminary Objectives:

1. _____
2. _____
3. _____
4. _____

Assignment Timeframe: _____ Number of Team Rotations: _____

Physical Location of Team: _____

Type of Funding for Team: _____

Assignment Budget: PP Month

Facility Type and Address: _____

Support Available: _____

Agency Liaison Assigned:

Name: _____ Title: _____

Phone: _____ E-mail: _____

Expected Start Time: _____

Travel Requirements: _____

Specialized Equipment Needed: _____

Team Configuration:

1. Team Leader: _____
2. Information Officer: _____
3. Tech Specialist: _____
4. Trainee Team Leader: _____

Electronic and Hardcopy Filing Template

Form FPE 116 Instructions

Purpose: To develop a standard filing template for Fire Prevention Education Teams when on assignments.

Preparation: To be used by Teams during assignments for all filing of documents.

Distribution: To be used to keep all reference documents on assignments.

Use: Optional

Electronic and Hardcopy Filing Template

1. Administration

- 1.1. Mobilization & Demobilization
- 1.2. Delegation of Authority
- 1.3. Team Form Masters (Fax Cover, Letter Head etc.)
- 1.4. Business Cards
- 1.5. Logo's
- 1.6. Task Order
- 1.7. Templates

2. Communications

- 2.1. Accomplishments
- 2.2. Communication Plan
- 2.3. Correspondence
- 2.4. Daily Reports
- 2.5. Weekly Reports
- 2.6. Fact Sheet
- 2.7. Final Report
- 2.8. Key Contact list
- 2.9. Mailing Lists
- 2.10. Meeting Notes
- 2.11. Opportunities (Brainstorming ideas)
- 2.12. Prevention Assessment
- 2.13. Public Service Announcements
- 2.14. Language Translations
- 2.15. Talking Points
- 2.16. Team Objectives
- 2.17. Transition Report
- 2.18. Web Sites
- 2.19. Weekly Reports

3. Continuing Projects

This file to be set up for agency follow-up of what is left after the team leaves that needs attention.

Note: For hard copy filing use the Project Status form

4. Events / Special Projects

- 4.1. Calendar
- 4.2. Communication Plan (Specific to event)
- 4.3. Evaluation
- 4.4. Plan
- 4.5. Procurement Needs

5. Finance

- 5.1. Budget
- 5.2. Expenditures / receipts

6. Photos – Grouped by

- 6.1. Events
 - 6.2. Contacts
 - 6.3. Activities
- * Design this file to meet team needs

7. Products and Materials

- 7.1. Brochure
- 7.2. Flyers
- 7.3. Graphic Contacts
- 7.4. Handouts
- 7.5. Other things
- 7.6. Posters
- 7.7. Language Translations
- 7.7.1. Local clip art

8. Media

- 8.1. News Releases
- 8.2. Public Service Announcements
- 8.3. Media Contact List

Fire Prevention Education Team Assignment Status Summary Form FPE 209P Instructions

Purpose: To document daily activities and accomplishments.

Preparation: To be completed by the Team Leader.

Distribution: To be kept by the Team Leader and be part of the final team documents.

Use: Optional

Fire Prevention Education Team Assignment Status Summary

Date	Time	Initial	Update	Final	Agency	Unit
State/Unit	County		Short Location Description of Assignment:			
Current Situation						
Area Involved			Population	Estimated Completion	(\$) Costs to Date	
Assignment Objectives:						
Resources At Risk:						
Current Weather Conditions Wind Speed: Wind Direction: Temperature: Relative Humidity:				Hazards to Mitigate:		
Today's Observed Fire Danger:						
Significant Events Today:						
Activities Planned for Next Operational Period:						
Remarks/Problems/Concerns:						
Submitted By:						

Unit Log

Form FPE 214P Instructions

Purpose: To keep accurate daily records of general information regarding the assignment. This form is used to build the daily situation report.

Preparation: All input areas are to be completed for the initial report. Each area will be updated daily as information is available. The daily events section will be completed daily.

Distribution: This form is to be completed and submitted as required by the Host Unit.

Use: Optional

Fire Prevention Education Team Member Performance Rating Form FPE 226P Instructions

Purpose: To provide an accurate rating of performance for Team Members.

Preparation: To be prepared by the Team Leader and discussed with the Team Member before demobilization.

Distribution: Two copies are needed.

1. Kept by the Team Leader for documentation.
2. Kept by the Team Member for recording performance.

Use: Required

Fire Prevention Education Team Member Performance Rating

INSTRUCTIONS: The immediate job supervisor will prepare this form for each subordinate. It will be delivered to the planning section before the rater leaves the fire. Rating will be reviewed with employee who will sign at the bottom.																								
THIS RATING IS TO BE USED ONLY FOR DETERMINING AN INDIVIDUAL'S PERFORMANCE																								
1. Name								2. Assignment Name																
3. Home Unit (<i>address</i>)								4. Location of Assignment (<i>address</i>)																
5. Team Position						6. Date Assigned																		
						From:						To:												
7. Evaluation																								
Enter X under appropriate rating number and under proper heading for each category listed. Definition for each rating number follows: 0 - Deficient. Does not meet minimum requirements of the individual element. DEFICIENCIES MUST BE IDENTIFIED IN REMARKS. 1 - Needs to improve. Meets some or most of the requirements of the individual element. IDENTIFY IMPROVEMENT NEEDED IN REMARKS. 2 - Satisfactory. Employee meets all requirements of the individual element. 3 - Superior. Employee consistently exceeds the performance requirements.																								
Rating Factors				Public Education				Patrol				Team Management												
				0	1	2	3	0	1	2	3	0	1	2	3	0	1	2	3					
Knowledge of the job																								
Ability to work in a team environment																								
Attitude																								
Decisions under stress																								
Initiative																								
Consideration for personnel welfare																								
Obtain necessary equipment and supplies																								
Physical ability for the job																								
Safety																								
Other (<i>specify</i>)																								
8. Remarks																								
9. Employee (<i>signature</i>) This rating has been discussed with me														10. Date										
11. Rated By (<i>signature</i>)				11. Home Unit (<i>address</i>) ²				13. Team Position				14. Date												

Fire Prevention Education Team Leader Performance Rating Form FPE 227P Instructions

Purpose: To allow an accurate rating of performance for the Fire Prevention Education Team Leader.

Preparation: To be prepared by the Host Agency and discussed with the Team Leader before demobilization.

Distribution: Three copies are needed.

1. Kept by the Host Agency for recordkeeping.
2. Kept by the Team Leader for reference.
3. Mailed to the National Fire Prevention Education Team Coordinator.

Use: Required

Fire Prevention Education Team Leader Performance Rating

INSTRUCTIONS: The immediate job supervisor will prepare this form for each subordinate. It will be delivered to the planning section before the rater leaves the fire. Rating will be reviewed with employee who will sign at the bottom.																				
THIS RATING IS TO BE USED ONLY FOR DETERMINING AN INDIVIDUAL'S PERFORMANCE																				
1. Name								2. Assignment Name												
3. Home Unit (<i>address</i>)								4. Location of Assignment (<i>address</i>)												
5. Team Position						6. Date Assigned														
						From:			To:											
7. Evaluation																				
Enter X under appropriate rating number and under proper heading for each category listed. Definition for each rating number follows: 0 - Deficient. Does not meet minimum requirements of the individual element. DEFICIENCIES MUST BE IDENTIFIED IN REMARKS. 1 - Needs to improve. Meets some or most of the requirements of the individual element. IDENTIFY IMPROVEMENT NEEDED IN REMARKS. 2 - Satisfactory. Employee meets all requirements of the individual element. 3 - Superior. Employee consistently exceeds the performance requirements.																				
Rating Factors				Public Education				Patrol				Team Management								
				0	1	2	3	0	1	2	3	0	1	2	3	0	1	2	3	
Leadership																				
Ability to obtain performance																				
Attitude																				
Decisions under stress																				
Meeting objectives																				
Consideration for personnel welfare																				
Obtain necessary equipment and supplies																				
Physical ability for the job																				
Safety																				
Other (<i>specify</i>)																				
8. Remarks																				
9. Employee (<i>signature</i>) This rating has been discussed with me														10. Date						
11. Rated By (<i>signature</i>)				11. Home Unit (<i>address</i>) ²				13. Title				14. Date								