

# **Bureau of Indian Affairs**

## **Wildfire Prevention Readiness Review Checklist**

This is the Bureau of Indian Affairs, Wildfire Prevention Readiness Review Checklist. It is provided as described in the BIA's Wildfire Prevention Handbook, on page forty-nine. It is used to evaluate unit level, prevention program readiness, for an upcoming fire season, using standardized evaluation criteria.

The review examines 6 functional areas, involved in prevention program delivery.

This page is not a part of the Prevention Readiness Review Checklist.

It uses images of the Readiness Review Checklist. The images cannot be edited, by design. For those needing assistance in viewing the images, alternate text is provided, that details the contents of each page. It is intended to be printed to paper, and, completed by hand, during the review.

If an editable version of the Readiness Review Checklist is needed, please contact a regional WUI/Prevention Specialist. The WUI/Prevention Specialists are located as follows:

- Northwest and Pacific Regions are served by the Northwest Regional Office in Portland, Oregon. Phone: (503) 231-6806.
- Midwest and Eastern Regions are served by the Midwest Regional Office in Bloomington, MN. Phone: (612) 965-3745.
- Rocky Mountains and Great Plains Regions are served out of the Rocky Mountains Regional Office in Billings, Montana. Phone: (406) 247-7906.
- Navajo, Western, and Southwest Regions are served out of the Southwest Regional Office in Albuquerque, New Mexico. Phone: (505) 563-3375
- Southern Plains and Eastern Oklahoma Regions are served out of the Oklahoma Fire Center in Oklahoma City, Oklahoma. Phone: (405) 609-8872.

# Mitigation/Prevention & Education Readiness Review Checklist #16

Location:  
Respondent:

Date:  
Reviewed By:

<b>Key Code: E = Exceeds Standard M = Meets Standard NI = Needs Improvement NC = Non-Compliant NA = Not Applicable NR = Not Reviewed</b>		
<b>Description</b>	<b>Code</b>	<b>Remarks</b>
<b>WILDLAND MITIGATION/PREVENTION PROGRAM-PLANNING &amp; IMPLEMENTATION</b>		
1.	a) Are the Superintendent's responsibilities for prevention (per 90 IAM Chapter 5) being met through the implementation of the current program?	
	b) Has the WFPP been reviewed in the past 12 months?	
	c) Has WFMI data been reviewed and does it match current human caused trends?	
	d) Has the annual planning calendar been reviewed for accuracy and updated accordingly?	
	e) Is the Annual Accomplishment Report complete for the last calendar year?	
2.	a) Are program elements functional and being used? Are they up to date?	
	i. Program Support	
	ii. Burn Permit System	
	iii. Fire Investigation Policies and Procedures	
	iv. Standard Operating Procedure	
	v. Are the Prioritized Fuel Treatment Areas up to date and coordinated with Fuels Staff?	
3.	a) Have prevention program personnel been provided the opportunity to attend training that will maintain/advance job qualifications?	
	b) Were appropriate prevention work experiences and training entered into IQCS from previous year?	
4.	a) Do mobilization and staffing guides (preparedness plans) include prevention actions?: _____	
	b) Has the process for ordering or requesting additional prevention resources (additional resources/teams) during fire severity been reviewed?	

**Mitigation/Prevention & Education**

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**WILDLAND MITIGATION/PREVENTION PROGRAM-PLANNING & IMPLEMENTATION (Cont.)**

5.	Have supporting documents/plans been reviewed annually?		
	a. Fire Information/Communication Plan i. Date of last review: _____		
	b. Patrol Plan i. Date of last review: _____ ii. Are there any route changes?		
	c. Sign Plan i. Date of last review: _____ - ii. <u>Have new signs been added?</u>		
	d. Restrictions Plan i. Date of last review: _____ ii. Are there any changes needed?		
	e. Preparedness Plan i. Date of last review: _____ ii. Are there any changes needed?		

**WILDLAND URBAN INTERFACE/COMMUNITY ASSISTANCE**

1.	Have there been any changes in conditions from the last risk assessment?		
2.	Is the prevention program collaborating with the fuels program to: a) identify emerging areas with fuels management needs ; b) conduct outreach in communities where fuels treatment activities are planned; and c) conduct home assessments to identify specific fuels reduction needs in the home ignition zones around residences in the vicinity of fuels treatments?		

**HAZARD IDENTIFICATION AND MITIGATION**

1.	Have annual contacts to major unit projects (e.g. timber sales, roads dept., construction sites) been completed ?		
2.	Are annual defensible space and hazard reduction actions planned and/or completed for all agency facilities?		

**Mitigation/Prevention & Education**

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Description	Code	Remarks
<b>EDUCATION/COMMUNICATION</b>		
1. Are fire and land management personnel aware of prevention messages for use in: a) communications/public affairs; b) fire ecology/ education programs; c) fire prevention programs; d) wildland and prescribed fire messages; e) structural ignitibility assessments;		
2. Has prevention/education material been ordered and stocked?		
3. Have seasonal severity messages (news release/public service announcements) been reviewed and updated?		
<b>ENFORCEMENT</b>		
1. Is the unit prepared to investigate wildfires?		
a. Is the fire investigation kit fully stocked and accessible?		
b. Have fire and arson regulations, ordinances and codes been reviewed in the last 12 months?		
c. Has the prevention staff and/or investigators met with law enforcement in the past 12 months to discuss support on investigations?		
2. Has the Prevention Employee scheduled or provided FI-110 training for first responders?		
3. Are all Fire Investigation Case Records and Evidence being kept in a secure location, with an exact copy kept in a separate secure location, according to agency policy?		

Other: