

ACCOMPLISHMENT REPORTING INSTRUCTIONS

These are the instructions for completing the BIA's Wildfire Prevention Annual Accomplishment Reporting Spreadsheet. For a copy of the Accomplishment Reporting Spreadsheet, go to: [The BIA Wildfire Prevention Resource Library at: https://www.bia.gov/bia/ots/dfwfm/bwfm/wildfire-prevention-and-education](https://www.bia.gov/bia/ots/dfwfm/bwfm/wildfire-prevention-and-education).

General Instructions:

- **Report only verifiable accomplishments**, backed up by documentation (unless otherwise specified in these instructions).
- Complete the report electronically, using MS-Excel.
- The report is protected, to prevent changes to format, and formulas. Please do not try to unprotect it.
- Enter information into the green shaded areas.
- The header information will automatically complete itself after it is entered on the first page.
- Report accomplishments by the month in which they occurred. If a single accomplishment occurs across several months, report it in the month in which it was **completed**.
- Report only activities occurring on your unit, unless those off-unit activities occurred in your Region, and at a location that will not be reporting.
- Save the completed report in the following format "*fy_location_annual_report.xls*". For example: for the Okmulgee Agency in 2018, the title should read: 2018_ok-oma_annual_report.xls.
- Send the reports in using the spreadsheet format, not a PDF file.
- Turn Reports in to the assigned WUI/Prevention Specialist, through the proper chain of command, by November 15, unless an earlier date is established for your region.
- Obtain the "Targets" from the unit's Wildfire Prevention Plan. Use targets in the prevention plan for the current year. Transcribe them into the Targets column on the report spreadsheet.
- Use the following activity descriptions to determine the appropriate information to be reported as "Accomplishments" for each activity.
- Call the WUI/Prevention Specialist for assistance in reporting unique events.
- Retain a copy of the completed report for local records.

GENERAL ACTIONS ACTIVITY DESCRIPTIONS.

Education Group

GA-1, Sign Plans Developed.

Report the number of sign plans developed for the unit. This is normally just one plan for the unit, ever. If each compartment has its own sign plan, then more than one plan may be reported. **Do not report** a sign plan for each sign. **Do not repeat this accomplishment in subsequent years**, unless there is a significant revision to the existing plan. **Supporting documentation** is a copy of the plan.

GA-2, Sign Plans Maintained.

Report the number of sign plans maintained for the unit. This is normally just one plan for the unit per year. If each compartment has its own sign plan, then more than one plan may be reported. **Supporting documentation** is a copy of the plan, and the daily log.

GA-3, Fire Danger Ratings.

Report the number of days when fire danger ratings were sent to those maintaining fire danger ratings. This is not the number of calls or contacts made. It is the **number of days** when calls or contacts were made. **Supporting documentation** is the daily log.

GA-4, Mass Media Contacts.

Report the number of key contacts made with non-specified mass media outlets. Report each contact only once per year, regardless of the number of times they were contacted in the year. Include phone calls and e-mail contacts. **Supporting documentation** is the daily log, or contacts log.

GA-5, Radio Contacts.

Report the number of key contacts made with radio outlets. Report each contact only once per year, regardless of the number of times they were contacted in the year. **Supporting documentation** is the daily log, or contacts log.

GA-6, Written Media Contacts.

Report the number of key contacts made with written or print media. Report each contact only once per year, regardless of the number of times they were contacted in the year. **Supporting documentation** is the daily log, or contacts log.

GA-7, Television Contacts.

Report the number of key contacts made with televised media. Report each contact only once per year, regardless of the number of times they were contacted in the year. **Supporting documentation** is the daily log, or contacts log.

GA-8, Web Page Design.

Report the number of days spent developing and/or maintaining a wildfire prevention website. This can include creating an agency/tribal social media page. **Supporting documentation** is the daily log.

GA-9, Volunteer Plan Developed.

Report the number of volunteer plans developed for the unit. This is normally just one plan for the unit, ever. If each compartment has its own plan, then more than one plan may be reported. **Do not report a plan for each event** where volunteers are used. **Do not repeat this accomplishment in subsequent years** unless there is a significant revision to the existing plan. **Supporting documentation** is a copy of the plan.

GA-10, VFD Training.

Report the number of wildfire prevention/mitigation courses provided to VFD personnel such as the FI-110. **Supporting documentation** is the daily log, or training records.

GA-11, Wilderness Training.

This activity is rarely used in Indian Country. If it is used, **report the number of employees trained** in wilderness fire prevention.

GA-12, Public Education.

Report the number of programs given. These are normally adult educational programs such as giving a presentation to a civic club, town council, elder's council, or other group where a formal presentation is made on fire prevention. **Supporting documentation** is the daily log, or event/activity task records.

GA-13, Interagency Campaign Plans Prepared.

Report the number of plans prepared. These are formal interagency plans that define duties, responsible parties, and key messages for a large scale event such as an extended fire season, arson awareness campaign, or a similar long term event where interagency partners are involved. **Supporting documentation** is a copy of the plan.

GA-14, Interagency Campaigns Implemented.

Report the number of campaign plans that were implemented along with interagency partners. This will normally not exceed the number of campaigns planned. **Supporting documentation** is the daily log, or event/activity task records.

GA-15, Specific Campaign Development.

Report the number of specific campaigns developed. This is the development of a short term campaign, for events such as powwows, festivals and other events where a campaign plan is developed. **Supporting documentation** is the daily log, event/activity task records, or campaign plan.

GA-16, Bilingual Programs.

Report the number of bilingual programs presented. These programs could include native language programs, or an appropriate non-English language such as Spanish. Wildfire messages must be provided as part of the program. **Supporting documentation** is the daily log, or event/activity task records.

GA-17, Cause Specific Children's Programs.

Report the number of programs given. These are educational programs designed to impact a particular cause such as playing with matches, lighters or fireworks. **Supporting documentation** is the daily log, or event/activity task records.

GA-18, Level 1 School Programs

Report the number of events participated in. These are the complex, multi-day, multi-organization events such as outdoor classrooms, where several schools bring classes for educational programs by different organizations. Each organization is usually assigned to a station or path and the students are brought to the station. Although several programs may be given each day, only report the single event. Less commonly, these events can also include train the trainer courses such as "Project Learning Tree". **Supporting documentation** is the daily log, or event/activity task records.

GA-19, Level 2 School Programs.

Report the number of school programs given. If multiple programs are presented at a single school in a day, report only one program for the day. These are not merely a character appearance. **Supporting documentation** is the daily log, or event/activity task records.

GA-20, Parades.

Report the number of parades conducted for fire prevention. Do not report parades for other purposes such as 4th of July, here. **Supporting documentation** is the daily log, event/activity task records, or news articles.

GA-21, Fairs.

Report the number of days staffing fair-type booths. These can be booths at powwows and festivals as well as county or state fairs. **Supporting documentation** is the daily log, event/activity task records, or news articles.

GA-22, Sports Activity.

Report the number of sports events conducted to increase awareness of fire danger or for fire prevention. These are not simply events where Smokey makes an appearance, but are more involved with possible announcements about fire danger or programs printed with fire prevention messages. **Supporting documentation** is the daily log, event/activity task records, news articles, programs, or other promotional materials.

GA-23, Fire Education Material Orders.

Report the number of orders generated for fire prevention – educational materials. **Supporting documentation** is the daily log, and copies of the orders.

GA-24, Printed Material Designed.

Report the number of fliers, posters, pamphlets and brochures developed. This is printed materials designed for local distribution with local or customized messages. **Supporting documentation** is the daily log, and copies of the product.

GA-25, Exhibits.

Report the number of exhibits designed and placed. Exhibits are normally non-staffed displays with messages about fire prevention that are placed in common areas of buildings such as agency offices, community centers, business locations or indoor malls. **Supporting documentation** is the daily log, and photos of the exhibit in place.

GA-26, Character Appearance.

Report the number of appearances where the Smokey costume is used at a public event, and no educational program is given. Report this accomplishment when Smokey is used at a parade or sports event, that is not conducted expressly for fire prevention. **Supporting documentation** is the daily log, the event/activity task records, or news articles.

GA-27, Poster Contest.

Report the number of contests where fire prevention is the theme. **Supporting documentation** is the daily log, the event/activity task records, news articles, and copies of the winning posters.

GA-28, Public Contact – Groups.

Report the number of groups contacted at a regional/district level to discuss fire prevention and services offered. Examples are scouting organizations, off road vehicle clubs and equestrian associations. **Supporting documentation** is the daily log, or contacts log.

GA-29, Key Contacts – Individual.

Report the number of key contacts made. These contacts can be any person with influence, ability or authority to deliver a fire prevention message at the overall unit level. They might include: tribal officials, elders, agency employees, regional employees, state, sub-state or county officials with influence across a large area. **Report each time a key contact is made, even if the same individual is contacted multiple times.** **Supporting documentation** is the daily log, or contacts log.

Engineering Group**GA-30, Public Utilities.**

Report the number of Public Utility Providers coordinated with. Coordination can include meetings to discuss power distribution networks, line inspection results, or investigation results. **Do not report the number of times** coordination occurs. Report only the number of utilities coordinated with. **Supporting documentation** is the daily log, or contacts log.

GA-31, Government Agency Coordination.

Report the number of Government Agencies coordinated with. This coordination can include meetings to discuss joint prevention programs, restrictions, or common messages. This includes tribes, other federal and state organizations, counties, school districts and communities. **Do not report the number of times** coordination occurs. Report only the number of government organizations coordinated with. **Supporting documentation** is the daily log or contacts log.

Law Enforcement Group**GA-32, Burn Permits.**

Report the number of burn permits issued. **Supporting documentation** is a copy of the permit form.

GA-33, Training Employees to Issue Permits.

Report the number of employees trained to issue burn permits. **Supporting documentation** is the daily log, a training record, or contacts log.

GA-34, Restriction/Closure Plans.

Report the number of plans written. This includes formally adopting another organization's plan or participating in an intergovernmental plan. It also includes revisions and updates to the plan. **Supporting documentation** is a copy of the plan.

GA-35, Spark Arrestor Training.

Report the number of employees trained in spark arrestor inspections. **Supporting documentation** is the daily log, or contacts log.

GA-36, Fire Criteria in Special Use Permit.

Report the number of permits reviewed for fire prevention language included in the permit. **Supporting documentation** is a copy of the permit.

GA-37, Fire Criteria in Contracts.

Report the number of contracts reviewed for fire prevention language included in the contract. **Supporting documentation** is a copy of the contract.

GA-38, Develop Structure Improvement Plans.

Report the number of plans written. These plans are not common. They are specific plans for complex urban interface areas. They cover scheduling, routes, enforcement, criteria, types of inspections, etc. **Supporting documentation** is a copy of the plan.

GA-39, Fire Prevention Patrol Plans.

Report the number of plans prepared. There is normally just one plan per planning unit. However, there may also be a plan for each route/compartments if the route/compartments plan is sufficiently detailed to be a complete plan by itself, so that a person unfamiliar with the unit could implement an effective patrol using it. This also includes revisions and updates. **Supporting documentation** is a copy of the plan(s).

Administration Group**GA-40, Prepare Unit Prevention Plans.**

Report the number of times the prevention plan was significantly revised or the number of smaller unit plans (such as for a community or compartment) developed. **Supporting documentation** is a copy of the plan.

GA-41, Participate in a Prevention Committee.

Report the number of Fire Prevention meetings participated in. **Supporting documentation** is the daily log, or meeting minutes.

GA-42, Provide Introductory Training in Wildfire Prevention.

Report the number of fire prevention training sessions provided. **Do not report the number of attendees or number of sessions of the FI-110 here.** **Supporting documentation** is the daily log, or training records.

GA-43, Develop Early Warning System.

Report the number of plans developed or revised (usually this is one plan per unit per year). These are sometimes called preparedness plans, step-up plans or readiness plans. They can also be “stand alone” plans expressly for prevention. **Supporting documentation** is a copy of the plan.

GA-44, Develop Cooperate Involvement Plans.

Report the number of formal, written plans coordinating activities with corporate sponsorship or involvement. **Supporting documentation** is a copy of the plan.

SPECIFIC ACTIONS ACTIVITY DESCRIPTIONS.**Patrol Group****SA-1, Patrol.**

Report the number of days when patrol was conducted. This is a patrol for fire prevention, according to the unit fire prevention patrol plan. It is not simply driving around the unit looking for smoke. **Supporting documentation** is the daily log, unit log, or patrol log.

Signs Group**SA-2, Sign Maintenance.**

Report the number of signs maintained. **Do not report the number of times** each sign was maintained, only the total number of signs in the unit maintained for the fiscal year. Maintenance includes vegetation control, fresh paint, replacing posters, making repairs and updating information. **Supporting documentation** is the daily log, and sign plan.

SA-3, Sign Construction.

Report new signs constructed or replaced. These can be fire danger signs, billboards or informational signs. **Do not report hanging a poster** here. **Supporting documentation** is the daily log, and sign plan.

Law Enforcement Group

SA-4, Issue Citations/Warnings.

Report only citations or warnings issued by prevention personnel, or at the request of prevention personnel, for violations of burning laws or regulations. This is not common. **Supporting documentation** is the daily log and a copy of the citation/warning.

SA-5, Court Appearance.

Report the number of court appearances made by prevention personnel in an official capacity, either as a witness, or plaintiff. Appearances can be in any legitimate court, including tribal court. **Do not include appearances** as a juror, alternate, or interested witness to the proceedings. **Supporting documentation** is the daily log, and a copy of any summons or subpoena.

SA-6, Fire Investigation: Unknown Suspect.

Report the number of formal investigations of wildfires at the unit, where no responsible party was identified. Include fire investigations conducted by others at this unit. **Supporting documentation** is the daily log, and a copy of the investigation report.

SA-7, Fire Investigation: Known Suspect.

Report the number of formal investigations of wildfires at the unit where the responsible party was identified. Include fire investigations conducted by others at this unit. **Supporting documentation** is the daily log, and a copy of the investigation report.

SA-8, Fire Investigation: Basic or Preliminary.

Report the number of wildfire investigations at the unit where only the field-work was conducted and the field data forms were produced. Include fire investigations conducted by others at this unit. **Supporting documentation** is the daily log, and a copy of the field data forms.

Hazards Group

SA-9, Reoccurring Hazard Reduction Project.

Report the number of reoccurring projects where hazard reduction was conducted for ignition prevention. Examples are mowing tall grass in a designated parking area prior to a large event, or cutting brush in a camping area to reduce ladder fuels. **Supporting documentation** is the daily log and the activity/task record (with before and after photos).

SA-10, Special Hazard Reduction.

Report the number of hours where a special project to reduce hazards is conducted by prevention personnel. Examples might include Firewise demonstration projects at a government office complex, or a hazard reduction component of a community plan. **Supporting documentation** is the daily log, and the activity/task record (with before and after photos).

Public Contact Group**SA-11, Individual Contacts.**

Report the number of people contacted. These are casual contacts made in the course of doing daily work such as patrol, where fire prevention was discussed. These are not key contact persons. Report an estimate of the contacts made at fairs, and other festivals under this accomplishment. **Supporting documentation** is the daily log or a contact log.

SA-12, Public Contact: Groups.

Report the number of groups contacted in a local area or to discuss specific fire prevention and services offered. Examples of groups include scouting organizations, churches, off road vehicle clubs, equestrian associations, and home owners associations. **Do not duplicate** accomplishments reported in general, or community actions. **Supporting documentation** is the daily log, or contacts log.

SA-13, Key Contacts – Individual.

Report the number of individuals contacted in a local area or to discuss specific fire prevention issues and services offered. These contacts can be any person with influence, ability or authority to deliver a fire prevention message at a sub-unit level or for a specific cause. They might include: tribal officials, elders, agency employees, regional employees, state, sub-state or county officials. **Report each time a key contact is made**, even if the same individual is contacted multiple times. **Do not duplicate accomplishments reported** in general, or community actions. **Supporting documentation** is the daily log, or contacts log.

Inspections Group**SA-14, Electronic Site Inspections.**

Report the number of electronic sites inspected. These are sites such as sub-stations, micro-wave and cell towers or other similar sites. **Supporting documentation** is the daily log, or inspection record.

SA-15, Residence-Initial Inspections.

Report the number of residences inspected for the first time. Report only inspections conducted for the purpose of reducing risk from wildfires.

Supporting documentation is the daily log, or inspection records.

SA-16, Residence – Follow up Inspections.

Report the number of residences inspected as a follow-up or compliance check. Report only inspections conducted for the purpose of reducing risk from wildfires. **Supporting documentation** is the daily log, or inspection records.

SA-17, Power lines Inspections.

Report the number of miles of power line inspected. Report only miles inspected on, immediately adjacent to, or within ½ mile of trust and restricted title lands. **Supporting documentation** is the daily log, or inspection records.

SA-18, Railroad track Inspections.

Report the number of miles of railroad tracks inspected. Report only miles inspected on, immediately adjacent to, or within ½ mile of trust and restricted title lands. **Supporting documentation** is the daily log, or inspection records.

SA-19, Resorts/Camps – Initial Inspections.

Report the number of resorts/camps inspected for the first time. Report only inspections conducted for the purpose of reducing risk from wildfires.

Supporting documentation is the daily log, or inspection records.

SA-20, Resorts/camps: Follow-up Inspections.

Report the number of resorts/camps inspected as a follow-up or compliance check. Report only inspections conducted for the purpose of reducing risk from wildfires. **Supporting documentation** is the daily log, or inspection records.

SA-21, Site – Other Inspections.

Report the number of “other sites” inspected for wildfire prevention.

Examples of these sites include: cultural areas /sites, historic areas, temporary sites used by transient workers, for special events such as Native American ceremonies, movie sets, scouting events, and other activities. **Supporting documentation** is the daily log, or inspection records.

SA-22, Improved Campgrounds Inspections.

Report the number of improved campgrounds inspected. Improved campgrounds have electric connections, parking pads, picnic tables, and other facilities. Report only inspections conducted for the purpose of reducing risk from wildfires. **Supporting documentation** is the daily log or inspection records.

SA-23, Unimproved Campgrounds Inspections.

Report the number of unimproved campgrounds inspected. Unimproved campgrounds can be anything from hunting camps to organized camp sites. These inspections should be limited to trust and restricted title lands. What makes them “unimproved” is the lack of facilities such as restrooms, electric connections, etc. Report only inspections conducted for the purpose of reducing risk from wildfires. **Supporting documentation** is the daily log, or inspection records.

SA-24, Special Risk Inspections.

Report the number of special risk inspections and analysis’s conducted. These inspections should be limited to trust and restricted title lands and include shorelines along rivers that have heavy rafting use, RV parking areas, off road vehicle routes that are heavily used or are part of an event. They may require a more complex evaluation and problem analysis. **Supporting documentation** is in the daily log, inspection records, summary reports or mitigation plans.

SA-25, Timber Sale: Initial Inspections.

Report the number of timber sales on trust or restricted title lands inspected for the first time. These inspections should be limited to trust and restricted title lands. Report only inspections conducted for the purpose of reducing risk from wildfires. **Supporting documentation** is the daily log, or inspection records.

SA-26, Timber Sale: Follow up Inspections.

Report the number of timber sales inspected as a follow-up or compliance check. Report only inspections conducted for the purpose of reducing risk from wildfires. **Supporting documentation** is the daily log, or inspection records.

SA-27, Sawmill: Initial Inspections.

Report the number of sawmills inspected for the first time. These inspections should be limited to sawmills actually on trust and restricted title lands. Report only inspections conducted for the purpose of reducing risk from wildfires. **Supporting documentation** is the daily log, or inspection records.

SA-28, Sawmill: Follow up Inspections.

Report the number of sawmills inspected as a follow-up or compliance check. Report only inspections conducted for the purpose of reducing risk from wildfires. **Supporting documentation** is the daily log, or inspection records.

SA-29, Mining Operations: Initial Inspections.

Report the number of mining operations inspected for the first time. These inspections should be limited to mining operations actually on trust and restricted title lands. Report only inspections conducted for the purpose of

reducing risk from wildfires. **Supporting documentation** is the daily log, or inspection records.

SA-30, Mining Operations: Follow up Inspections.

Report the number of mining operations inspected as a follow-up or compliance check. Report only inspections conducted for the purpose of reducing risk from wildfires. **Supporting documentation** is the daily log, or inspection records.

SA-31, Gas/oil well: Initial Inspections.

Report the number of gas/oil well sites inspected for the first time. These inspections should be limited to wells actually on trust and restricted title lands. Report only inspections conducted for the purpose of reducing risk from wildfires. **Supporting documentation** is the daily log, or inspection records.

SA-32, Gas/oil well: Follow up Inspections.

Report the number of gas/oil well operations inspected as a follow-up or compliance check. Report only inspections conducted for the purpose of reducing risk from wildfires. **Supporting documentation** is the daily log, or inspection records.

SA-33, Large Construction: Initial Inspections.

Report the number of large construction sites inspected for the first time. These inspections should be limited to sites actually on trust and restricted title lands. Large construction sites are those for anything larger than a single home and would include sub-division type projects. Report only inspections conducted for the purpose of reducing risk from wildfires. **Supporting documentation** is the daily log, or inspection records.

SA-34, Large Construction: Follow- up Inspections.

Report the number of large construction operations inspected as a follow-up or compliance check. Report only inspections conducted for the purpose of reducing risk from wildfires. **Supporting documentation** is the daily log, or inspection records.

SA-35, Small Construction Inspections.

Report the number of small construction sites inspected. These inspections should be limited to sites actually on trust and restricted title lands. Small construction sites are those for anything the size of a single home or smaller. Report only inspections conducted for the purpose of reducing risk from wildfires. **Supporting documentation** is the daily log, or inspection records.

SA-36, Dumps Inspections.

Report the number of dump sites inspected. These inspections should be limited to sites actually on trust and restricted title lands. Dump sites can be legal, or illegal. “Green box” sites are also reported here. Report only inspections conducted for the purpose of reducing risk from wildfires.

Supporting documentation is the daily log, or inspection records.

SA-37, Spark Arrestors Inspections.

Report the number of spark arrestors inspected. These inspections should be limited to equipment being actually operated on trust and restricted title lands.

Supporting documentation is in the daily log, contact log, or inspection records.

SA-38, Burning permits Inspections.

Report the number of burn permit sites inspected. These inspections should be limited to trust and restricted title lands. **Supporting documentation** is in the daily log, burn permit, or inspection records.

SA-39, Target Range Inspections.

Report the number of formal target ranges inspected. These inspections should be limited to trust and restricted title lands. **Supporting documentation** is the daily log, or inspection records.

Administration Group**SA-40, Recruit/Train/Supervise Volunteers**

Report the number of volunteers affected. Do not duplicate volunteers included in fire department training reported elsewhere. **Supporting documentation** is in the daily log, training record, or contact log.

SA-41, Compartment Specific Plans

Report the number of written compartment plans prepared. This is not a common action, however when it is needed to support or direct activities in various compartments on the unit, this is where those plans are reported.

Supporting documentation is a copy of each plan.

COMMUNITY ACTIONS ACTIVITY DESCRIPTIONS.

Note: Many of the activities reportable as community actions are also found in the General or Specific Actions. ***It is important not to duplicate these accomplishments.*** Simply select the most appropriate area for reporting, and report it only once. If the intent of the activity is to assist a specific community, report it here.

The Community Actions report is a summary report for all activities conducted at communities throughout the unit.

Community Actions

CA-1, Mass Media Contacts.

Report key contacts made with mass media outlets at the community level. **Report each contact only once per year**, regardless of the number of times they were contacted in the year. **Supporting documentation** is the daily log, or contacts log.

CA-2, Volunteer Plan Developed.

Report the number of volunteer plans developed for a specific community. This is normally just one (1) plan for the unit per community, ever. **Do not report** a plan for each event where volunteers are used. **Do not repeat** this accomplishment in subsequent years unless there is a significant revision to the existing plan. **Supporting documentation** is a copy of the plan.

CA-3, Volunteer Fire Department Training.

Report the number of wildfire prevention /mitigation courses provided to Volunteer Fire Department personnel such as: Firewise, FI-110, or Home Ignition Zone. **Supporting documentation** is the daily log, or training records.

CA-4, Community Education Mitigation Programs.

Report the number of programs given. These are normally adult educational programs such as: giving a presentation to a civic club, town council, elders' council or other group where a formal presentation is made on mitigation. **Supporting documentation** is the daily log, or event/activity task records.

CA-5, Interagency Campaign Plans Prepared.

Report the number of plans prepared. These are formal plans that define duties, responsible parties and key messages for a large scale event such as: an extended fire season, arson awareness campaign or similar long term event in a community. **Supporting documentation** is a copy of the plan.

CA-6, Interagency Campaigns Implemented - Level 1.

Report the number of campaign plans that were implemented. These are very complex or multi-week campaign events implemented at the community level and not reported under general actions, or other community actions.

Supporting documentation is the daily log, or event/activity task records.

CA-7, Interagency Campaigns Implemented - Level 2.

Report the number of campaign plans that were implemented. These are simple or short-term campaign events implemented at the community level and not reported under general actions or other community actions. **Supporting documentation** is the daily log, or event/activity task records.

CA-8, School Programs.

Report the number of school programs given in communities. If multiple programs are presented at a single school in a day, report only one program for the day. Report only programs not reported in general actions, or other community actions. These are not merely a character appearance. **Supporting documentation** is the daily log, or event/activity task records.

CA-9, Fire Education Material Orders.

Report the number of orders generated for fire prevention and educational materials for a specific community. **Supporting documentation** is the daily log, and copies of the order.

CA-10, Printed Material Designed.

Report the number of fliers, posters, pamphlets and brochures developed for a specific community. This is printed materials designed for local distribution with local or customized messages. **Supporting documentation** is the daily log, and copies of the product.

CA-11, Exhibits.

Report the number of exhibits designed and placed in a specific community. Exhibits are normally non-staffed displays with messages about fire prevention, that are placed in common areas of buildings such as agency offices, community centers, business locations or indoor malls. Report only exhibits not reported in general actions or other community actions. **Supporting documentation** is the daily log, and photos of the exhibit in place.

CA-12, Public Contact: Groups.

Report the number of homeowner's groups contacted at a community level to discuss fire prevention, mitigation and services offered. Do not duplicate contacts reported as general actions or specific actions. **Supporting documentation** is the daily log, or contacts log.

CA-13, Community Contacts: Key Person.

Report the number of key contacts made. These contacts can be any person with influence, ability or authority to deliver a fire prevention message at the community level. They might include: tribal officials, elders, municipal officials and employees, and others with influence in the community. Report each time a key contact is made, even if the same individual is contacted multiple times. **Do not duplicate contacts reported as general actions or specific actions.** **Supporting documentation** is the daily log, or contacts log.

CA-14, Community Firewise Assessment: Structure Vulnerability.

Report the number of community assessments for Firewise compliance and structural vulnerability. **Supporting documentation** is a copy of the assessment record, or report.

CA-15, Participate in Community Stakeholder Meetings.

Report the number of community meetings participated in. Report only those meetings where attendance was a formal function of the prevention program to represent the BIA's role in fire prevention in the community. **Supporting documentation** is the daily log, and/or any meeting minutes produced.

CA-16, Wildfire Threat Notification.

Report the total number of notifications provided to communities. Report each time a community was notified of the threat of increasing fire danger, fire occurrence, or an approaching wildfire, including repeat notifications to the same community. **Supporting documentation** is the daily log, or contacts log.

CA-17, Community Partnership Development.

Report the number of partnerships developed. Community partnerships include assisting a community to develop a Firewise Council, or a local wildfire prevention coalition or group. These are in addition to any specific campaigns developed and reported elsewhere, in general or community actions. **Supporting documentation** is in the daily log, contacts log, charters, M.O.U.'s or M.O.A.'s.

CA-18, Residential Assessment.

Report the number of 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 be part of a larger community assessment. These assessments do not have to be only for residences on trust or restricted lands, but may include those in close proximity to these lands. Do not report assessments funded through Community Assistance programs. **Supporting documentation** is the daily log, and assessment records.

CA-19, Rural Fire Assistance.

Report the number of rural fire departments assisted. Includes assisting with grants, providing specialized assistance, or 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.) **Supporting documentation** is the daily log, and any products produced (such as investigation reports or grant packages completed).

CA-20, Community Protection Mitigation Plans.

Report the number of plans prepared. These plans are not common but might include Firewise plans or Community Wildfire Protection Plans (CWPPs). Report only those assists where the BIA/tribe had a significant role in the development of the plan. **Supporting documentation** is a copy of the plan.

CA-21, Community Protection Plan: Community Involvement.

Report the number of communities where efforts were made to reach out to the community for input and collaboration in the development of their Community Protection Plan. Do not include accomplishments reported elsewhere (Stakeholder meetings, public education, etc.). **Supporting documentation** is in the daily log, contacts log sign-in sheets, or minutes.

CA-22, Community Protection Plan: Risk Assessments.

Report the number of risk assessments conducted as part of the planning process. Do not include accomplishments reported elsewhere or those conducted through Community Assistance. **Supporting documentation** is a copy of the risk assessment.

CA-23, Prevention Programs.

Report the number of community wildfire prevention programs established. This is not a common accomplishment. Report it only where significant assistance from the agency or Tribal program was provided in establishing the community program. **Supporting documentation** includes the daily log, and a copy of any news story or announcement for the program.

CA-24, Community Funded Cost-Share Programs Developed.

Report the number of community programs initiated. This is a very uncommon accomplishment. Report it only where the BIA assistance was crucial to the development of the program. **Supporting documentation** is the daily log, and a copy of any program brochures.

Note: Please contact your regional Wildland-Urban Interface Prevention Specialist for assistance in interpreting any of these activities.