**Prevention Program Review Checklist**

**Bureau of Indian Affairs**

**Introduction**

This checklist will be used to review your wildfire prevention program. Components of your wildfire prevention program review will include: prevention program planning, historical fire occurrence trend, and implementation of actions described in your prevention plan.

**Review Location**

| **Agency/Tribe:** |  |
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**Review Date**

This review is expected to take several days and will include a field review of the identified projects.

| **Your review is scheduled to begin on:** |  |
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**Agency and/or Tribal Respondent**

At a minimum, your Wildfire Prevention Program Staff person should plan to participate in this review. The greatest benefit will be gained if your FMO, Forest Manager, and Superintendent participate in the review.

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| **Designated Respondent(s) and their Position Title(s):** |  |

**Plans & Documentation That Will Be Reviewed**

You will need to have all of the following plans and documentation available for this review. Plans that are incomplete or incorporated into other plans or documents should also be made available for review.

| **Documentation** | **Comments** |
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| Resource Management Plan or Fire Management Plan |  |
| Organization Chart |  |
| Wildfire Occurrence Data |  |
| Wildfire Prevention Plan |  |
| Program Support - Element 1 |  |
| Local Unit Burn Permit System – Element 2 |  |
| Wildfire Investigation Policies and Procedures  – Element 3 |  |
| Standard Operating Procedures between law enforcement and fire management – Element 4 |  |
| Annual Implementation Calendar |  |
| Prevention Action Accomplishment Reports |  |
| Prevention Program 638 Contract or Annual Funding Agreement (contract or compact tribes only) |  |
| Agency IQCS Qualification printout(s) |  |
| Position Description |  |
| Employee Training and Development Plans for prevention employees |  |
| **Required Reference Materials** |  |
| 90 IAM Chapter 5-H: Bureau of Indian Affairs Wildfire Prevention Program Handbook |  |
| 90 IAM Chapter 5 |  |
| 90 IAM Chapter 6 |  |
| 90 IAM Chapter 6-H |  |

| **Key Code: E= Exceeds M = Meets**  **NC = Non-Compliant** | **NI =**  **NR =** | **Needs Improvement**  **Not Reviewed** |
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| **Element/Activity** | **Code** | **Remarks** |
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| **A. Program Performance Indicators** |  |  |
| 1. Human-caused wildfire occurrence as reported in the official reporting system is trending downward over the last 5 years. |  |  |
| 1. According to accomplishment reports, at least 80% of the WFPP targets are met on average for the most recent 5 years. |  |  |
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| **B. Facilities** |  |  |
| 1. Adequate office space and equipment is provided for prevention program. |  |  |
| 1. Adequate vehicle and equipment is provided for prevention program. |  |  |
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| **C. Standard Program Elements** |  |  |
| 1. Documented Program Support - Acceptable forms of documentation include any of the following: 2. a copy of the approval or signature page of the wildland fire management plan. 3. a tribal resolution supporting a prevention program. 4. a letter from the tribal chief executive supporting the program. 5. tribal approval of the wildland fire management plan, where prevention is included; or 6. a tribally approved WFPP. |  |  |
| 1. Documented Fire Investigation Policies and Procedures –This unit has documented local wildfire investigation policies and procedures, as needed. |  |  |
| 1. Law Enforcement SOP – This unit has a formal Standard Operating Procedure for cooperating with Law Enforcement in wildfire investigations. |  |  |
| 1. This SOP has been developed collaboratively with and/or shared with all local Law Enforcement Agencies. |  |  |
| 1. Documented Burn Permit System - The permit system adopted identifies the procedures that permittees are required to follow; what may be burned; and any applicable tribal codes and ordinances. The burn permit system covers the established fire season. |  |  |
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| **D. Program Documentation & Record Keeping** |  |  |
| 1. Upon completion of activities and projects, project files and all shared documentation is combined into a central location. |  |  |
| 1. Accomplishment reports are complete and up to date. |  |  |
| 1. Annual calendar of events has been developed and is up to date. |  |  |
| 1. Program has documentation required in the Accomplishment Reporting Instructions of the current Prevention Handbook to support reported accomplishments. |  |  |
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| **E. Agency Administration** |  |  |
| 1. Fire prevention staff understands their role, responsibilities, authority, and accountability as defined in the 90 IAM Chapter 5. |  |  |
| 1. The Superintendent’s responsibilities for prevention (per 90IAM Chapter 5) are being met through the implementation of the current program. |  |  |
| 1. Employee performance elements are relevant to prevention program management. |  |  |
| 1. The Agency Administrator has reviewed and concurs with contents of current WFPP and ensures that the designed program is being implemented. |  |  |
| 1. Appropriate delegation of authority has been developed and maintained for fire investigation and prevention teams as needed. |  |  |
| 1. The position level is implemented as identified in the WFPP. |  |  |
| 1. Corrective actions from previous reviews have been satisfactorily resolved. |  |  |
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| **F. Employee Training & Development** |  |  |
| 1. Numbers of qualified staff is adequate for performing work identified in the prevention plan. |  |  |
| 1. Management encourages and supports prevention & investigation training and development of prevention & investigation qualifications at all levels. |  |  |
| 1. Prevention program staff have completed training described in BIA Wildfire Prevention Handbook Chapter 5 for the appropriate level. |  |  |
| 1. Qualifications of prevention program staff are documented in the IQCS database. |  |  |
| 1. Individual Development Plans have been developed for staff. |  |  |
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| **G. Collaboration, Coordination and Outreach** |  |  |
| 1. The program participates in interagency prevention efforts and outreach to coordinate messages and campaigns. |  |  |
| 1. The program provides timely information to local news media and communities about fire danger levels and fire restrictions. |  |  |
| 1. Prevention and mitigation efforts with communities also address the complementary effort by fire managers to reduce risk by conducting hazardous fuels reduction in the Wildland Urban Interface, including use of prescribed fire where appropriate. |  |  |
| 1. Effective communications inform partners, affected groups and individuals when wildfires occur on trust lands and about the resulting unwanted impacts. |  |  |
| 1. The Agency and/or Tribe has promoted Home Ignition Zone safety to its local public. |  |  |
| 1. The prevention staff effectively works with cooperators to ensure fire danger ratings are coordinated across jurisdictions. |  |  |
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| **H. Wildfire Prevention Program Planning** |  |  |
| 1. Wildfire Prevention Plan (WFPP) at this location has a documented strategy to reduce ignitions for the primary cause. |  |  |
| 1. The WFPP is consistent with theBureau of Indian Affairs Wildfire Prevention Program Handbook requirements and guidelines. |  |  |
| 1. WFPP is tiered to an approved FMP, or other Resource Management Plan. |  |  |
| 1. WFPP objectives are consistent with FMP and/or Tribal objectives. |  |  |
| 1. The WFPP includes an implementable Yearly Action Plan that addresses the primary human fire cause(s). |  |  |
| 1. WPSAPS risk assessments reflect current conditions and inputs/outputs for alternatives are understood. |  |  |
| 1. The Agency/Tribe has a Restrictions Plan for fire. |  |  |
| 1. The WFPP reflects an interagency collaborative strategy across the landscape to mitigate risks to communities. |  |  |
| 1. The Agency/Tribe has a current Communications Plan for prevention. |  |  |
| 1. The Agency/Tribe has a written Patrol Plan that is current and addresses prevention activities. |  |  |
| 1. The Agency/Tribe has a sign plan to track their sign inventory and locations. |  |  |
| 1. The Agency/Tribe has developed a prevention readiness plan or added prevention needs to the current fire readiness plan. |  |  |
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| **I. Program Implementation** |  |  |
| 1. An annual review of the WFPP has taken place to ensure the plan is current. Ineffective items/actions have been dropped and/or replaced in the Yearly Action Plan |  |  |
| 1. The Agency and/or Tribe(s) have utilized Fire Prevention and Education Teams (FPET) and/or fire investigation teams to augment local resources with the desired impact. |  |  |
| 1. Prevention program evaluations are included in fire readiness reviews conducted at tribal and agency locations. |  |  |
| 1. Severity requests include local prevention activities. |  |  |
| 1. An Industrial Fire Precaution program has been developed to address all types of programs within the unit. |  |  |
| 1. An inspection program has been developed to conduct and maintain annual inspections necessary for the fire prevention program. |  |  |
| 1. The Agency/Tribe effectively uses signs to communicate fire danger and burning restrictions. |  |  |
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| **J. Wildfire Investigation** |  |  |
| 1. The Tribe has adopted the BIA wildland fire investigation policy. |  |  |
| 1. This unit conducts cause and origin investigations of its wildfires on a regular basis. |  |  |
| 1. The Code of Conduct has been signed by all INVFs including trainees and submitted to the Regional WUI/Prevention Specialist. |  |  |
| 1. Investigation reports are stored in a secure and locked location. |  |  |
| 1. Chain of custody for all evidence are recorded and the evidence is in a locked and secure location. |  |  |
| 1. FI-110 has been presented to all new first responders within the unit. |  |  |
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| **K. Youth Fire Intervention Program** |  |  |
| 1. A Youth Fire Intervention program is established if juveniles are identified as one of the top three causes of fires. |  |  |
| 1. The Tribal Council has adopted a resolution to support a Youth Fire Intervention Program. |  |  |
| 1. Youth fires are regularly investigated. |  |  |
| 1. Fire Prevention staff have partnered with other community agencies serving youth |  |  |
| 1. The Youth Fire Intervention Program has been effectively promoted by the prevention staff to local public. |  |  |
| 1. Educational/intervention materials are updated and current. |  |  |
| 1. Fire prevention staff receive ongoing training in youth fire prevention and intervention. |  |  |