

MAY 31, 2022



BIA WILDFIRE PREVENTION
TECHNICAL GUIDE # 2

Version 1.2

BUREAU OF INDIAN AFFAIRS
**WILDFIRE PREVENTION
PLANNING**

OFFICE OF TRUST SERVICES
DIVISION OF FORESTRY AND WILDLAND FIRE MANAGEMENT
Branch of Wildland Fire Management

FOREWORD

This Bureau of Indian Affairs (BIA) Wildfire Prevention Technical Guide provides standards, background, and guidance, for developing wildfire prevention plans using the newly released Wildfire Prevention Spatial Analysis and Planning Strategies (WPSAPS) software.

Human activity causes many wildfires on Indian Lands each year. Many of these fires are preventable with better education, engineering and enforcement actions. Sound prevention planning has a proven record of reducing wildfire occurrence. The intended users of this guide are any Tribal or BIA Agency personnel involved in wildfire prevention planning.

This guide supports WPSAPS version 1.1.0.

Contents

| | | |
|------|---|----|
| I. | Introduction | 1 |
| | Purpose..... | 1 |
| | Wildfire Prevention Planning Standards..... | 1 |
| | The Standard Prevention Plan Outline..... | 2 |
| II. | The Planning Model | 4 |
| | Step One: Creating a Scenario | 4 |
| | Step Two: Working with Scenarios | 10 |
| | Step Three: Developing the Action Sets..... | 11 |
| | Step Four: Developing Yearly Action Plans..... | 22 |
| | Step Five: Reports..... | 27 |
| III. | WPSAPS Prevention Action Definitions | 30 |
| | General Actions Descriptions | 30 |
| | Specific Actions Descriptions..... | 37 |
| IV. | How to Prepare a WFPP Using BIA’s Standard Wildfire Prevention Plan Outline | 45 |
| | The Prologue..... | 46 |
| | I. The Introduction..... | 47 |
| | II. The Situational Analysis..... | 48 |
| | III. Fiscal Analysis..... | 54 |
| | IV. Implementation Plan | 56 |
| | V. Appendices..... | 62 |

I. INTRODUCTION

This Guide is one in a series of Wildfire Prevention Technical Guides that are designed to be used as tools to enhance the delivery of the wildfire prevention program.

The BIA Wildfire Prevention Program Handbook, 90 IAM 5-H, provides the direction and minimum requirements for developing a wildfire prevention plan (WFPP) that is eligible for funding.

The information here provides technical guidance for developing an effective WFPP using the WPSAPS software. Following this technical guidance will also result in a WFPP that meets the BIA's equivalency for a Community Wildfire Protection Plan.

PURPOSE

Having an approved WFPP is a requirement for all BIA funded prevention programs in Indian Country. The BIA has a standard outline and format for WFPPs that has a proven track record. Prevention program funding is clearly accounted for and effectively used when the WFPPs are developed and implemented.

The purpose of this guide is to provide step by step instructions for developing WFPPs using WPSAPS.

WILDFIRE PREVENTION PLANNING STANDARDS

Standards are an effective way to communicate what is essential and important for any activity. Prevention planning is so vitally important to the BIA's wildfire prevention efforts, a solid foundation, expressed as standards, is necessary.

Standardized:

It is necessary to have a standardized WFPP format to ensure thoroughness and facilitate consistency, and review. The BIA has a Standard Outline that WFPPs must follow. This outline ensures that the risks, hazards, values at risk, fire history, historical prevention efforts, and cost-effectiveness are all analyzed. It also requires that an Implementation Plan is developed, establishing a plan of work for the prevention program.

Cost-effective:

WFPPs must document that their Implementation Plan is cost-effective. This means that the savings (costs averted) must outweigh the cost of implementation.

Cause Focused:

WFPPs must address the top one to three human causes for wildfires. Specifically targeting fire causes avoids dedicating staff time to activities with little impact on the fire occurrence.

Realistic:

WFPPs must be realistic. The actions in the implementation plan must reflect activities that can be conducted. If there are no opportunities for model recommended actions, they should be replaced by actions that are more practical, and still effective for the targeted causes.

Empirical:

WFPPs must be empirical. A WFPP is considered empirical if it: a) is implemented and the actions implemented are documented; and, b) results in a downward trend in the targeted causes, over time.

Analytical:

WFPPs must be analytical. The WFPP Standard Outline has two sections devoted to analysis. One is the Situational Analysis. It examines the physical characteristics of the planning unit, the fire history and causes, past prevention efforts, values at risk (communities), and fuels conditions. The other analysis section is the Fiscal Analysis. This section develops the number of positions needed, the budget, the effectiveness of the Implementation Plan, and the cost –benefit ratio.

Comprehensive:

WFPPs must be comprehensive. They must address the full analysis of the situation, budget, personnel, and planned activities. They also must provide a contrast to at least one alternative course of action.

Collaborative:

WFPPs must be developed collaboratively with the primary stakeholders. Typically, these are Natural Resources (Forestry and Range), Fire Management, the Tribe or Tribes (if not an Agency program), and any interagency partners.

THE STANDARD PREVENTION PLAN OUTLINE

A standardized WFPP outline has been adopted by the BIA. It is based on the format recommended in the NWCG's P-301, Prevention Education 2, which deals with prevention planning. The major sections in that outline are:

- I. **The Introduction:** The documents included in this section provide the link between the prevention program and the FMP. It states the Tribal/Fire Management/Prevention objectives and documents the collaborative process.
- II. **The Situational Analysis Section:** This section presents a situational analysis of the Management Unit (MU), and describes the existing conditions. It includes a description of the MU, wildfire history and cause data, history of prevention efforts, prevention strategies, and risk assessments for the MU, communities, and fuel conditions.
- III. **The Fiscal Analysis Section:** This section consists of the workload summary, effectiveness analysis, budget development, and cost-benefit analysis.
- IV. **The Implementation Section:** This section includes the program's policy and administrative requirements, and lists of the planned General, Specific, and Community Actions. It also includes a discussion of the options for reducing structural ignitability, and a prioritization of the hazardous fuel areas. It discusses the annual planning calendar, supporting plans, and accomplishment reporting requirements. Together these sub-sections provide a road map to success.
- V. **The Appendices:** The Appendices for the WFPP contain all supporting materials that have been referenced in the WFPP. Appendices are included to provide information that is too detailed for the text of the WFPP.

II. THE PLANNING MODEL

BIA WFPPs from 2004 to 2019 were based on the Risk Analysis and Mitigation Strategies (RAMS) software. While adequate for developing those early WFPPs, RAMS had several issues. It was eventually unable to be updated to operate in the 64-bit operating systems.

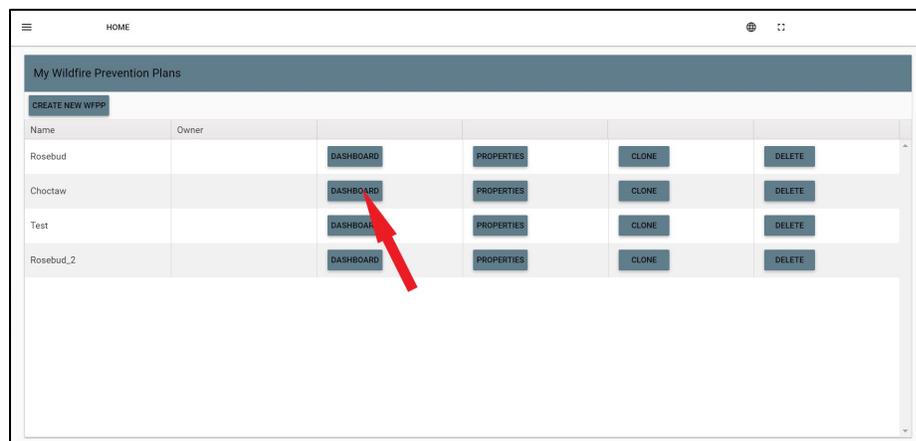
An Interagency Team led by the BIA and the USDA Forest Service recently developed a new prevention planning model, called Wildfire Prevention Spatial Analysis and Planning Strategies (WPSAPS). This software uses updated prevention effectiveness algorithms from research and the National Wildfire Coordinating Group (NWCG) publication *Wildfire Prevention Strategies, PMS 451*.

The WPSAPS Risk Assessment module provides most of the outputs and maps required to complete the Situation Analysis Section in the WFPP. The Prevention Actions module provides the effectiveness of the program of work developed for the Implementation Plan as well as the workload information. It is all derived from the inputs provided when developing the prevention actions in WPSAPS. The bulk of the information needed for the Implementation Plan comes from the Prevention Actions Module.

STEP ONE: CREATING A SCENARIO

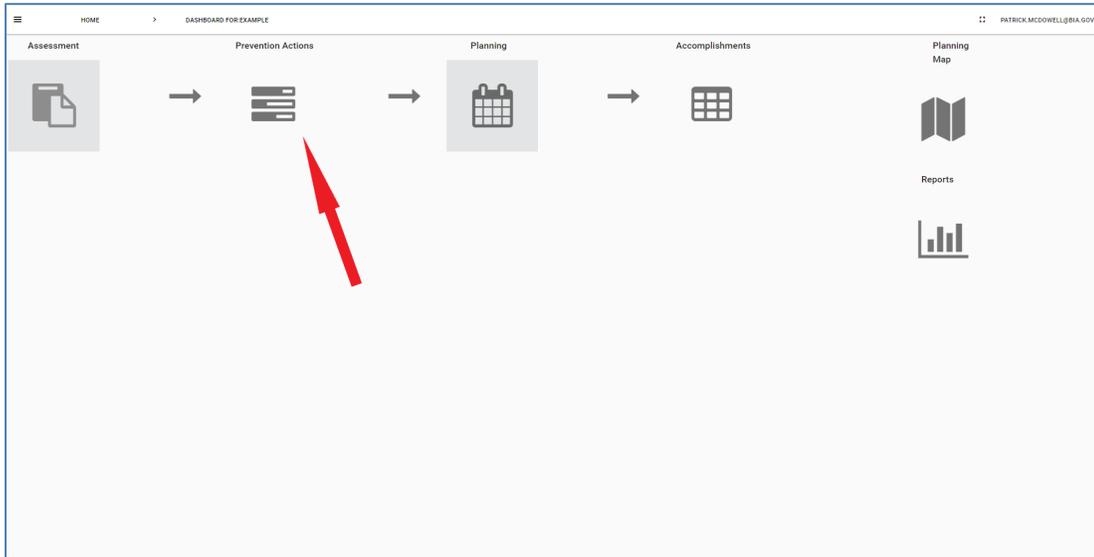
Creating a scenario is the first step in working in the prevention planning section. To create a scenario:

- A. Log in to WPSAPS.
- B. From the “Home” screen, select the “Dashboard” for the MU where the prevention actions will be planned. (**Note:** the Risk Assessment module must have been completed and finalized before the planning process can begin.)



C. Clicking on Dashboard brings up the “Dashboard” screen. The “Dashboard” screen displays the modules in WPSAPS. The module names are across the top, left to right. They are: “Assessment”, “Prevention Actions”, “Planning”, “Accomplishments”, “Planning Map”, and “Reports”. There are Icons below each.

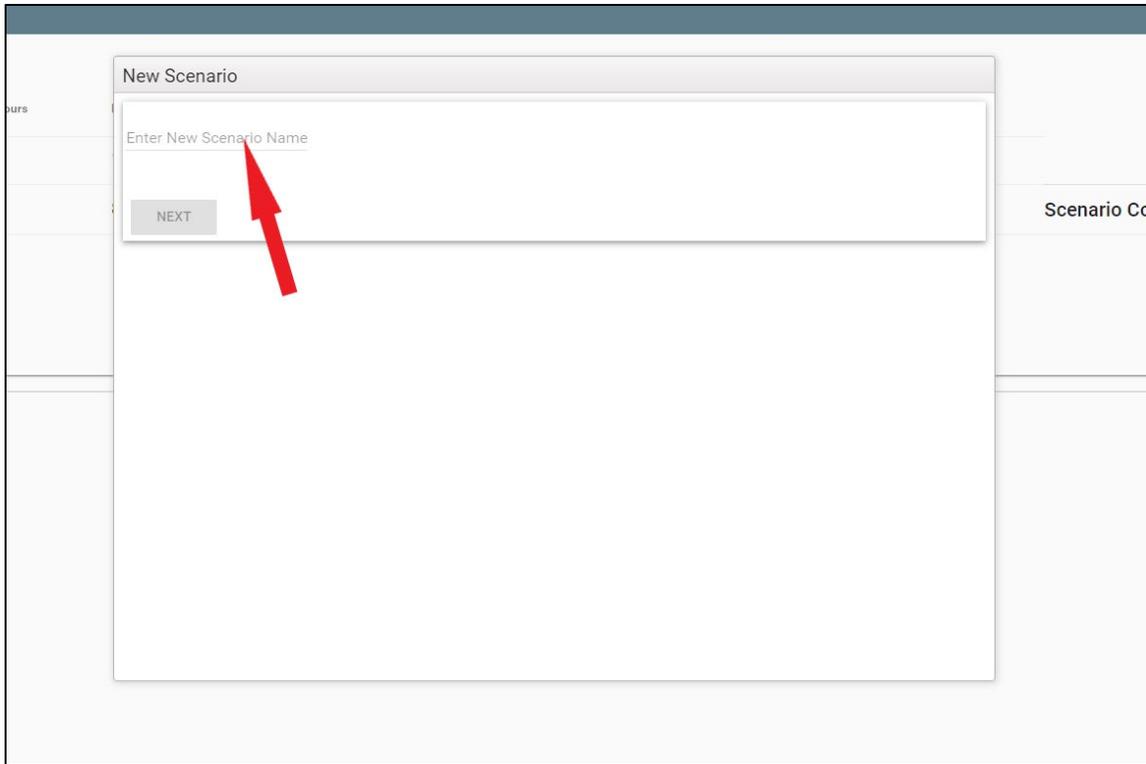
D. Click on the icon below “Prevention Actions”.



E. This brings up the “Scenarios” screen. Click on “New Scenario” in the upper left hand corner.

F. This brings up the “New Scenario” window.

G. Enter a name for the new scenario as shown below:



H. Click Next. This brings up the screen asking the user to choose a prevention path.

The choices are to use:

Worker Hours - Used if one has workers available but no budget.

Or

Budget - Used if one has a known budget

Selecting the “Right” Path

The “Worker Hours” path should be used when planning for a portion of an employee’s time to be spent in prevention activities or when the available funding is not known.

The “Budget” path should be used when the budget available is known and is the primary planning concern for prevention staff.

Annual Worker Salary

The “Annual Worker Salary” input is a critical planning input for either planning path. It is important that users understand how it affects the outputs. In the Budget Path, WPSAPS divides the Labor Total by the Annual Worker Salary to produce a ratio. This ratio is then multiplied by 2080 to produce the number of hours available. The administrative hours are then deducted to produce the final hours available for conducting prevention actions.

In the Worker Hours Path, WPSAPS divides the number of Worker Hours by 2080 to create a ratio. The Annual Worker Salary is then multiplied by that ratio to create the Labor \$. The Labor \$ is added to the Support Cost. The result then becomes the basis for calculating the suppression cost averted per year.

The Annual Worker Salary should include the annual salary and benefits (provided by the government).

The default value of \$80,000 is roughly equivalent to a GS 9, step 3 employee with a 40% benefits cost, using the 2020 OPM Salary Tables for the rest of the U.S.

TIP: It is important to adjust the Annual Worker Salary to accurately reflect the average annual costs for one employee for each program when creating the WFPPs. It is strongly recommended that BIA Prevention Programs change Annual Worker Salary to the current OPM Pay Table value, for the GS grade and step being targeted for their program, plus EBCs. Tribal programs may use actual tribal salaries and EBCs or the OPM pay schedule. **Note:** always use the *OPM Rest of United States (RUS)* table, unless the MU is covered by a separate locality table.

The [OPM Pay Tables](https://www.opm.gov/policy-data-oversight/pay-leave/salaries-wages/) can be found at: <https://www.opm.gov/policy-data-oversight/pay-leave/salaries-wages/>.

Administrative Hours per FTE

WPSAPS bases its hours per full time equivalent (FTE) on 2080 hours per year. This is a fairly standard number. However, it is unrealistic to assume that an employee will be able to work 2080 hours in prevention activities. There are normally at least 88 hours of Federal Holidays (11 days per year) and some amount of Annual Leave (minimum planning levels of 100 hours are recommended). In addition, there may be other types of leave such as sick or administrative leave paid by the program. Finally, there are administrative meetings and duties plus required training for nearly all employees. A recommended estimate for these is 100 hours for administrative meetings and duties, and 40 hours for training.

To summarize:

| | |
|---------------------------------|-----------|
| Federal Holidays = | 88 hours |
| Annual Leave = | 100 hours |
| Other Leave = | 40 hours |
| Admin. Meetings and Duties = | 100 hours |
| Required Training = | 40 hours |

Admin. Hours Total= 368 (minimum)

Users should adjust these to match local statistics and policies.

Support Budget

All prevention positions and programs need a support budget on top of their personnel costs, to be fully functional. The “standard” planning level for support costs \$10,000 for the first employee plus \$2,500 for an additional employee. The Support Budget should be included in both the Worker Hours and Budget Planning Paths.

The Budget Planning Path

The “Budget” path lets the user enter a budget, which then gets converted into hours for their scenario. It is useful when the amount of funding available is known, and the number of hours for wildfire prevention work is needed.

In most cases, users should include only the part of the worker’s salary and benefits to be covered by prevention.

In this path users enter the Labor Total available; the amount to be dedicated to support (Support Budget); and the number of administrative hours (Administrative Hours per FTE). WPSAPS needs to know these hours, so it doesn’t include them in the available workload.

New Scenario

Please choose a prevention path

Worker Hours - Used if one has workers available but no budget

Budget - Used if one has a known budget

| | |
|------------------------|------------------------------|
| Annual Worker Salary * | Administrative Hours Per FTE |
| 80000 | 0 |

Labor Total
0

Support Budget
0

Budget Total:0

$\$0 / \$80,000 = 0 \text{ FTE(s)}$

1 FTE = 2080 hours

Prevention Hour Total = 0

BACK NEXT

Worker Hours Path

In this path, the user sets the Annual Worker Salary, Administrative Hours, Support Budget, and the Worker Hours in the Worker Hours set up mode.

Salaries

At the top of this screen, beneath “Annual Worker Salary” is a default value of 80,000. This value may be changed using the up and down arrows to the right, or directly by typing over the default value.

The average salary includes all annually recurring personnel costs to the agency for the worker. Normally these are base salary and employee benefits cost (EBC). I

Setting Worker Hours

Below the “radio button” for Budget, WPSAPS asks the user to “Enter Worker Hours”. The default value is 1,000. This amount can be changed using the up and down arrows to the right, or directly by typing over the default value.

Note: BIA policy requires that a minimum of 1,670 hours of prevention activities (80% of 2,080 hours) be planned for each full-time prevention funded position. The minimum hours for part time prevention funded positions would be reduced to 80% of the hours available for their position.

Users will need to estimate their administrative hours at “Administrative Hours per FTE.

Users will need to enter a Support Budget for a complete cost analysis.

Hours and Salary Flexibility

WPSAPS allows users to set any combination of salaries and worker hours. This is useful for using WPSAPS to plan campaigns or collateral duty positions.

Determining Action Distribution by Category

Once the path has been selected and the inputs entered, clicking on “NEXT” brings up a screen where the user can determine the overall percentages, for the distribution of hours, by prevention action category.

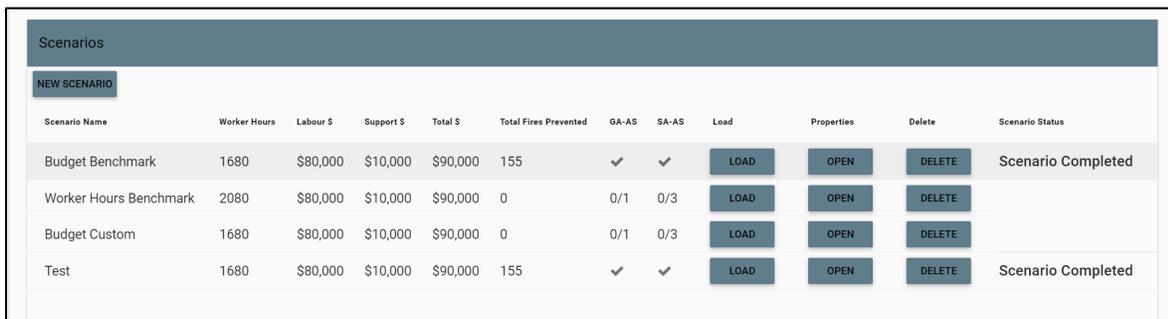
WPSAPS defaults to a distribution of 30% General Actions; and 70% Specific Actions.

TIP: Experience in prevention planning for the BIA indicates that a balanced mix of General and Specific Actions works best. A suggested customized distribution is: 50% General Actions and 50% Specific Actions. However, other combinations may be needed, depending on the complexity of the MU. Users are advised to try various scenarios, changing these percentages to compare the results and find a combination that best fits their MU.

Once the distribution to the prevention action categories is completed, the user may review the choices made up to this point, as no choices are lost in the review. Selecting “BACK” allows the user to move back through the previous screens and selecting “NEXT” allows the user to re-advance through the screens, without changing them. If a mistake has been made on a previous screen, this provides an opportunity to correct the mistake. Once the user is comfortable with the scenario being set up, select “CREATE NEW SCENARIO” on the Hours Distribution Screen.

STEP TWO: WORKING WITH SCENARIOS

When the new scenario is created, the user is returned to the “Scenarios” screen. This screen displays all of the scenarios that have been created for the MU. It also functions as a “scoreboard”, to track progress with working on the scenarios.



| Scenario Name | Worker Hours | Labour \$ | Support \$ | Total \$ | Total Fires Prevented | GA-AS | SA-AS | Load | Properties | Delete | Scenario Status |
|------------------------|--------------|-----------|------------|----------|-----------------------|-------|-------|------|------------|--------|--------------------|
| Budget Benchmark | 1680 | \$80,000 | \$10,000 | \$90,000 | 155 | ✓ | ✓ | LOAD | OPEN | DELETE | Scenario Completed |
| Worker Hours Benchmark | 2080 | \$80,000 | \$10,000 | \$90,000 | 0 | 0/1 | 0/3 | LOAD | OPEN | DELETE | |
| Budget Custom | 1680 | \$80,000 | \$10,000 | \$90,000 | 0 | 0/1 | 0/3 | LOAD | OPEN | DELETE | |
| Test | 1680 | \$80,000 | \$10,000 | \$90,000 | 155 | ✓ | ✓ | LOAD | OPEN | DELETE | Scenario Completed |

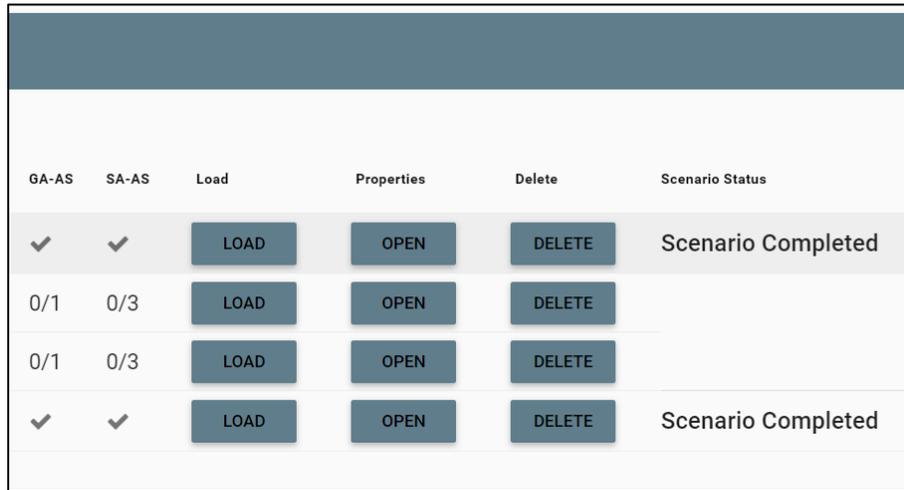
Basic Information:

Each scenario has the Worker Hours, Labor \$, Support\$ and Total \$ displayed.

WPSAPS also displays the Total Fires Prevented and the level of completion for the General, and Specific Actions for each scenario.

Scenario Development Progress

WPSAPS tracks and displays the progress on completing the scenario.



| GA-AS | SA-AS | Load | Properties | Delete | Scenario Status |
|-------|-------|------|------------|--------|--------------------|
| ✓ | ✓ | LOAD | OPEN | DELETE | Scenario Completed |
| 0/1 | 0/3 | LOAD | OPEN | DELETE | |
| 0/1 | 0/3 | LOAD | OPEN | DELETE | |
| ✓ | ✓ | LOAD | OPEN | DELETE | Scenario Completed |

GA-AS

General Actions will always begin with “0/1” displayed beneath GA-AS for each scenario. This means that there is one unit to be completed, (the MU) and that no Action Set has been saved.

SA-AS

Specific Actions will show the number of Action Sets saved over the number of Planning Units. As Action Sets are developed and saved for Planning Units, the fraction under SA-AS changes.

LOAD, OPEN, DELETE, and SCENARIO COMPLETED

To the right of the progress tracking columns are “LOAD” and “DELETE” buttons. To their right a message is displayed when a scenario has been successfully created and saved. The message reads “Scenario Completed”.

STEP THREE: DEVELOPING THE ACTION SETS

To develop the Action Sets, a scenario has to be “loaded”. Load a scenario by clicking “LOAD” for that scenario.

When the scenario is “Loaded”, the scenario screen changes as shown below.

There are now two tabs across the grey sticky panel at the bottom, General Actions and Specific Actions. WPSAPS defaults to the General Actions tab.

GENERAL ACTIONS

General Actions are those prevention actions that have an impact across the entire MU. They are historically divided into four “activity categories”: Education, Engineering, Enforcement, and Administration.

To establish a General Actions Action Set, click on “Primary Causes for General”, as shown below.



This brings up a window titled “Primary Cause Priority Table for All PUs (25 year date range)”.

Primary Cause Prioritization

This window allows the user to select the primary causes to be used by WPSAPS when developing a recommended Action Set. The user must select up to three causes to be prioritized by WPSAPS. Once the priority causes are selected, the user clicks on the green “Generate General Action Plan”, bar, at the bottom of the cause table.

Note: While lightning is displayed it is unselectable.

Primary Cause Priority Table for All Prevention Units(25 year date range)

GENERATE GENERAL ACTION PLAN

Data Version:2021

| Primary Cause | Frequency | Yearly Frequency Avg. | Yearly Avg. Acres Burned | Use |
|--------------------|-----------|-----------------------|--------------------------|--------------------------|
| Debris Burning | 63 | 2.52 | 190 | <input type="checkbox"/> |
| Arson | 61 | 2.44 | 92.96 | <input type="checkbox"/> |
| Miscellaneous | 45 | 1.8 | 25.04 | <input type="checkbox"/> |
| -Fireworks | 2 | 0.08 | 0.08 | <input type="checkbox"/> |
| -Miscellaneous | 41 | 1.64 | 21.96 | <input type="checkbox"/> |
| -Missing/Undefined | 2 | 0.08 | 3 | <input type="checkbox"/> |
| Equipment Use | 18 | 0.72 | 9.2 | <input type="checkbox"/> |
| Children | 3 | 0.12 | 0.2 | <input type="checkbox"/> |
| Lightning | 3 | 0.12 | 4.6 | <input type="checkbox"/> |
| Smoking | 2 | 0.08 | 4 | <input type="checkbox"/> |
| Children | 0 | 0 | 0 | <input type="checkbox"/> |

The causes are listed down the left-hand side of the window, with the number of fires recorded over the 25-year period in the next column to the right. The yearly frequency average is the next column to the right. It is the annual average number of fires. The yearly average acres burned is the next column to the right. The last column to the right has checkboxes for selecting the causes for WPSAPS to use.

The same table format appears for Specific Action cause selection. However, the numbers and causes will vary based on the occurrence associated with a PU or community.

TIP: Users should carefully select the priority causes. WPSAPS uses the causes selected to determine which actions will be most effective to address these causes. It will allocate the time available to those most effective actions when it generates action sets.

The New General Action Plan

After the priority fire causes have been selected and a new general actions action plan has been created, the Scenario screen should look similar to the screenshot below.

| New General Action Plan | | | | | | | | | |
|-------------------------|-----------------------|--------|---------------|---|-----------------|--------------------------------------|-------|--------------------------|--|
| | Category | Action | Effectiveness | Description | Workload Factor | Activity Shortname | Units | Use Community | |
| ▶ | Enforcement | GA-34 | 91 | Update Fire Restriction/Closure Plans | 4 | Law | 10 | <input type="checkbox"/> | |
| ▶ | Enforcement | GA-35 | 91 | Implement Fire Restriction/Closure Plans | 16 | Law | 7 | <input type="checkbox"/> | |
| ▶ | Enforcement | GA-36 | 43 | Spark Arrester Inspection Training | 4 | Spark Arrestors | 0 | <input type="checkbox"/> | |
| ▶ | Enforcement | GA-37 | 29 | Review Special Use Permits | 1 | Permits | 0 | <input type="checkbox"/> | |
| ▶ | Enforcement | GA-38 | 62 | Review Fire Prevention Criteria in Industrial Contracts | 1 | Inspections | 0 | <input type="checkbox"/> | |
| ▶ | Enforcement | GA-39 | 51 | Develop Fire Prevention Patrol Plan | 24 | Prevention | 0 | <input type="checkbox"/> | |
| ▶ | Enforcement | GA-40 | 51 | Update Prevention Patrol Plan | 8 | Prevention | 1 | <input type="checkbox"/> | |
| ▶ | Category: Engineering | | | | | | | | |
| ▶ | Engineering | GA-29 | 3 | Public Utility Company Coordination | 8 | Notify Utilities of Fire Precautions | 0 | <input type="checkbox"/> | |
| ▶ | Engineering | GA-30 | 3 | Government Agency and Cooperator Coordination | 8 | Cooperative Fire Prevention | 1 | <input type="checkbox"/> | |

WPSAPS has now generated a recommended General Actions Set.

Note: While WPSAPS targets the primary causes, the prevention actions in an action set may also impact the remaining causes. Select the button for “PRIMARY CAUSE REDUCTION TABLE” to view these impacts.

Beneath the grey bar, titled “New General Action Plan”, are the four categories of actions for General Actions. These are “Education”, “Engineering”, “Enforcement”, and “Administration”. There is a small down arrow to the left of each of these categories. Clicking on the arrow displays a table of actions associated with the category.

| New General Action Plan | | | | | | |
|-------------------------|-----------------------|--------|---------------|---|-----------------|--|
| | Category | Action | Effectiveness | Description | Workload Factor | |
| ▶ | Enforcement | GA-34 | 91 | Update Fire Restriction/Closure Plans | 4 | |
| ▶ | Enforcement | GA-35 | 91 | Implement Fire Restriction/Closure Plans | 16 | |
| ▶ | Enforcement | GA-36 | 43 | Spark Arrester Inspection Training | 4 | |
| ▶ | Enforcement | GA-37 | 29 | Review Special Use Permits | 1 | |
| ▶ | Enforcement | GA-38 | 62 | Review Fire Prevention Criteria in Industrial Contracts | 1 | |
| ▶ | Enforcement | GA-39 | 51 | Develop Fire Prevention Patrol Plan | 24 | |
| ▶ | Enforcement | GA-40 | 51 | Update Prevention Patrol Plan | 8 | |
| ▶ | Category: Engineering | | | | | |
| ▶ | Engineering | GA-29 | 3 | Public Utility Company Coordination | 8 | |
| ▶ | Engineering | GA-30 | 3 | Government Agency and Cooperator Coordination | 8 | |

The list of actions is organized in rows. Each row in the table is an action. At the top of the table is a legend in a blue bar. Each term in the legend needs some additional explanation.

Category: The activity category aligned with the prevention action.

Action: the code for the action for easy reference.

Effectiveness: A numerical rating show the estimated effectiveness score for the prevention action. It is based on a scale of 0 to 100, with 100 having the highest effectiveness.

Description: a short description/title of the action

Workload Factor: the number of hours WPSAPS uses for each “Unit” being planned. To illustrate: Workload Factor x Unit # = Hours to execute this action (Example: To execute the GA-1 action 1 time will take 24 hours, since it has a workload factor of 24.)

Activity Shortname: the type of prevention activity, used to determine effectiveness.

Units: the number of units being planned for the action

Use Community: A checkbox that will activate the Community Level for a prevention action.

Selecting the Most Effective Actions

WPSAPS provides users with estimated prevention effectiveness ratings for each prevention action. These are color coded to allow for quick visual identification of the most effective actions. Red is used for the least effective actions; green is used for the most effective actions. The numerical effectiveness rating is also provided. It is based on a 1 to 100 scale, with 100 being the most effective.

WPSAPS also indicates the prevention actions that are most common to all prevention programs. These are termed as “required” actions; however, **they can be overridden by the user**. These actions have the action identifier in the “Action” column highlighted in red.

Note: Definitions for each of the General Actions can be found in [Chapter III – WPSAPS Prevention Action Definitions](#).

Changing General Actions

The user may want to add, increase, reduce or drop general actions recommended by WPSAPS to produce a more customized plan.

Step 1: The user should begin by reviewing the entire action set for all categories to identify actions that are impractical, out of proportion, or not realistic.

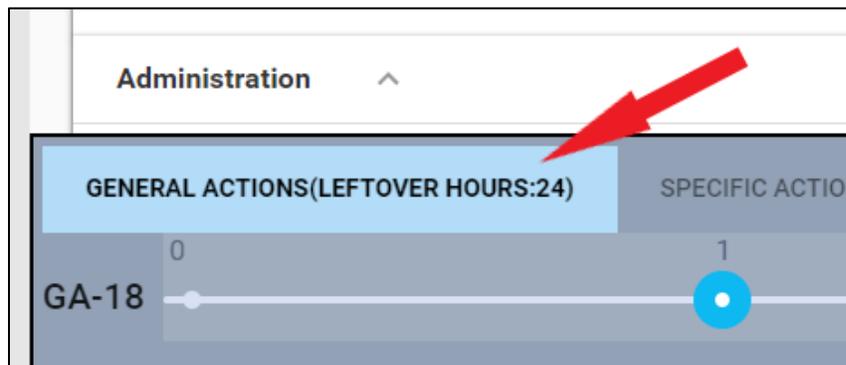
Step 2: Reduce or eliminate the unwanted actions.

To change the “Unit #” of an action, first select the action, then use the slider bar in the grey sticky panel to adjust the number of units.

| New General Action Plan | | | | |
|-------------------------|-----------|--------|---------------|--|
| | Category | Action | Effectiveness | Description |
| ▶ | Education | GA-20 | 49 | Parades participated in |
| ▶ | Education | GA-21 | 54 | Planning and Staffing Fire Prevention Booths |
| ▶ | Education | GA-22 | 56 | Conduct Sports Activity for Prevention |
| ▶ | Education | GA-23 | 46 | Order Fire Education Materials |
| ▶ | Education | GA-24 | 46 | Design Prevention Printed Materials |
| ▶ | Education | GA-25 | 58 | Design and Place Exhibits |
| ▶ | Education | GA-26 | 69 | Conduct Prevention Poster Contest |
| ▶ | Education | GA-27 | 100 | Establish/Maintain Key Person Contacts |

| | |
|--------------------------------------|------------------|
| GENERAL ACTIONS (LEFTOVER HOURS: 82) | SPECIFIC ACTIONS |
| GA-21 | 0 |
| | 1 |
| PRIMARY CAUSE REDUCTION TABLE | |
| VIEW SAVED ACTIONS | |

Step 3: Once all of the unwanted actions have been reduced or eliminated, the user may begin to populate their replacements. The hours available to reassign are displayed in the light blue tab, for General Actions.



Note: WPSAPS will only allow users to increase the number of units for new actions *up to* the number of worker hours available. When no more hours are available, the slider bar no longer accepts increased units, until additional units have been reduced for another action.

Saving the Action Set

Once the user has reviewed and adjusted the General Actions, it is time to save the action set. Failing to save the action set results in an error message that allows the user to discard their work or save the changes and update.

The user should always click on the “Save Action Set” button in the lower left corner of the screen, to save their work and move on to the next action set.

| New General Action Plan | | | | | | | |
|-------------------------|--------|---------------|--|-----------------|-----------------------------|-------|--------------------------|
| Category | Action | Effectiveness | Description | Workload Factor | Activity Shortname | Units | Use |
| Education | GA-20 | 49 | Parades participated in | 8 | Parades | 0 | <input type="checkbox"/> |
| Education | GA-21 | 54 | Planning and Staffing Fire Prevention Booths | 8 | Fairs | 1 | <input type="checkbox"/> |
| Education | GA-22 | 55 | Conduct Sports Activity for Prevention | 40 | Presentations | 0 | <input type="checkbox"/> |
| Education | GA-23 | 45 | Order Fire Education Materials | 4 | Brochures | 1 | <input type="checkbox"/> |
| Education | GA-24 | 46 | Design Prevention Printed Materials | 16 | Brochures | 0 | <input type="checkbox"/> |
| Education | GA-25 | 58 | Design and Place Exhibits | 24 | Exhibits | 0 | <input type="checkbox"/> |
| Education | GA-26 | 69 | Conduct Prevention Poster Contest | 40 | School Programs (NFES 1572) | 1 | <input type="checkbox"/> |
| Education | GA-27 | 100 | Establish/Maintain Key Person Contacts | 2 | Patrol | 0 | <input type="checkbox"/> |

| | |
|------------------------------------|--------------------|
| GENERAL ACTIONS(LEFTOVER HOURS:82) | SPECIFIC ACTIONS |
| GA-21 0 | 1 |
| PRIMARY CAUSE REDUCTION TABLE | VIEW SAVED ACTIONS |
| | SAVE ACTION SET |

Clicking on the “SAVE ACTION SET” button saves the work and changes the 0/1 ratio on the Scenario Progress Screen to a checkmark.

The saved action set may be reviewed by clicking on the “VIEW SAVED ACTIONS” button at the lower right of the grey sticky panel. WPSAPS will allow the user to make changes after saving the action set as often as needed. **Note:** The “VIEW SAVED ACTIONS” button only appears after an Action Set has been saved.

SPECIFIC ACTIONS

The Specific Actions are those prevention actions that take place in, and mainly impact a Prevention Unit (PU). Historically they are divided into six activity categories. These are: Patrol, Signs, Law Enforcement, Hazards, Public Contact, and Inspections. Community Actions have been added to this category in WPSAPS. These are the unique actions from the Community Actions module of RAMS.

Definitions for each of the Specific Actions can be found in [Chapter III – WPSAPS Prevention Action Definitions](#).

WPSAPS distributes the workload among the PUs based on the Risk Assessment. The distribution of hours to the actions in the Specific Actions, Action Sets is based on the primary causes selected by the user. Both of these may be overridden by the user.

The process for generating a Specific Actions, Action Set is identical to the General Actions process with one major exception. It must be repeated for each PU in the MU.

The user selects the “SPECIFIC ACTIONS” tab in the grey sticky panel. At the lower left in the grey sticky panel, a pop-up menu appears. Clicking on the PU’s name brings up a menu of the PU’s. This menu allows the user to select the PU they want to work with. The user will then need to select the primary causes for the PU by clicking on the button just to the right labelled “PRIMARY CAUSES FOR [PU name]”.

The user should edit each action set as it is created. The Scenario Progress Screen updates the SA-AS ratio for the scenario each time a PU Action Set is saved.

| Scenario Name | Worker Hours | Labour \$ | Support \$ | Total \$ | Total Fires Prevented | GA-AS | SA-AS | Load | Properties |
|------------------------|--------------|-----------|------------|----------|-----------------------|-------|-------|------|------------|
| Budget Benchmark | 1680 | \$80,000 | \$10,000 | \$90,000 | 155 | ✓ | ✓ | LOAD | OPEN |
| Worker Hours Benchmark | 2080 | \$80,000 | \$10,000 | \$90,000 | 47 | ✓ | 1/3 | LOAD | OPEN |
| Budget Custom | 1680 | \$80,000 | \$10,000 | \$90,000 | 155 | ✓ | ✓ | LOAD | OPEN |
| Anna's | 1664 | \$78,255 | \$0 | \$78,255 | 163 | ✓ | ✓ | LOAD | OPEN |
| gdfjdfgj | 1600 | \$76,923 | \$0 | \$76,923 | 171 | ✓ | ✓ | LOAD | OPEN |

General Action Set Complete

One of three Specific Action Sets Complete

It is strongly recommended the Actions Sets be reviewed and edited to remove those actions that are impractical, out of proportion, or not realistic prior to saving. Then add or increase actions that the user prefers. **Note:** The hours distributed to the Action Sets by WPSAPS may exceed the hours assigned by the percentages.

The process of editing the WPSAPS recommended, Specific Actions is the same as described in General Actions.

Note: Each action set must be saved before moving on to another PU.

Once all of the PUs have saved action sets, the ratio under SA-AS turns into a checkmark.

| Scenario Name | Worker Hours | Budget \$ | GA % | SA % | CA % | GA-AS | SA-AS | CA-AS | Properties |
|-------------------------------|--------------|-----------|------|------|------|-------|-------|--------------------------|----------------------------------|
| Budget | 1000 | 80000 | 50 | 50 | 0 | 0/1 | 0/2 | Excluded All Communities | LOAD, DELETE |
| Budget with Communities | 1000 | 80000 | 45 | 50 | 5 | ✓ | ✓ | 0/3 | LOAD, DELETE |
| Worker Hours | 1670 | 80000 | 50 | 50 | 0 | ✓ | ✓ | Excluded All Communities | LOAD, DELETE, Scenario Completed |
| Worker Hours with Communities | 1670 | 80000 | 45 | 50 | 5 | 0/1 | 0/2 | 0/3 | LOAD, DELETE |

This indicates the user can now return to the dashboard and begin developing the Yearly Work Plan, for this scenario as described in Step Four.

Community Level Prevention Actions

Community Level Prevention Actions are those prevention activities that occur in a specific community. They do not affect the entire Management or Planning Units. WPSAPS provides users the opportunity to assign any of the General or Specific Actions to communities.

WSPAPAS allows users to associate any community included in the Risk Assessment with any General or Specific Action. This can be important in making detailed assignments to prevention personnel or documenting efforts to work with communities. This opportunity comes up after a General or Specific Action set is generated.

Note: the decision to assign a prevention action to a community should be carefully considered. It should only be done when there is an important reason to track prevention actions at the community level. It will have impacts on the user’s flexibility when reporting accomplishments.

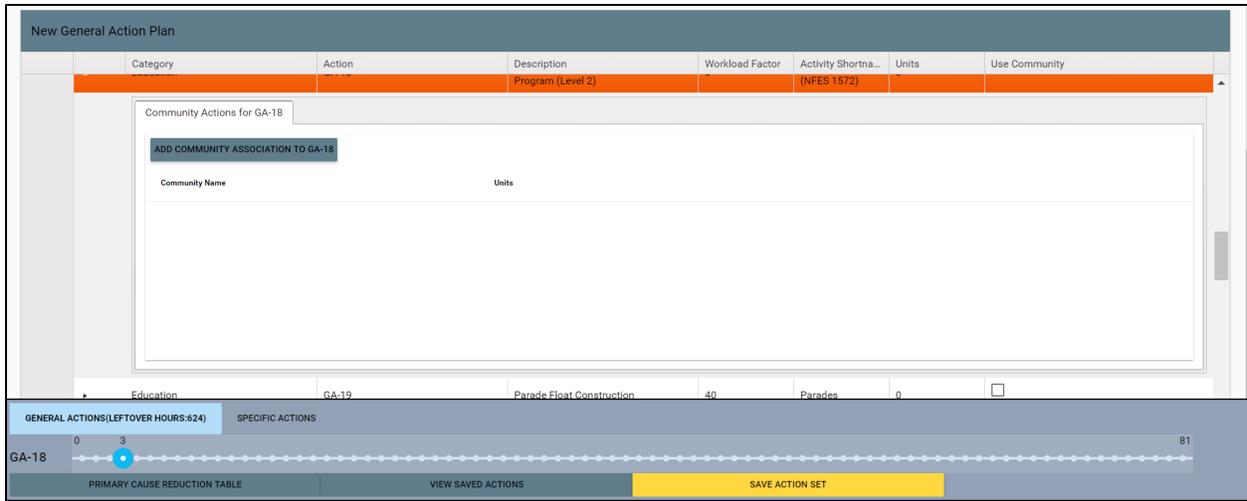
To assign a prevention action to a community, first select the prevention action, then click the box at the far right of the Prevention Action, under “USE COMMUNITY”.

| Category | Action | Effectiveness | Description | Workload Factor | Activity Shortname | Units | Use Community |
|-----------|--------|---------------|--|-----------------|-----------------------------|-------|-------------------------------------|
| Education | GA-21 | 94 | Planning and Staffing Fire Prevention Booths | 8 | Fairs | 0 | <input type="checkbox"/> |
| Education | GA-22 | 56 | Conduct Sports Activity for Prevention | 40 | Presentations | 0 | <input type="checkbox"/> |
| Education | GA-23 | 46 | Order Fire Education Materials | 4 | Brochures | 1 | <input type="checkbox"/> |
| Education | GA-24 | 46 | Design Prevention Printed Materials | 16 | Brochures | 0 | <input type="checkbox"/> |
| Education | GA-25 | 58 | Design and Place Exhibits | 24 | Exhibits | 0 | <input type="checkbox"/> |
| Education | GA-26 | 69 | Conduct Prevention Poster Contest | 40 | School Programs (NFES 1372) | 3 | <input type="checkbox"/> |
| Education | GA-27 | 100 | Establish/Maintain Key Person Contacts | 2 | Patrol | 0 | <input checked="" type="checkbox"/> |
| Education | GA-28 | 100 | Establish/Maintain Group Contacts | 3 | Patrol | 62 | <input type="checkbox"/> |

Next click the small triangle at the far left of the prevention action.

| Category | Action | Effectiveness | Description | Workload Factor | Activity Shortname | Units | Use Community |
|-----------|--------|---------------|--|-----------------|-----------------------------|-------|-------------------------------------|
| Education | GA-21 | 94 | Planning and Staffing Fire Prevention Booths | 8 | Fairs | 0 | <input type="checkbox"/> |
| Education | GA-22 | 56 | Conduct Sports Activity for Prevention | 40 | Presentations | 0 | <input type="checkbox"/> |
| Education | GA-23 | 46 | Order Fire Education Materials | 4 | Brochures | 1 | <input type="checkbox"/> |
| Education | GA-24 | 46 | Design Prevention Printed Materials | 16 | Brochures | 0 | <input type="checkbox"/> |
| Education | GA-25 | 58 | Design and Place Exhibits | 24 | Exhibits | 0 | <input type="checkbox"/> |
| Education | GA-26 | 69 | Conduct Prevention Poster Contest | 40 | School Programs (NFES 1372) | 3 | <input type="checkbox"/> |
| Education | GA-27 | 100 | Establish/Maintain Key Person Contacts | 2 | Patrol | 0 | <input checked="" type="checkbox"/> |
| Education | GA-28 | 100 | Establish/Maintain Group Contacts | 3 | Patrol | 62 | <input type="checkbox"/> |

This brings up the Community Actions dialogue box.

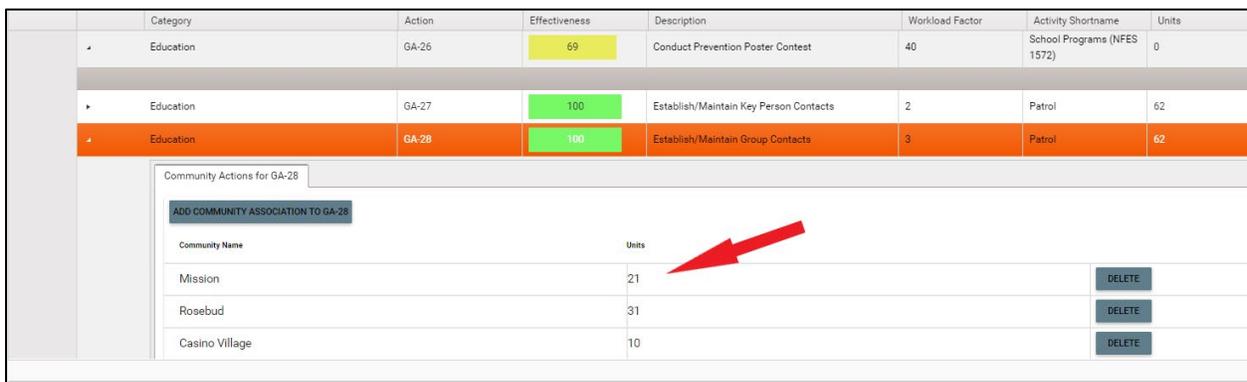


Selecting “ADD COMMUNITY ASSOCIATION TO ...” brings up the Community Selection Dropdown box. Select a community to add and click “ADD COMMUNITY”. This adds the community to the Community Selection Dialogue Box. Once all of the communities are selected, users can assign units to the prevention action at the community level for each community. This process also involves using the slider bars to adjust the number of prevention actions to be assigned.

The number of units are now shifted to the Community level and must be used there. The decision to plan actions at the Community Level is either all or nothing. The worker hours for any unused units become available for use in other prevention actions. The total unused hours can be seen in the blue tab for the General or Specific Actions in the Grey Sticky Panel.

Important: Once the “Use Community” box is checked, users can no longer edit that row directly. If users attempt to edit “GA-28” directly by selecting it (not a community within GA-40), they will see the following message in the Grey Sticky Panel: “You are using communities and cannot modify this row directly. Please select a community by expanding this row.”

The number of prevention actions for each community is shown under the “Units” column.



TIP: To add Community Associations to a prevention action with *no* activity planned; users will need to first add some units of activity to the prevention action.

When all of the Community Level prevention actions are assigned, save the action set by clicking the yellow “SAVE ACTION SET” button at the bottom of the screen. Community Level prevention actions can be assigned for both General and Specific Actions.

Note: once an action set has been saved, the causes may not be changed for this scenario. To change them, users will need to create a new scenario with the revised primary cause selections.

Once all of the General, Specific and Community Action Sets have been reviewed; the user may elect to either continue to Step Four: Developing Yearly Action Plans or complete additional scenarios.

Recommended Process for Reviewing and Adjusting Action Sets

In order to add prevention actions, reduce those that WPSAPS set too high, or eliminate those that aren't practical; the recommended process for reviewing and adjusting any of the action sets is:

1. Reduce any unwanted, impractical, unnecessary, or impossible prevention actions recommended by WPSAPS to zero.
2. Reduce any prevention actions that WPSAPS set too high to a more realistic number.
3. Add in any prevention actions that WPSAPS did not include, wanted in the program.
4. Increase any prevention actions that WPSAPS set too low.
5. Make any Community Level associations.
6. Save the Action set.

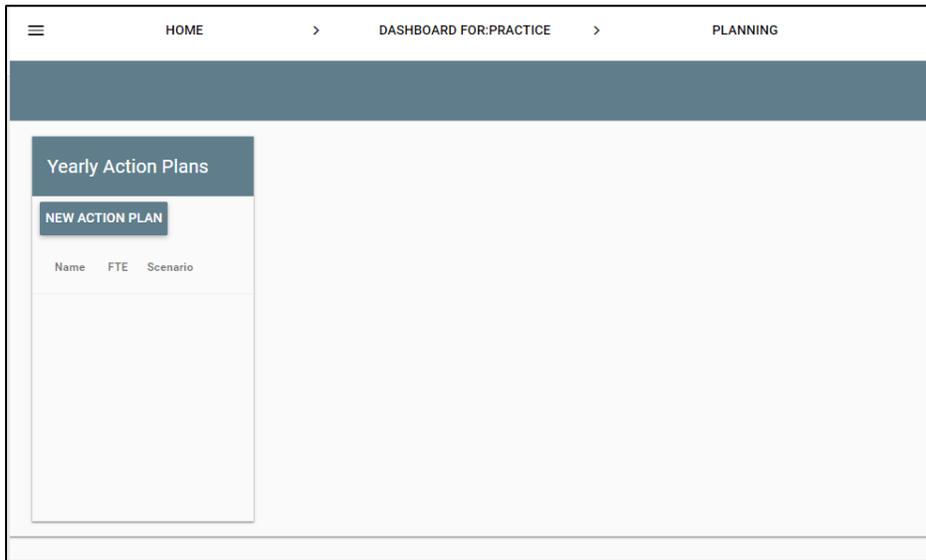
Notes About Action Sets

- Any leftover hours can be used when adjusting any of the other action sets.
- It is a good practice to try to use all of the hours available to the scenario.
- WPSAPS will only allow users to increase the number of units for new actions *up to* the number of worker hours available. When no more hours are available, the slider bar no longer accepts increased units, until additional units have been reduced for another action.
- A saved action set can be revised at any time.

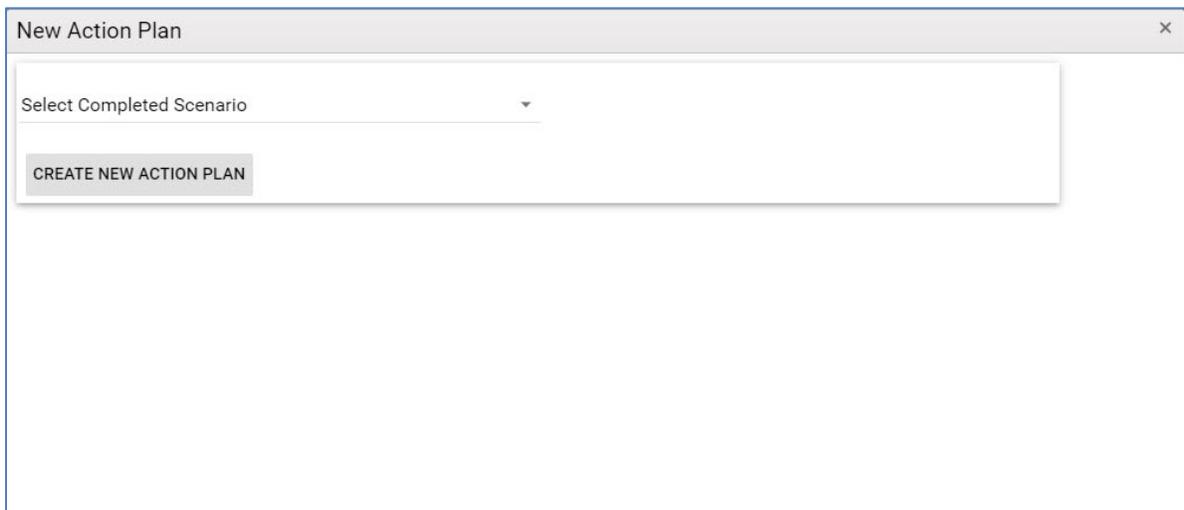
- While there are no “right” or “wrong” answers; planning prevention actions has an impact on the efficiency and effectiveness of the WFPP. Also, remember that some prevention actions recommended by WPSAPS may be impractical or unnecessary for the MU.

STEP FOUR: DEVELOPING YEARLY ACTION PLANS

To begin working on a yearly action plan (YAP), navigate to the dashboard for the MU of interest. Clicking on the icon below the word “Planning” brings up this screen.



Clicking on the “NEW ACTION PLAN” button brings up the following screen.



To create a YAP, we need to select a completed scenario.

The “Select Completed Scenario” drop down will show us any scenario that is “complete”, as defined previously in the prevention workflow.

The screenshot shows a web form titled "New Action Plan". At the top, there is a dropdown menu labeled "Select Completed Scenario" with the text "Name: Budget Custom, Fires Prevented: 155". Below this is a text input field for "Action Plan Name". The "Select Fire Season Months:" section features a row of checkboxes for each month from Jan to Dec. A red arrow points to the "Jul" checkbox. The "How distribution works:" section has two radio button options: "Frequency" (which is selected and has a yellow arrow pointing to it) and "Acres". At the bottom of the form is a button labeled "CREATE NEW ACTION PLAN".

WPSAPS requires users to identify at least one month for their “peak” fire season. Any combination of months may be used. WPSAPS will use these months to concentrate some activities and avoid them for others when it distributes prevention actions throughout the year.

WPSAPS also provides users the opportunity to choose how the “peak” months will be determined, either by fire frequency or by acres burned. The default is “frequency”. This is the most common method.

Users will want to enter a name for their action plan. Use year this YAP will also be used for in accomplishment reporting. A new YAP will be

Once the YAP has been named and the “peak” fire season has been identified, click on the “CREATE NEW ACTION PLAN” button.

This will now add the new action plan to the list of action plans.

| Yearly Action Plans | | | | |
|---------------------|------|---------------|------|--------|
| NEW ACTION PLAN | | | | |
| Name | FTE | Scenario | | |
| 2022 | 0.77 | Budget Custom | LOAD | DELETE |
| 2023 | 0.77 | Budget Custom | LOAD | DELETE |
| 2024 | 0.77 | Budget Custom | LOAD | DELETE |

The screen shows the name the user gave the YAP.

FTE is the number of fulltime employees required to execute the plan (**Note:** this is only showing the percentage of the FTE devoted to conducting prevention actions).

Scenario is the completed scenario this yearly action plan (or YAP) is associated with.

TIP: Create multiple YAPs and label them by year. That will greatly facilitate easier accomplishment reporting. YAPs do not have to be from the same scenario, if the user is planning different activities for each year.

1. Loading the New YAP

Clicking on “LOAD” for the YAP changes the lower portion of YAP screen.

The following appears in the lower part of the YAP screen:

| General Actions | | | | | | | | | | | | | | | | | | |
|--|--------|--|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-------|---------|--------------------------|--------|
| <input type="checkbox"/> Hide Rows With Zero Planned Hours | Action | Description | Jan | Feb | Mar | Apr | May | Jun | Jul | Aug | Sep | Oct | Nov | Dec | Total | Allowed | Community | |
| * Category Administration | | | | | | | | | | | | | | | | | | |
| <input type="checkbox"/> | G4-41 | Prepare/revise Wildlife Prevention Plan | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 1 | <input type="checkbox"/> | / Edit |
| <input type="checkbox"/> | G4-42 | Maintain/Update Fire Prevention Plan | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | <input type="checkbox"/> | / Edit |
| <input type="checkbox"/> | G4-43 | Participate in Prevention Committee Meetings | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | <input type="checkbox"/> | / Edit |
| <input type="checkbox"/> | | Develop Preparedness | | | | | | | | | | | | | | | <input type="checkbox"/> | |

This screen defaults to the General Actions. **Note the checkbox for hiding the rows with nothing planned to the left, just above the table (circled in red).** This is a very useful feature. Other features on this screen are the identifiers for the prevention actions and a list of the 12

months. To the right of the columns for the months are three additional columns: Total, Allowed and Community.

Total is the current number of units planned for a prevention action. It is not the number of hours.

Allowed is the maximum number of units allowed for the prevention action, based on the scenario's action set.

Community is a checkbox to allow users to create a yearly schedule for prevention actions assigned to communities. The community assignment must be made in the Scenarios. Users will not be able to make new community assignments in this module.

Note that WPSAPS initially displays only those prevention actions in the General Actions that were *populated* when the scenario was created. If users select and review "Specific" Actions, WPSAPS shows those action sets. Remember to select each PU when generating Specific Action Sets.

Community level actions are accessed in the same manner as they were set up. WPSAPS remembers those that were established for the scenario and indicates them with the checkmark at the far right in the column labeled "Community". Users will not be able to edit these actions directly on the Prevention Action line. They will need to enter the Community Actions screen to edit them

To redistribute the actions for a prevention action, click on "EDIT" for that prevention action. Adjust the values for each month. The values can be typed in directly or adjusted with the small up and down arrows in the prevention action cell. When finished, click on "Update".

To complete the YAP, users will need to also select "Specific Actions" by using the drop-down menus to edit the action sets associated with those categories.

The screenshot displays the 'Yearly Action Plans' interface. At the top, there is a 'NEW ACTION PLAN' button. Below it is a table with the following data:

| Name | FTE | Scenario | LOAD | DELETE |
|------|------|------------------|------|--------|
| 2023 | 0.77 | Budget Custom | LOAD | DELETE |
| 2024 | 0.77 | Budget Custom | LOAD | DELETE |
| 2022 | 0.77 | Budget Custom | LOAD | DELETE |
| Test | 0.95 | Budget Benchmark | LOAD | DELETE |

Below the table, there are two dropdown menus: 'Specific Action' and 'West Side'. A red arrow points to the 'Specific Action' dropdown. There is also a checkbox labeled 'Hide Rows With Zero Planned Hours'. At the bottom, there is a detailed table for 'CommunityActions':

| Action | Description | Jan |
|--------|---|-----|
| SA-34 | Community Education - Mitigation Programs | 0 |
| SA-35 | Individual Contacts | 1 |
| SA-36 | Community Contact - Key Person | 1 |

The workflow is the same for Specific Actions, except that users need to develop the workloads each individual PU.

It is strongly recommended for the user to review the YAP recommended by WPSAPS and make any needed scheduling changes to fit the MU's needs.

Note: The WPSAPS Planning module will not allow users to add new actions to a scenario's action set. It only allows the user to change the months, and quantities by month planned for the action. To add actions, the user will need to create a new scenario; add the missing actions; complete the scenario; and add it to the Yearly Action Plan list.

Tips for working with YAPS

- Users will not be able to increase prevention actions above what was established for the Scenario in the YAPs. To make adjustments, return to the scenario, then change and save the action sets. Users will also need to delete any previously created YAPs associated with the scenario. Then reload the scenario in the YAP module and re-create new ones for the adjusted Scenario.
- WPSAPS allows users to create YAPs with less hours than was planned in a scenario. This is useful when developing individual YAPs for a WFPP with multiple employees.

- WPSAPS initially distributes the prevention actions near the front of the year and tries to equally distribute them throughout the year. Users will want to redistribute those prevention activities to more closely match the needs through the year.
- When setting up YAPs think about the seasonal needs to conduct certain types of prevention actions. For example, school programs are only practical when school is in session. Similarly, patrol should be increased during the normal fire season and reduced during low fire danger. Season doesn't impact some prevention actions, so these can be scheduled during any month. Examples are updating the sign plan, or meeting with the fuels staff.
- If a user changes the scenario a YAP was based on, the YAP must be re-created to have those changes be used. That means deleting the original YAP and starting over.
- Set up YAPS to reflect a single year, not a repeating year. There will need to be a YAP for each year to report accomplishments.
- Be aware, unplanned prevention actions cannot be added when creating the YAP. Users will need to return to the Scenario and edit it. Then return to the YAPs, delete the old YAP and create a new one.

Once the user is satisfied with their YAPs, they may move on to the Reports Module.

STEP FIVE: REPORTS

To print reports from WPSAPS, the user navigates to the Dashboard for the MU they want to work with. To Enter "Reports" from the dashboard, the user clicks on the icon below the word "Reports".

NOTE: All of the reports can be saved to PDF files.

| Reports |
|--|
| GENERAL AND SPECIFIC PLANNED ACTION REPORTS |
| PLANNED COMMUNITY ACTIONS REPORTS |
| ACCOMPLISHED COMMUNITY ACTIONS REPORTS |
| GENERAL AND SPECIFIC ACCOMPLISHMENT REPORTS |
| MANAGEMENT UNIT WITH PREVENTION UNIT RANKING |
| STRUCTURAL IGNITABILITY |
| ANNUAL PREVENTION EFFECTIVENESS SUMMARY |
| FIRE DANGER REPORT |

A. General and Specific Action Reports

This report produces a tabular output of the General and Specific Actions in a YAP. Users select the YAP, then the action category. If the action category is “Specific” actions, then users also select the PU you want.

The prevention actions are provided by month.

It is useful to provide the prevention staff with a simple yearly work plan to help schedule their activities.

B. Planned Community Actions Reports

This report shows all of the prevention actions that have been planned at the community level, by community. The community level prevention actions for both the General and Specific Actions appear on the report.

C. Accomplished Community Action Reports

This report shows all of the accomplishments that have been reported for prevention actions at the community level. It includes planned and unplanned prevention actions.

D. General and Specific Accomplishment Reports

This report shows the accomplishment progress for the selected YAP. It uses the same menu selection format as the General and Specific Action Reports. The report is in tabular format and has a selection box that allows you to hide any unused Actions. The Planned Actions are shown above the Accomplished Actions. The incomplete actions are shaded in orange. The background for completed actions changes to white.

E. MU with PU Ranking

This report lists the PUs and communities along with their overall risk rankings. For the PUs, it also shows the predominant vegetation.

It is useful for illustrating the PUs and Communities with the highest priority for conducting prevention actions.

F. Structural Ignitability

This report shows the averages for each of the structural ignitability attributes for all communities across the MU.

It is useful to help the prevention staff focus their messages addressing structural vulnerability.

A second table in this report shows the fuel treatment needs, based on the field surveys. It is useful for meeting the requirements of a CWPP and for connecting the prevention program and the fuel treatment/vegetation management efforts at the MU.

G. Annual Prevention Effectiveness Summary

This report shows the effectiveness of the prevention program in terms of the number of staff hours planned, number of fires prevented, and estimated suppression costs averted by completed scenario on an annual basis. Users select the scenario and WPSAPS provides the report.

It summarizes the hours planned for each prevention action category. This report is the only place users can obtain this information.

It is useful to compare the results of various scenarios and determine the most effective.

H. Fire Danger Report

This report shows all of the prevention actions and lists those that should increase with increasing fire danger and those that should decrease. It also has recommendations for each action, at each level of fire danger.

It is useful to prevention staff as a fire season develops, to help them prioritize their workload.

III. WPSAPS PREVENTION ACTION DEFINITIONS

GENERAL ACTIONS DESCRIPTIONS

Education

GA-1 Prepare Prevention Sign Plan

Estimate *the number of wildfire prevention sign plans* to be written, or complete plan re-writes for the year. Normally this will be one plan for the entire MU. Some highly complex MUs may have a separate sign plan for some, or all PU's. Workload planning factor is 24 hours per plan.

GA-2 Maintain Prevention Sign Plan

Estimate *the number of updated, revised or maintained wildfire prevention sign plans* for the year. Workload planning factor is 4 hours per updated plan.

GA-3 Provide Fire Danger Ratings

Estimate *the annual number of contacts made, when fire danger ratings are sent* to those maintaining fire danger rating signs. This is not the number of days, but the number of contacts made. Count each contact made for each day ratings are expected to change. Workload planning factor is 1 hour per contact.

GA-4 Mass Media Contacts

Estimate *the average number of wildfire prevention general media contacts* that normally occur each year. These include telephone and e-mail contacts. Count each of these contacts each time they are expected to occur. Normally, these will be contacts with radio or newspapers. Do not include values from entries provided for PSA, TV or social media. Workload planning factor is 2 hours per contact.

GA-5 PSAs/Releases Written

Estimate *the average number of wildfire prevention news releases* that are written annually. Workload planning factor is 8 hours per release.

GA-6 PSAs/Releases Distributed

Estimate *the average number of wildfire prevention news releases that are distributed* annually. Count each location planned for distribution. If mass emails/faxes or similar distributions are used, count as one distribution. Workload planning factor is 2 hours per distribution.

GA-7 Mass Media Contacts – Television

Estimate *the average number of wildfire prevention television news appearances* made annually. Workload planning factor is 3 hours per appearance.

GA-8 Mass Media Contacts – Web Design

Estimate *the annual number of days designing or maintaining Internet sites* specifically for wildfire prevention. Workload planning factor is 8 hours per day when designing/maintaining.

GA-9 Social Media – Account Creation

Estimate *the annual number of social media accounts created* specifically for wildfire prevention. Workload planning factor is 8 hours per account created.

GA-10 Social Media Postings

Estimate *the annual number of updates* to social media accounts specifically for wildfire prevention. Workload planning factor is 1 hour per posting.

GA-11 Training in Wildfire Prevention

Estimate *the annual number of wildfire prevention specific trainings* to be conducted for fire staff, volunteer fire departments, or other employees. These may be introductory training, or other training which enhances wildfire prevention. Workload planning factor is 8 hours per training session.

GA-12 Deliver Adult Educational Programs

Estimate *the annual number of adult educational prevention programs* conducted. Workload planning factor is 8 hours per program.

GA-13 Prepare Interagency Prevention Campaigns

Estimate *the annual number of interagency, wildfire prevention campaigns* that will be developed or planned. 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. This also includes planning and developing a Youth Fire Intervention Program. Workload planning factor is 24 hours per campaign.

GA-14 Implement Interagency Prevention Campaign

Estimate *the annual number of days implementing* interagency wildfire prevention campaigns. Workload planning factor is 8 hours per day planned for implementing the campaign.

GA-15 Develop Cause Specific Fire Prevention Campaigns

Estimate *the annual number of cause specific wildfire prevention campaign plans* that are going to be developed. This is the development of a campaign, targeting a specific ignitions source, such as dragging chains, or campfires. Workload planning factor is 16 hours per campaign.

GA-16 Implement Cause Specific Fire Prevention Campaigns

Estimate *the annual number of days implementing* cause specific wildfire prevention campaigns. This action should not be used unless GA-15 was used previously. Workload planning factor is 8 hours per day planned for implementing the campaign.

GA-17 Participate in Level 1 School Programs

Estimate *the annual number of team teaching school programs* conducted. These are the complex, multi-day, multi-organization events, such as outdoor classrooms, where several schools bring classes for educational programs, to stations staffed 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 count the single event. Less commonly, these events can also include train the trainer courses, such as “Project Learning Tree”. Workload planning factor is 40 hours per event.

GA-18 Deliver Children’s Educational/ School Program (Level 2)

Estimate *the number of days spent* providing children’s educational/school programs. This includes bilingual and cause specific programs. Workload planning factor is 8 hours per day providing programs.

GA-19 Parade Float Construction

Estimate *the annual number of times* a program prepares, plans and organizes a wildfire prevention float for a parade. This must be a devoted wildfire prevention float, rather than a multiple purpose promotional float, where prevention has a part. Workload planning factor is 40 hours per float.

GA-20 Parades Participated In

Estimate *the annual number of parades* the prevention program participates in. Workload planning factor is 8 hours per parade.

GA-21 Planning and Staffing a Fire Prevention Booth

Estimate *the annual number of days planning for, and staffing* a wildfire prevention booth at fairs, pow wows or similar events. These are anywhere a booth is staffed. Workload planning factor is 8 hours per day of staffing.

GA-22 Conduct Sports Activity

Estimate *the annual number of sports events* the wildfire prevention program will conduct or participate in. This includes: major sports, minor league sports, rodeos, and youth sports programs. (This is more than a simple character appearance.) Workload planning factor is 40 hours per event.

GA-23 Order Fire Education Materials

Estimate *the number of times wildfire prevention education materials are ordered* for a program annually. WPSAPS automatically includes at least one order annually. Workload planning factor is 4 hours per order.

GA-24 Design Prevention Printed Materials

Estimate *the annual number of wildfire prevention and education printed materials* designed for a specific program or issue. This includes brochures, posters, door hangers, rack cards, fliers, fact sheets, etc. Workload planning factor is 16 hours per design.

GA-25 Design and Place Exhibits

Estimate *the number of wildfire prevention exhibits/displays* that are planned 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. This includes organization, set-up, and any necessary monitoring. Workload planning factor is 24 hours per exhibit.

GA-26 Conduct Prevention Poster Contest

Estimate *the number of wildfire prevention poster contests* that are conducted annually. This also includes similar events such as artwork, poetry, or essay contests, where fire prevention is the theme. This includes planning, organizing and implementation. Workload planning factor is 40 hours per contest.

GA-27 Establish/Maintain Key Person Contacts

Estimate *the number of individual key person contacts* for wildfire prevention. Include people such as fire chiefs, mayors, tribal/municipal/county officials and employees, elders, other regional or agency personnel, cooperators, and others with influence, ability or authority to

deliver a wildfire prevention message at the overall unit. Include repeat contacts through the year. Workload planning factor is 2 hours per contact.

GA-28 Establish/Maintain Group Contacts

Estimate *the number of group contacts* for wildfire prevention. Include groups such as Tribal Council, Boy/Girl Scout camps, church camps, resorts, outfitter groups, homeowner associations, Tribal Youth Council, elder groups, other agency personnel, cooperators, etc. This action is not conducting educational programs, but the meetings/contacts for planning or discussion purposes. Includes repeat contacts through the year. Workload planning factor is 3 hours per group contact.

Engineering

GA-29 Public Utility Company Coordination

Estimate *the annual number of days program staff coordinates with companies* on wildfire prevention. Coordination can include meetings to discuss power distribution networks, line inspection results, safety, or investigation results. Workload planning factor is 8 hours per each day of coordination.

GA-30 Government Agency and Cooperator Coordination

Estimate *the annual number of days program staff coordinates with government agencies* on wildfire prevention issues including message coordination, event planning, inspections, and material development. This would include any department within any level of government, including tribes. Workload planning factor is 8 hours per each day of coordination.

Enforcement

GA-31 Permitting

Estimate *the annual number of permits to be issued* for burning, blasting, welding and campfires. If accurate data is not available, use best estimate. Workload planning factor is 1 hour per each permit.

GA-32 Training for Issuing Permits

Estimate *the annual number of trainings* for employees on issuing burning, blasting, welding and campfire permits. Workload planning factor is 2 hours per each training.

GA-33 Prepare Fire Restriction/Closure Plans

Estimate *the number of wildfire restriction and procedures plans* prepared. This plan covers public use restrictions and implementation procedures. There will normally be just one Restrictions/Closure Plan per MU. This action also only occurs once for a MU or PU, not annually. Workload planning factor is 16 hours per plan.

GA-34 Update Fire Restriction/Closure Plans

Estimate *the number of wildfire restriction and procedures plans* reviewed and/or updated annually. There will normally be just one Restrictions/Closure Plan per MU. This plan covers public use restrictions and implementation procedures. Workload planning factor is 4 hours per plan.

GA-35 Implement Fire Restriction/Closure Plans

Estimate *the number of times* the Restriction/Closure Plan will need to be implemented. This can include implementation at any level. Workload planning factor is 16 hours per implementation.

GA-36 Spark Arrester Training

Estimate *the number of annual trainings for personnel* to inspect spark arresters. This includes formal training, field-testing and use of the spark arrester guide. Workload planning factor is 4 hours per training.

GA-37 Review Special Use Permits

Estimate *the number of special use permits reviewed* annually to ensure that adequate wildfire precaution criteria for the activity are included in the permit. Workload planning factor is 1 hour per review.

GA-38 Review Fire Prevention Criteria in Industrial Contracts

Estimate *the number of industrial operations contracts reviewed* annually to ensure adequate wildfire precaution criteria for the activity is included. Workload planning factor is 1 hour per review.

GA-39 Develop Fire Prevention Patrol Plan

Estimate *the number of written wildfire prevention patrol plans* developed. Normally there will only be one patrol plan for the MU. A highly complex MU may have a separate patrol plan for each PU. This action only occurs once for a MU or PU, not annually. Workload planning factor is 24 hours per plan.

GA-40 Update Fire Prevention Patrol Plan

Estimate *the number of wildfire prevention patrol plans* reviewed and updated annually. Normally there will be one plan per MU. A highly complex MU may have a separate patrol plan for each PU. Workload planning factor is 8 hours per updated plan.

Administration

GA-41 Prepare/revise Wildfire Prevention Plan

Estimate *the number of hours needed* to prepare a new unit wildfire prevention plan, or complete a major revision. Depending on the agency requirements and MU complexity, this action could require between 80 and 200 hours to complete. Workload planning factor is 1 hour per hour spent working on the plan.

GA-42 Maintain or Update Fire Prevention Plan

Estimate *the number of hours needed* to review and update a unit prevention plan. This action is for minor revisions to a prevention plan. Workload planning factor is 1 hour per hour spent reviewing or updating the plan.

GA-43 Participate in Prevention Committee Meetings

Estimate *the number of wildfire prevention committee meetings* to be attended annually. This includes interagency prevention committees, fire safe councils, cooperatives, and other national, regional or local organizations. Workload planning factor is 8 hours per meeting.

GA-44 Develop Prevention Preparedness Plans

Estimate *the number of preparedness plans* required for wildfire prevention to be written. These include Fire Danger Operating Plans. There is normally just one of these per MU, ever. Workload planning factor is 16 hours per plan.

GA-45 Update Prevention Preparedness Plans

Estimate *the number of plans* to be reviewed. These include Fire Danger Operating Plans. Workload planning factor is 4 hours per plan.

GA-46 Develop Communications Plan

Estimate *the number of wildfire prevention communications plans* to be written. There is normally just one of these per MU, ever. A highly complex MU might have a separate Communications Plan for some, or all of the PUs. Workload planning factor is 24 hours per plan.

GA-47 Update Communications Plan

Estimate *the number of wildfire prevention communications plans* to be updated. There is normally just one of these per MU. A highly complex MU might have a separate Communications Plan for some, or all of the PUs. Workload planning factor is 8 hours per plan updated.

GA-48 Develop Reports

Estimate *the number* of risk assessment reports, success stories, accomplishment reports or other reports relevant to the prevention program that are expected to be prepared. Workload planning factor is 24 hours per report.

GA-49 Order Prevention Teams

Estimate *the number of prevention education teams* that will be ordered for the year. Workload planning factor is 8 hours per team ordered.

GA-50 Manage Prevention Teams

Estimate *the number of prevention education teams* that will be managed for the year. This is normally the same number as GA-49. Workload planning factor is 56 hours per team managed.

SPECIFIC ACTIONS DESCRIPTIONS

Patrol Group

SA-1 Fire Prevention Patrol

Estimate *the annual number of days patrolling* when danger or risk dictates. This is a patrol for fire prevention, according to the unit fire prevention patrol plan, *conducted by wildfire prevention personnel*. Multiple objectives can be accomplished while on patrol, these include checking burn permits, contacting residents distributing fire prevention material, making personal contacts, conducting inspections, evaluating fuel conditions, and updating fire danger signs. It is not simply driving around the unit looking for smoke. Workload planning factor is 6 hours per day of patrol.

Signs Group

SA-2 Maintaining Signs

Estimate *the number of times* wildfire prevention signs are maintained annually by prevention staff. Maintenance includes vegetation control, fresh paint, replacing posters, making repairs, and updating information. Workload planning factor is 2 hours per sign maintained.

SA-3 Constructing Additional Signs

Estimate *the number of new signs* to be constructed annually by the wildfire prevention program. These are either new signs or replacement signs for existing signs. The user should consider what the average life expectancy is for a sign, and average the replacement into the number of signs. Workload planning factor is 12 hours per sign constructed.

SA-4 Sign Inspection, No Action

Estimate *the number of sign inspections* conducted annually. Includes travel time to sign locations. Workload planning factor is 1 hour per sign inspected.

SA-5 Billboard Contracting and Design

Estimate *the number of billboards designed* and contracted to display a wildfire prevention message. Workload planning factor is 24 hours per billboard contract.

SA-6 Electronic Sign Agreements

Estimate *the number of electronic sign agreements* entered into annually, to display a wildfire prevention message. Workload planning factor is 8 hours per agreement.

SA-7 Electronic sign message updates

Estimate *the annual number of electronic sign messages* updated. Workload planning factor is 1 hour per update.

Law Enforcement Group

SA-8 Issuing Warnings and Citations

Estimate *the number of fire related written warnings or citations* that are expected to be issued annually. This is based on the historical average for the selected PU. Workload planning factor is 1 hour per warning or citation.

SA-9 Appearing in Court

Estimate *the annual number of appearances* wildfire prevention staff make in court, related to fire law violations. This is not normally a planned action, unless the user is aware of a pending legal case. In larger, more complex jurisdictions this may be based on the historical average for the selected PU. Workload planning factor is 16 hours per appearance.

SA-10 Initial Fire Investigations

Estimate *the annual number of origin and cause determinations* performed by wildfire prevention staff where no follow-up or written report is produced. This is based on the historical average number of fires in the selected PU. Workload planning factor is 4 hours per investigation.

SA-11 Fire Investigation

Estimate *the annual number of origin and cause determinations with written reports*, performed by wildfire prevention staff. This is not normally a plannable action. In larger, more complex jurisdictions, a historical average for the selected PU may be available. Workload planning factor is 20 hours per investigation.

SA-12 Tip Program Promotion

Estimate *the number of hours promoting* the tip program. Includes development of written materials and distribution of those materials. Workload planning factor is 1 hour per hour spent promoting tip programs.

SA-13 Order Additional Investigation Resources

Estimate *the number of orders* to be placed for additional fire investigators and similar resources to improve law enforcement efforts related to wildland fire. The workload planning factor is 4 hours per order.

Hazards Group

SA-14 Annual WUI/Non-WUI Fuels Management Coordination

This is *an annual meeting with fuels program* to coordinate efforts between fuels and wildfire prevention programs to discuss WUI/Non-WUI issues and incorporate fuels project plans into wildfire prevention mitigation strategies. Workload planning factor is 4 hours per year.

SA-15 Fuel Reduction Site Evaluation

Estimate *the number of sites evaluated* annually for hazard reduction. Workload planning factor is 4 hours per site.

Public Contact Group

SA-16 Establish/Maintain Key Person Contacts

Estimate, for the PU, *the annual number of individual key person contacts* for wildfire prevention. Such as fire chief, mayor, tribal/municipal/county officials and employees, elders, other regional or agency personnel, cooperators, and others with influence, ability or authority to deliver a wildfire prevention message at the overall unit. Includes repeat contacts through the year. Workload planning factor is 2 hours per contact.

SA-17 Establish/Maintain Group Contacts

Estimate *the number of group contacts* for wildfire prevention. Such as Tribal Council, Boy/Girl Scout camps, church camps, resorts, outfitter groups, homeowner associations, Tribal Youth Council, elder groups, other agency personnel, cooperators, etc. This action is not conducting educational programs, but meetings/contacts for planning or discussion purposes. It includes repeat contacts through the year. Workload planning factor is 3 hours per group contact.

Inspections Group

SA-18 Electronic Site Inspections

Estimate *the number of electronic sites* inspected annually. This would include radio, TV, telephone, microwave, and two-way radio repeater facilities. Workload planning factor is 1 hour per inspection.

SA-19 Residence

Estimate *the number of residential wildfire risk inspections*. Follow up contact is included in this activity. Workload planning factor is 2 hours per inspection.

SA-20 Power line Inspections

Estimate *the annual number of miles of power lines* to be inspected. Workload planning factor is 1 hour per mile of inspection.

SA-21 Railroad Track Inspections

Estimate *the annual number of miles of railroad* and right of way to be inspected by prevention staff. Workload planning factor is 1 hour per mile of inspection.

SA-22 Admin Sites/ Resorts/Camps/Fair/Pow Wow/Rodeo Grounds/ Horse Tracks: Initial

Estimate *the number of admin sites*, resorts, camps, fair grounds, Pow Wow grounds, Rodeo Grounds, and Horse Tracks, *that have an annual initial inspection* to identify wildfire

prevention measures needed, before a large event or activity occurs. Workload planning factor is 4 hours per site.

SA-23 Admin Sites/ Resorts/Camps/Fair/Pow Wow/Rodeo Grounds/ Horse Tracks: Follow-up Inspections

Estimate *the annual number of* admin *sites*, resorts, camps, fair grounds, Pow Wow grounds, Rodeo Grounds, and Horse Tracks, *where follow up inspections are* to be *conducted*, to ensure wildfire prevention measures identified in a previous inspection have been addressed. Workload planning factor is 2 hours per site.

SA-24 Other Site Inspections

Estimate *the numbers of* cultural *areas /sites* and historic areas that are *annually inspected* to insure wildfire prevention measures are in place and owners notified of appropriate measures. This may also include temporary sites used by transient workers and special events (Native American ceremonies, movie sets, scouting events etc.) Workload planning factor is 4 hours per site.

SA-25 Improved Campgrounds Inspections

Estimate *the number of improved campgrounds* getting an annual inspection. Improved campgrounds have electric connections, parking pads, picnic tables, and other facilities. This is for the entire campground, do not count each individual campsite inspection. Workload planning factor is 4 hours per campground.

SA-26 Unimproved Campgrounds Unit Inspections

Estimate *the number of unimproved campground* inspections conducted annually. Unimproved campgrounds can be anything from hunting camps, to organized camp sites. What makes them “unimproved” is the lack of facilities such as restrooms, electric connections, etc. These are individual site inspections. Workload planning factor is 1 hour per site.

SA-27 Special Area Risk Inspections/ Analysis

Estimate *the number of special risk areas* that will be inspected annually and have an analysis prepared. This would include such things as shoreline along rivers that have heavy rafting use, OHV routes that are heavily used or are part of an event. This may require a more complex evaluation and problem analysis. Workload planning factor is 8 hours per inspection/analysis.

SA-28 Industrial Contract/Permit Inspections

Estimate *the number of* contracts, permit, and lease *sites inspected annually*. Consider oil and gas well production, timber sales, mining, road construction, power line construction, maintenance contracts etc. Workload planning factor is 1 hour per inspection.

SA-29 Industrial Site Inspection

Estimate *the annual number of inspections* of industrial sites, for wildfire safety compliance. (Fixed sites such as oil wells, wood yards, mining operations, sawmills, etc.) Workload planning factor is 1 hour per inspection.

SA-30 Dumps Inspections

Estimate *the number of dumps* that will be inspected annually for prevention compliance. Dump sites can be legal, or illegal. “Green box” sites are also included here. Workload planning factor is 1 hour per dump site.

SA-31 Spark Arresters Inspections

Estimate *the number of spark arrestors* that will be inspected annually. Include off highway vehicles, chainsaws, generators, etc., that are not part of a timber sale or industrial operation. The estimate may be based on average number of inspections done in previous years. Workload planning factor is 1 hour per inspection.

SA-32 Burning permits Inspections

Estimate *the number of burning permit* sites that will be inspected. Workload planning factor is 1 hour per inspection.

SA-33 Target Range Inspections

Estimate *the number of target ranges* that will be inspected annually. These could be designated formal ranges or informal, unregulated ranges. Workload planning factor is 1 hour per range inspected.

Community Actions Group

SA-34 Community Education Mitigation Programs

Estimate *the number of wildfire mitigation/prevention educational programs* provided annually in specific communities. 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. These may be interagency programs prevention staff are actively participating in. They are only those programs that are not included in general actions. Workload planning factor is 8 hours per program.

SA-35 Individual Contacts

Estimate *the number of individuals contacted* annually in the course of doing daily prevention work such as patrol, events, and festivals where wildfire prevention is discussed. These are not key contacts. Workload planning factor is 1 hour per contact.

SA-36 Community Contact: Key Person

Estimate *the annual number of community key person contacts* for wildfire prevention. Such as fire chief, mayor, tribal/municipal officials and employees, community professional, elders, private campground hosts, other agency personnel, cooperators, and others with influence in the community, that have not been previously accounted for, under general or specific actions. Include repeat contacts through the year. Workload planning factor is 2 hours per contact.

SA-37 Community Contact: Groups

Estimate *the number of community group contacts* for wildfire prevention. Such as Tribal Council, Boy/Girl Scout camps, church camps, resorts, flower clubs, cooperators, outfitter groups, homeowner associations, Tribal Youth Council, elder groups, other agency personnel, etc. that have not been previously accounted for, under general or specific actions. These are not conducting educational programs but are meetings/contacts for planning or discussion purposes. Includes repeat contacts through the year. Workload planning factor is 3 hours per contact.

SA-38 Community Risk Assessment: Field Surveys and Site Visits

Include *one for each community to have their risk assessed*. This is usually the risk assessment associated with WPSAPS and is completed only once per planning cycle. (Note the workload factor does not support a more complex assessment.) Workload planning factor is 1 hour per community.

SA-39 Wildfire Threat Notification/Procedures

Estimate *the number of times the prevention program provides wildfire threat notifications* to each community annually, and recommends mitigation measures and procedures, for threat levels. Workload planning factor is 1 hour per notification.

SA-40 Rural Fire Department Assistance

Include one assist if the prevention staff plans to work with the community fire department on prevention. This may or may not be an annual activity. This assistance does not include staffing the department for suppression/dispatch (except as a wildfire investigator). It includes providing assistance with grants, providing specialized assistance/coordination on wildfire investigations or similar prevention efforts where the RFD is the lead agency. It does not include training. Workload planning factor is 16 hours per RFD assisted.

SA-41 Community Wildfire Protection Plans (CWPP)

If the prevention staff will be assisting a community develop a CWPP, include one of these. Workload planning factor is 24 hours per CWPP.

SA-42 CWPP: Community Involvement

If the prevention staff will be engaged with a community to reach out, for input and collaboration in the development of their Community Wildfire Protection Plan, include one of these for the community. Workload planning factor is 24 hours per community.

SA-43 Conduct Character Appearance

Estimate *the number of events* where a costumed character will be used to promote wildfire prevention. These appearances are where no other educational effort is made. Examples are appearances at festivals, powwows, sporting events, and open houses. Workload planning factor is 8 hours per appearance.

IV. HOW TO PREPARE A WFPP USING BIA'S STANDARD WILDFIRE PREVENTION PLAN OUTLINE

A Standard WFPP Outline has been adopted by the BIA. This outline must be followed to meet the national standard for a WFPP. If the unit is developing their WFPP as a “Spatial WFPP,” it will still need to provide a written WFPP using the Standard Outline. The spatial WFPP will include an expanded use of maps. Additional information on Spatial WFPPs is found in the BIA’s Wildfire Prevention Handbook (90 IAM Chapter 5).

This section of the Guide uses the Standard WFPP Outline to describe the required program components at each step in the planning process. The WUI/Prevention Specialists have access to a WFPP Template that does not expire. WFPP’s prepared with this template have no expiration date. Request a copy of the template from your WUI/Prevention Specialist, if a non-expiring WFPP suits your needs.

The Standard WFPP Outline is comprised of a prologue and five numbered sections:

The Prologue – Includes the Cover page, Signatures, Table of Contents, and Executive Summary.

- I. **The Introduction** – The documents included in this section provide the link between the prevention program and the FMP. It states the Tribal/Fire Management/Prevention objectives and documents the collaborative process.
- II. **The Situational Analysis Section** –This section presents a situational analysis of the management unit and describes the existing conditions. It includes a description of the management unit, wildfire history and cause data, history of prevention efforts, prevention strategies, and risk assessments for the management unit, communities, and fuel conditions.
- III. **The Fiscal Analysis Section** – This section consists of the workload summary, effectiveness analysis, budget development, and cost-benefit analysis.
- IV. **The Implementation Section** – This section includes the program’s policy and administrative requirements, and lists of the planned General, Specific, and Community Actions. It also includes a discussion of the options for reducing structural ignitability and a prioritization of the hazardous fuel areas. It discusses the annual planning calendar, supporting plans, and accomplishment reporting requirements. Together these sub-sections provide a road map to success.
- V. **The Appendices** – The Appendices for the WFPP contain all supporting materials that have been referenced in the WFPP. Appendices are included to provide information that is too detailed for the text of the WFPP.

Additional details are provided below regarding the required content for each section of the Outline.

THE PROLOGUE

Cover Page.

At a minimum, this page must include the name of the planning unit, the type of plan (this should nearly always be “Wildfire Prevention Plan”), the time period the plan covers, and the date of completion.

Optional elements include the approval date, the author, Tribe or BIA Agency address, web address, phone number, email address, any Tribal/BIA Agency seals or logo, and appropriate artwork or photography.

Signature Page.

Once a WFPP has been prepared (either new or revised) it must undergo a review and approval process to be considered for funding. The minimum signatures required for approval are:

- The Preparer
- The BIA Agency Superintendent or an authorized Tribal official
- The Regional WUI/Prevention Specialist (this signature is skipped if the WUI/Prevention Specialist is the principal author)
- The Regional Fire Management Officer, Forester or Natural Resource Branch Chief
- The Regional Director (RD) (or Acting)

Optional signatures may include the prevention technician/specialist(s), local unit or regional fuels specialist, fire management officer, and an authorized law enforcement person.

The following business rules apply to the signature page to ensure consistency and that proper authorizations are recorded:

- The signature for local concurrence must be the BIA Agency Superintendent, Deputy Superintendent (if authorized), Tribal Fire Program Director, Tribal Natural Resource Director, or principal Tribal executive officer (Chief, Principal Chief, Chair etc.).
- The Regional WUI/Prevention Specialist must review and concur with the WFPP, unless this person was the preparer. This review is for policy compliance, quality control, and the practicality of the planned actions.
- The WFPP must be recommended for approval by the Regional Fire Management Officer, Regional Forester, Regional Natural Resources Officer, or equivalent.

- The RD, an authorized Deputy RD, or an authorized Acting RD must approve the WFPP.
- Minor revisions and edits must be documented, but do not require a repeat of the approval process.
- Any revision affecting program budget, overall workload, salary grade, expertise level, effectiveness, or number of personnel requires a new approval page.

Table of Contents.

The table of contents must include the page numbers and list the major headings. This section also includes any lists of tables, figures, or appendices.

Executive Summary.

The Executive Summary summarizes the analysis, planning process, and implementation recommendation for the plan. It is a short (one or two pages) introductory section; however, it does not introduce any additional or new information. At a minimum it summarizes:

- History of prevention in the unit
- Purpose of the plan
- A description of the planning process used
- The results of planning process – positions and budget

I. THE INTRODUCTION

This section discusses the prevention plan, the planning process, and the goals and objectives. There should be three sub-sections in the Introduction: A. Purpose and Scope; B. Management Goals and Objectives; and C. Collaborative Process.

A. Purpose and Scope.

This sub-section provides a short description of the purpose for the WFPP or revision. It includes the name of the jurisdiction(s), time period the WFPP covers, and what higher level plan this one is tiered to. It should also state that the plan meets the BIA standard for CWPP equivalency (if it does).

Additionally, this sub-section includes a description of the analysis software used in the planning process. When an alternate (other than WPSAPS) process is used to conduct the analysis, it is the responsibility of the WUI/Prevention Specialist to ensure that the process used produces outputs equivalent to these.

B. Management Goals and Objectives.

The goals come from the higher-level plan identified in Purpose and Scope. These are the goals that are prevention oriented or that have a prevention component. These should include references to the original document.

Business rules for this section are found in the 90 IAM Chapter 5 – H, BIA Prevention Handbook.

C. Collaborative Process.

This sub-section identifies the collaborative partners that provided input in preparing this WFPP.

Business rules for this section are found in the 90 IAM Chapter 5 – H, BIA Prevention Handbook.

II. THE SITUATIONAL ANALYSIS

This section documents the current situation, planning process, and analysis that was used. There are seven sub-sections and three required tables in the Situational Analysis.

A. Description of the Management Unit.

This sub-section describes the overall Management Unit using descriptions from the Fire, Forest, or IRMP. It includes geographic boundaries, management unit boundaries, and vegetation types. The total acreage in the planning unit by ownership category should also be included. The sources for this information may include local unit fire management plan, BIA/Tribal Realty Office, or other fire protection data. Maps are useful in displaying the planning unit boundaries. WPSAPS provides the following maps and layers to augment the Management Unit description.

Values at Risk Rating

This map shows the values at risk based on the risk assessment scores. It is useful to illustrate the potential impacts of wildfires on the risk assessment values.

Wildfire Hazard Potential

This map depicts the relative potential for wildfire that would be difficult for suppression resources to contain. Areas mapped with higher WHP values represent fuels with a higher probability of experiencing torching, crowning, and other forms of extreme fire behavior under conducive weather conditions, based primarily on landscape conditions at the end of 2012. It was produced by the USDA Forest

Service, Fire Modeling Institute, to help inform evaluations of wildfire risk or prioritization of fuels management needs across very large landscapes (millions of acres). It is useful to illustrate areas at risk. It also includes the WUI layer.

Plan Boundaries

This map shows the MU and PU Boundaries, and the communities that were included in the plan. It is useful when describing the Management and PUs in the Prevention Plan.

B. Wildfire Occurrence and Historical Data

This sub-section summarizes the wildfire occurrence for the top three cause categories for the Management Unit over the previous 25 years. The source of the data is from WPSAPS.

WPSAPS uses fire data from all of the federal and state agencies in an MU, and that data usually covers a 25-year period. If it is used, it should be identified as the source.

A graphical presentation of the wildfire occurrence data is useful to illustrate the primary cause categories and occurrence trends. WPSAPS provides the following map layers that can illustrate the fire history.

History Rating

This map shows the fire occurrence ratings, based on the number of wildfires in each PU. It is useful when discussing fire occurrence in the prevention plan.

Human Caused Fires

This map, based on the Karen Short dataset, is an actual depiction of the human caused fires, by cause. The map is customizable by year and by cause. To change the year or the cause, use the drop-down selectors at the right of the map, beneath the map layer switcher. Note, the causes may go beyond the standard 8 human fire causes. It is also subject to the same data limitations as the Fire Occurrence map. It is useful in displaying the geographic locations of various fire causes, when discussing fire occurrence, in a prevention plan.

Human Caused Fire Size

This map, based on the Karen Short dataset, is a graphical depiction of human caused fire sizes, by cause. The map is customizable by year and by cause. To change the year or the cause, use the drop-down selectors at the right of the map, beneath the map layer switcher. Note, the causes go beyond the standard 8 human fire causes. It

is useful in displaying the geographic locations of various fires, by size and cause, when discussing fire occurrence in a prevention plan.

Human Caused Fire Discovery Month

This map, based on the Karen Short dataset, shows the fire occurrence by location and month. The map is customizable by year and by cause. To change the year or the cause, use the drop-down selectors at the right of the map, beneath the map layer switcher. Note, the causes go beyond the standard 8 human fire causes. It is useful in displaying when some prevention actions may be most effective.

Human Caused Fire Discovery Day of Week

This map, based on the Karen Short dataset, shows the fire occurrence by location and day of the week. The map is customizable by year and by cause. To change the year or the cause, use the drop-down selectors at the right of the map, beneath the map layer switcher. Note, the causes go beyond the standard 8 human fire causes. It is useful in displaying what day of the week, some prevention actions may be most effective.

Fire Occurrence

This map, based on the Karen Short dataset, shows the fire occurrence density. It is useful for the prevention staff, and planner to use when describing where wildfire activity is the highest.

This sub-section must also identify the three highest human causes for wildfire in the MU for the General Actions in WPSAPS.

C. History of Prevention Efforts.

This sub-section briefly describes the history of wildfire prevention in the Management Unit in narrative form.

D. Prevention Strategy.

This sub-section describes the Prevention Strategy, based on the Fire History analysis, and the NWCG's *Wildfire Prevention Strategies*. The *Wildfire Prevention Strategies* can be found online at: <https://www.bia.gov/bia/ots/dfwfm/bwfm/wildfire-prevention-and-education/prevention-resource-library>.

This section should state what percentages were applied to General and Specific Actions in the selected WPSAPS Scenario.

E. Management Unit Assessment.

This sub-section describes the Management Unit and/or Prevention Units (PUs). The management unit may have multiple Fire Management Units (FMUs) established in the local FMP and these may be used as PUs, if further delineation is not needed. The PUs are the lowest level of delineation for area planning in the WFPP. The term “Prevention Unit” replaces the previous term “Compartment.”

List and briefly describe each PU.

Maps are useful to illustrate the FMUs and PUs.

Table 1: Composite Prevention Unit Assessment Summary (formerly Compartment Assessment Summary) **is a required table** and is located in this section of the plan. This table displays the composite risk assessment of the fire management and/or prevention units. It is used in prioritizing the planned prevention actions. This table is generated by the risk assessment. A template for Table 1 can be found online at: <https://www.bia.gov/bia/ots/dfwfm/bwfm/wildfire-prevention-and-education/prevention-resource-library/bia-prevention-handbook>.

Extensive knowledge of the risks, hazards, and values within the planning unit is needed to complete this section. The sources for this information may include: any previous risk assessments, maps, and personal observations by the FMO, fire program manager, natural resource officer, Tribal representative, or any other resource officer at the local unit. WPSAPS provides the following maps and reports that may be useful in describing the MU Assessment.

Overall Priority Ranking Map

This map shows the priority ranking for the results of the risk assessment. This map is useful when describing where the work will be prioritized in the prevention plan.

Assessment Rating Map

This map shows the rating for the PUs based on their assessment scores. It does not illustrate the priorities, although the numerical priority ranking is shown. It is useful when discussing or quantifying risk within the prevention plan.

Ignition Risk Rating Map

This map shows the ignition risk or “risk” rating. Again, it shows the overall risk priority rankings, numerically. The map is useful when discussing ignition risks in the prevention plan.

MU with PU Ranking Report

This report lists the PUs along with their overall risk rankings. For the PUs, it also shows the predominant vegetation.

It is useful for completing Table 1.

F. Community Assessment.

This sub-section identifies all of the communities covered in the plan and ranks their risk.

This section should include a description of the screening criteria used to select communities.

Business rules for this section are found in the 90 IAM Chapter 5 – H, BIA Prevention Handbook.

Overall Priority Ranking Map

This map shows the priority ranking for the results for communities in the risk assessment. This map is useful when describing where the work will be prioritized in the prevention plan.

Assessment Rating Map

This map shows the rating for the communities based on their assessment scores. It does not illustrate the priorities, although the numerical priority ranking is shown. It is useful when discussing or quantifying risk within the prevention plan.

MU with PU Ranking Report

This report lists the communities along with their overall risk rankings.

It is useful for completing Table 2.

Table 2: The Community Assessment Summary is a required table. It shows the ranking produced by the Community Assessment. It is used in prioritizing planned community actions. A template for Table 2 can be found online at:

<https://www.bia.gov/bia/ots/dfwfm/bwfm/wildfire-prevention-and-education/prevention-resource-library/bia-prevention-handbook>.

G. Fuels Assessment.

This sub-section describes the vegetation types, fuel types, fuel management projects, fuel treatment methods, and fuels management objectives. These descriptions come from the FMP or from a local unit Fuels Management Plan. Maps are useful in

displaying the distribution of vegetation types. WPSAPS provides the following map that can help describe the fuel conditions.

Fuels Rating

This map shows the fuels risk or “hazard” rating. It shows the overall risk priority rankings, numerically. The map is useful when discussing fuels in the prevention plan.

Wildfire Hazard Potential

This map depicts the relative potential for wildfire that would be difficult for suppression resources to contain. Areas mapped with higher WHP values represent fuels with a higher probability of experiencing torching, crowning, and other forms of extreme fire behavior under conducive weather conditions, based primarily on landscape conditions at the end of 2012. It was produced by the USDA Forest Service, Fire Modeling Institute, to help inform evaluations of wildfire risk or prioritization of fuels management needs across very large landscapes (millions of acres). It is useful to illustrate areas at risk. It also includes the WUI layer.

H. Structural Ignitability Analysis.

This subsection describes the overall issues with structures susceptibility to ignitions. The minimum exposure risks to be included are roofing material; roof hygiene; survivable space; landscaping materials; landscape maintenance; siding; structural hygiene; and flammable storage. The information is gathered during the Community Assessments and expressed as an overall rating of compliance with standards for each vulnerability, covering the entire MU. These ratings can be estimated or measured. The ratings are then combined in WPSAPS for the entire unit and displayed as percentages of compliance in Table 3.

Table 3 Structural Ignitability (formerly Table 12) is a required table. It shows the overall percentages for the most common vulnerabilities across the MU. A template for Table 3 can be found online at: <https://www.bia.gov/bia/ots/dfwfm/bwfm/wildfire-prevention-and-education/prevention-resource-library/bia-prevention-handbook>.

WPSAPS provides the following report that will help complete Table 3.

Structural Ignitability Report

This report shows the averages for each of the structural ignitability attributes for all communities across the MU.

It is useful to help the prevention staff focus their messages addressing structural vulnerability.

III. FISCAL ANALYSIS

This section identifies and describes the planning options considered, and provides an analysis of the workload, effectiveness, and cost-benefit ratio for each option. It also explains the process used to conduct each analysis. Additionally, this section identifies the selected position level(s) and develops a proposed budget. Required Tables 4, 5, 6, 7 and 8 support this narrative.

A. Prevention Scenarios.

This sub-section identifies the scenarios evaluated in developing the plan. These must include the proposed planned scenario.

B. Workload Analysis.

This sub-section describes the number of hours required to implement each option and defines the number of full and part time positions needed. *The minimum annual hourly basis for each full-time position is 1662 hours.* This figure represents the minimum of 80% of the 2080 full time equivalency (FTE) hours as required by policy.

Table 4: Prevention Workload Analysis is a required table. It summarizes the total person hours required to implement each scenario annually. It uses the summary of the total person hours (by category) for the general, specific, and community level prevention actions. The data for this table is taken from the WPSAPS Reports Module. A template for Table 4 can be found online at:

<https://www.bia.gov/bia/ots/dfwfm/bwfm/wildfire-prevention-and-education/prevention-resource-library/bia-prevention-handbook>

This sub-section also provides an analysis of the appropriate expertise level(s) needed to deliver the program. It identifies the standard position description that matches the expertise level needed. This analysis is a required element and is presented in narrative format. Business rules for this section are found in the 90 IAM Chapter 5 – H, BIA Prevention Handbook.

C. Effectiveness Analysis.

This sub-section describes effectiveness percentages for each option considered. For this analysis, effectiveness is defined as “the predicted number of human-caused wildfires avoided,” expressed as a percentage. The WPSAPS model provides the estimated number of fires reduced as its measure of effectiveness. Every planning scenario used in the WFPP must have its fires reduced listed. It may be useful to compare these to the total human-caused fires as shown in the Primary Cause Priority Table for All Prevention Units shown when generating the General Actions Set. The results are presented in **Table 5: Estimated Effectiveness; this is a required table.**

A template for Table 5 can be found online at:

<https://www.bia.gov/bia/ots/dfwfm/bwfm/wildfire-prevention-and-education/prevention-resource-library/bia-prevention-handbook>

Annual Prevention Effectiveness Summary

This report shows the effectiveness of the prevention program in terms of the number of staff hours planned, number of fires prevented, and estimated suppression costs averted by completed scenario on an annual basis. You select the scenario and WPSAPS provides the report.

It summarizes the hours planned for each prevention action category. This report is the only place you can obtain this information.

It is useful to compare the results of various scenarios and determine the most effective.

Primary Cause Priority Table for All Prevention Units

Even though this table is not a report, it provides a reference for evaluating the effectiveness of scenarios. It can be found when selecting the primary causes for the General Action Set. It can be copied and placed in a spreadsheet for editing and use.

D. Budget Development.

This sub-section describes the budget developed to implement the planned scenario.

Table 6: Proposed Annual Budget Summary is a required table that illustrates the costs of program implementation. The salary, EBC, and support costs for each position are included. If one-time “start-up” costs are needed, these are included in Table 6, but are excluded from the cost-benefit analysis.

The preparer must also include in this section a list of anticipated program support items. This is provided to inform the manager on how the support funding should be

used. **Table 7: Program Support Items, is the required table that displays these items.** Refer to Chapters 2 and 3 of the BIA’s Wildfire Prevention Handbook (90 IAM Chapter 5-H) for business rules and further guidance on program funding. Examples of, and templates for Tables 5 and 6 can be found online at:

<https://www.bia.gov/bia/ots/dfwfm/bwfm/wildfire-prevention-and-education/prevention-resource-library/bia-prevention-handbook>.

E. Cost-Benefit Analysis.

The Cost-Benefit Analysis illustrates the impact of the selected scenario.

The cost displayed in the Total \$ column on the Scenarios page in WPSAPS provides the “Costs” for the Cost-Benefit Analysis.

The “Benefits” are found in WPSAPS in the **Annual Prevention Effectiveness Summary Report** under “Suppression Costs Averted Per Year”.

They are displayed as a ratio with the benefits displayed before the colon, and the costs after it. If the benefits are divided by the costs, the result can be displayed in front of a colon, with a number one following. For instance a benefit of \$500,000 and a cost of \$100,000 would be shown as \$500,000: \$100,000, OR as 5:1.

It is BIA policy that the cost-benefit analysis must demonstrate that the savings outweigh the cost of implementation or have a minimum cost-benefit ratio of one to one (1:1) to receive prevention program funding.

Additionally, for WFPP Revisions: the cost-benefit analysis from the previous plan and the changes taking place (if any) with this revision are summarized.

IV. IMPLEMENTATION PLAN

This section describes the planned actions and additional guidance needed for implementation.

A. Standard Program Elements.

The mission of the BIA wildfire prevention program is to reduce human caused wildfires. BIA policy (90 IAM 5-H) requires prevention programs to include specific proven effective wildfire prevention measures, called the “Standard Program Elements,” to secure long-term funding. The current status of each of these elements and any changes needed must be discussed in the Implementation Section of the WFPP.

Refer to Chapter 2 of the BIA’s Wildfire Prevention Handbook (90 IAM Chapter 5-H) for business rules and further guidance on the Standard Program Elements.

The Standard Program Elements are:

1. ***Documented Program Support*** – The purpose of obtaining program support is to ensure that the Tribes, BIA Agency Superintendents, and fire managers agree upon the direction of the prevention program. Describe the forms of Agency and Tribal support for wildfire prevention. Acceptable forms of documentation include any of the following:
 - a. A copy of the approval or signature page of the unit Fire Management Plan (FMP) where a prevention strategy or actions are described
 - b. A Tribal resolution supporting a prevention program
 - c. A letter from the Chief or Chair supporting the program
 - d. Tribal approval of the FMP where a prevention strategy or actions are described
 - e. Tribal approval of the WFPP

Copies of the Tribal support documents must be included in Appendices A and B of the WFPP.

2. ***Documented Wildfire Investigation Policies and Procedures*** – Describe any local procedures or policies established for the MU. The BIA Wildfire Investigation Handbook describes Bureau procedures for conducting wildfire investigations and documenting all fire occurrences. The Wildfire Investigation Handbook supersedes all conflicting investigation procedures identified in WFPP's. A copy of the full policy and procedure for investigating wildfires must be attached in Appendix G of the WFPP.
3. ***A Documented Standard Operating Procedure (SOP) for investigating wildfires***
Describe the Status of the SOP defining the roles and responsibilities of fire investigators and law enforcement when investigating wildfires.

Additional information and details regarding this SOP are provided in the BIA Wildfire Origin and Cause Investigation Handbook. A copy of the SOP must be included in Appendix C of the WFPP.

4. ***Documented Burn Permit System***

Describe the burn permit system and its status. Include a copy in Appendix F of the WFPP. If a burn permit system is not in place, a draft must be included in Appendix F.

5. **Administrative Requirements** –Any special restrictions or business rules that apply to the implementation of the plan are described and documented here. Examples include:

- Requiring the plan to be implemented as written
- Requiring that supporting plans be developed
- Requiring the local unit to devote a position to implement the plan
- Restrictions on the use of funding

Additionally, for WFPP Revisions: any changes needed in the “Standard Elements” are described and deadlines for these changes are established for making them.

B. General Actions Descriptions.

General Actions are implemented over the entire planning unit. They are general in nature. Most increase awareness or provide information to the public about preventing unwanted human caused fires. The General Actions for each year are summarized in **Table 8: The General Actions; this is a required table.** The data for this table is taken from the WPSAPS Reports Module. The definitions for these actions are found in [Chapter III](#) of this technical guide. An example is in the template for Table 8, available online at: <https://www.bia.gov/bia/ots/dfwfm/bwfm/wildfire-prevention-and-education/prevention-resource-library/bia-prevention-handbook>.

The General Action labels in Table 8 are inadequate to convey what is planned for each activity. Therefore, a short statement further describing each planned activity is needed in the General Actions narrative section. Table 8 should display a “typical” year. The General Actions can be edited as needed, without requiring the WFPP to go through a reapproval process.

Refer to Chapter 2 of the BIA’s Wildfire Prevention Handbook (90 IAM Chapter 5-H) for business rules and further guidance on General Actions.

WPSAPS provides the following report to assist with completing Table 8.

General and Specific Action Reports

This report produces a tabular output of the General and Specific Actions in a YAP. You select the YAP, then the action category for General Actions.

The prevention actions in this report are provided by month.

C. Specific Action Descriptions.

Specific Actions are those activities that are planned for a specific area (FMU or PU). The specific actions for each year are listed by PU and summarized in **Table 9: The Specific Actions; this is a required table**. The data for this table is taken from the WPSAPS Reports Module. The definitions for these actions are also found in [Chapter III](#) of this technical guide. An example is in the template for Table 9, is found online at: <https://www.bia.gov/bia/ots/dfwfm/bwfm/wildfire-prevention-and-education/prevention-resource-library/bia-prevention-handbook>.

The Specific Action labels in Table 9 are inadequate to convey what is planned for each activity. Therefore, a short statement further describing each planned activity is needed in the Specific Actions narrative section.

Table 8 should display a “typical” year, rather than attempt to show a ten-year plan. It is assumed that each year will be similar, throughout the planning cycle. The Specific Actions can be edited as needed, without requiring the WFPP to go through a reapproval process.

Refer to Chapter 2 of the BIA’s Wildfire Prevention Handbook (90 IAM Chapter 5-H) for business rules and further guidance on Specific Actions.

WPSAPS provides the following report to assist with completing Table 9.

General and Specific Action Reports

This report produces a tabular output of the General and Specific Actions in a YAP. You select the YAP, then the action category for Specific Actions. A report will need to be generated for each PU. A summary sheet may be provided at the beginning of the table if needed.

The prevention actions in this report are provided by month.

D. Community Level Prevention Action Descriptions.

Community Level Prevention Actions are those prevention activities that occur in a specific community. They do not affect the entire Management or Planning Units. WPSAPS provides users the opportunity to assign any of the General or Specific Actions to communities.

There is no requirement to use Community Level prevention actions. It is up to the local unit to determine if that level of planning or documentation is needed.

List the Community Level Prevention Actions by community and summarize for each year in **Table 10: Community Level Prevention Actions; this is a required table**

when community level prevention actions are planned. The data for this table is taken from the WPSAPS Reports Module.

This is an open format table. The user names a page in the table with the community's name. Then, the user copies the Action (ID #), Description (Planned Action), Units and Workload factor from the *General and Specific Planned Action Reports* in WPSAPS for any action designated at the community level for that community. This is then pasted into the Community's page in Table 10. The amount comes from the Totals column in the *Planned Community Action Reports* in WPSAPS.

There is no summary for this table. Each community with community actions is on a separate page.

The definitions for these actions are also found in [Chapter III](#) of this technical guide. An example is in the template for Table 10 is found online at: <https://www.bia.gov/bia/ots/dfwfm/bwfm/wildfire-prevention-and-education/prevention-resource-library/bia-prevention-handbook>.

The Prevention Action labels in Table 10 are inadequate to convey what is planned for each activity. Therefore, a short statement further describing each planned activity is needed in the Community Level Prevention Actions narrative section.

Table 10 should display a "typical" year, rather than attempt to show a ten-year plan. It is assumed that each year will be similar, throughout the planning cycle. The Community Level Actions can be edited as needed, without requiring the WFPP to go through a re-approval process.

WPSAPS provides the following report to assist with completing Table 10.

General and Specific Action Reports

This report produces a tabular output of the General and Specific Actions in a YAP. You select the YAP, then the action category for Specific Actions. A report will need to be generated for each PU.

The prevention actions in this report are provided by month.

Planned Community Actions Reports

This report shows all of the prevention actions that have been planned at the community level, by community. The community level prevention actions for both the General and Specific Actions appear on the report. **Note:** The Workload Factor for each action will need to be copied from the General and Specific Action Reports.

E. Structural Ignitability Mitigation Actions.

Describe the specific key messages, methods of delivery, and any other activities planned to reduce structural ignitability. These actions should be based on the information in **Table 4: Structural Ignitability**.

Additionally, discuss the planning unit's efforts to help communities become more fire adapted. Treatment of structural ignitability is required for the WFPP to be certified as equivalent to a CWPP.

F. Prioritized Hazardous Fuels Reduction Areas.

Describe the treatment methods and areas prioritized for hazardous fuels treatments. Prioritized areas may consist of PUs, identified WUI areas, communities, or any other geographically defined area. According to HFRA, protection of at-risk communities, watersheds, or projects that implement community wildfire protection plans must be prioritized for fuel treatments. A map is a useful tool to illustrate these. *The prevention personnel and the local unit/regional fuels staff must work together to develop and implement this section.*

WPSAPS provides the following report to assist with completing this section.

Fuel Treatment Needs

A second table in this report shows the fuel treatment needs for each community, based on the field surveys. It is useful for meeting the requirements of a CWPP and for connecting the prevention program and the fuel treatment/vegetation management efforts at the MU.

Table 11 is an optional table. An example is in the template for Table 11 is found online at: <https://www.bia.gov/bia/ots/dfwfm/bwfm/wildfire-prevention-and-education/prevention-resource-library/bia-prevention-handbook>

G. Supporting Plans.

There are several important functions in wildfire prevention that need development during the planning process. Including them in the WFPP would add an undesirable level of complexity. These functions need to be supported by their own implementation plans. These are called supporting plans. This sub-section describes the status of each of the supporting plans required to implement the program in Section G. At a minimum, the following supporting plans are required:

1. Sign Plan in Appendix N
2. Communications Plan in Appendix L

3. Preparedness/Readiness/Fire Danger Operating Plan in Appendix E
4. Patrol Plan in Appendix M
5. Restrictions/Closures Plan in Appendix H

Other supporting plans may be needed to successfully implement the WFPP. These are included at the discretion of the plan author. Examples include a Volunteer Use Plan, Industrial Operations, or Inspection Plan. Guidance on how to develop the required supporting plans is provided in the BIA's [Wildfire Prevention Supporting Plans Technical Guide](https://www.bia.gov/bia/ots/dfwfm/bwfm/wildfire-prevention-and-education/prevention-resource-library/bia-prevention-handbook) found online at: <https://www.bia.gov/bia/ots/dfwfm/bwfm/wildfire-prevention-and-education/prevention-resource-library/bia-prevention-handbook>.

H. Accountability.

This sub-section describes the various methods the unit will use to document activities, report accomplishments, and maintain accountability. The types of accomplishment reports required, their frequency, and any known deadlines must be included. This sub-section also describes any internal reports that will be used at the local unit. Additional details on accomplishment reporting is found in Chapter 2 of the BIA's Wildfire Prevention Handbook and the BIA's [Wildfire Prevention Accomplishment Reporting Technical Guide](https://www.bia.gov/bia/ots/dfwfm/bwfm/wildfire-prevention-and-education/prevention-resource-library/bia-prevention-handbook). The Technical Guide is found online at: <https://www.bia.gov/bia/ots/dfwfm/bwfm/wildfire-prevention-and-education/prevention-resource-library/bia-prevention-handbook>.

V. APPENDICES

The WFPP Appendices may be provided electronically or on paper. At the end of the WFPP, the contents of the Appendices should be described. The standard list of Appendices is:

- Appendix A. Documentation of Program Support
- Appendix B. Documentation of Tribal Support
- Appendix C. The Law Enforcement SOP
- Appendix D. Model Outputs
- Appendix E. The Preparedness Plan
- Appendix F. The Burn Permit System
- Appendix G. Wildfire Investigation Policies and Procedures
- Appendix H. The Restrictions Plan
- Appendix I. Smokey Bear Guidelines
- Appendix J. Accomplishment Reporting
- Appendix K. Inspection Checklists and Aids

Appendix L. Communications Plan

Appendix M. The Patrol Plan

Appendix N. The Sign Plan

Appendix O. The Annual Planning Calendar

Appendix P. The Recommended Position Description

Appendix Q. An Electronic Copy of the WFPP in MS Word or Portable Document Format (PDF)

Additional appendices may be added by the plan authors as needed.