# BIA – Fire Prevention Education Team (FPET) Checklist

## Prior to ordering the FPET

* Develop some specific objectives you hope to accomplish with the team. Write them down.
* Identify a workspace for the team with access to
  + telephones,
  + desks and chairs,
  + electricity, internet access (if possible),
  + copiers, and
  + printers.
* Designate one person to serve as the Point of Contact for the Agency/Tribe. Adjust their work schedule to allow for team issues. Also, identify a backup contact.
* Identify and designate a cultural advisor(s) for the team to consult. Brief the cultural advisor on the incoming team and invite them to all meetings with the team.
* Identify an administrative/financial contact for the team.
* Assemble a briefing package with:
  + Maps.
  + Phone numbers for fire, administrative, supervisory personnel; key contacts with the tribe (s); media contacts; and police/fire department contacts.
  + A list of restaurants, cafes and lodging.
  + Brief tribal histories.
  + Environmental, cultural, social weather hazards.
  + Hospital, pharmacy, physician, dental and ambulance service numbers and locations.
  + Fire history. Climate summary and current fire danger information.

## When the Team Arrives (“In-briefing Checklist”):

Conduct an in-briefing with the Agency Administrator, tribal officials, police and fire personnel, liaisons, and designated contacts. Cover the following topics:

* Welcome and Introductions – Have all key players present, allow for tribal welcome if appropriate. Allow team members to tell where they are from, what they do at home unit, what areas of expertise they have and discuss any connections they have.
* Provide an overview of the office organization and chain of command in the ordering office.
* Discuss the area, provide maps and identify any areas that are off-limits or prohibited.
* Discuss the current fire situation. Discuss, forecasts, past weather, fire danger information and occurrence patterns. Include a cause analysis with occurrence; explore the secondary causes for the top one or two primary cause categories.
* Discuss current prevention efforts.
* Discuss Delegation of Authority and customize it. Develop a brief plan of work.
* Discuss and define the overall goal for ordering the team.
* Develop Specific Objectives and Tasks, Identify special events.
* Discuss any special safety/cultural concerns, (narrow roads, dangerous wildlife, unsafe areas, closed ceremonies, etc.).
* Discuss operational issues for the team
  + Budget Limits
  + Work location and facilities
  + Logistics
  + Tribal concerns
  + Interagency contacts/partners
  + Policy restrictions
* Establish the team’s primary point of contact and a backup.
* Identify points of contact for assistance with:
  + Purchasing.
  + Time keeping.
  + Printing.
  + Local Restaurants.
  + Cultural advisor.
* Describe record keeping requirements, documentation forms and fiscal accountability.
* Arrange meeting with Tribal Council and other key organizations (i.e. cultural offices and elder organizations)
* Establish the assignment timeline; identify any important dates or events; establish a date to determine if a replacement team is needed; finally, set a date and time for an exit briefing.

## After the FPET departs:

* Write thank you notes to the team member’s home units.
* Follow up on any projects that were not completed.
* Store any vital records, receipts, and electronic proofs for re-printing in a safe location.
* Thank any local organizations or individuals that provided significant support to the FPET.
* Insure the investment, by continuing any projects or campaigns started by the FPET.