

# Forms Catalog

## Contents – FY 2003

---

	<b>Page</b>
1. FPE 100 – Team Assignment Evaluation – Host Unit .....	4
2. FPE 103 – Fire Prevention Daily Contact Log .....	6
3. FPE 104 – Patrol Phone Check-In Log .....	8
4. FPE 105 – Community Meeting Log .....	10
5. FPE 106 – Public Meeting Arrangements Checklist .....	12
6. FPE 107 – Daily Work Accomplishment Record .....	14
7. FPE 108 – Conversation Record .....	16
8. FPE 109 – Key Contact List – External .....	18
9. FPE 110 – Fire Prevention Key Contact List .....	20
10. FPE 111 – Press Release Template .....	22
11. FPE 112 – Fire Prevention Letterhead Template .....	24
12. FPE 113 – Fire Prevention Fax Template .....	26
13. FPE 114 – Pre-Suppression/Detail Request .....	28
14. FPE 115 – Host Unit Fire Prevention Education Team Initial Request Worksheet .....	30
15. FPE 116 – Electronic/Hard Copy Filing Template .....	32
16. FPE 209P – Fire Prevention Education Team Assignment Status Summary .....	34
17. FPE 214P – Unit Log .....	36
18. FPE 226P – Fire Prevention Education Team Member Performance Rating .....	38
19. FPE 227P – Fire Prevention Education Team Leader Performance Rating .....	40

# Fire Prevention Education Team Assignment Evaluation Form FPE 100 Instructions

---

**Purpose:** To document Fire Prevention Education Team Performance.

**Preparation:** The Host Unit prepares this form. This should be completed before demobilization and discussed with the Team Leader.

**Distribution:** Three copies are prepared.

1. Kept with the Host Agency for assignment documentation.
2. Kept by the Team Leader for reference.
3. Mailed to the National Fire Prevention Education Team coordinator.

**Use:** Required

# Fire Prevention Education Team Assignment Evaluation

---

Team Leader:

Location:

Assignment:

1. Did the Team accomplish the objectives described in the Team Agreement and the Agency Administrator Briefing (if available)?  Yes  No
2. Was the Team cost effective in their management of the assignment?  Yes  No
3. Was the Team sensitive to resource limits and environmental concerns?  Yes  No
4. Was the Team sensitive to political and social concerns?  Yes  No
5. Was the Team professional in the manner in which they assumed management of the assignment, managed the total assignment and returned it to the hosting agency?  Yes  No
6. Did the Team anticipate and respond to changing conditions in a timely and effective manner?  Yes  No
7. Did the Team activate and manage the demobilization in a timely, cost-effective manner?  Yes  No
8. Did the Team attempt to use local resources and trainees to the extent practical?  Yes  No
9. Was the Team Leader an effective manager of the Team and its activities?  Yes  No
10. Was the Team Leader obviously in charge of the Team and incident? Was the Team Leader performing a leadership role?  Yes  No
11. Was the Team Leader aggressive in assuming responsibility for the assignment and initiating appropriate action?  Yes  No
12. Did the Team Leader express a sincere concern and empathy for the hosting unit and local conditions?  Yes  No
13. Other comments:

\_\_\_\_\_  
Agency Administrator or Agency Representative

\_\_\_\_\_  
Date

\_\_\_\_\_  
Team Leader

\_\_\_\_\_  
Date

# Fire Prevention Daily Contact Log

## Form FPE 103 Instructions

---

**Purpose:** To be used to keep accurate records of daily contacts.

**Preparation:** To be prepared by the individual Team Member making the contacts.

**Distribution:** Kept by the Team for documentation and reference.

**Use:** Optional



# Patrol Phone Check-In Log

## Form FPE 104 Instructions

---

**Purpose:** To keep records of check-in time and conversation content.

**Preparation:** Prepared by the Team Member who is keeping track of check-in procedures.

**Distribution:** To be kept by the Team for documentation and reference.

**Use:** Optional



# Community Meeting Log

## Form FPE 105 Instructions

---

**Purpose:** To keep accurate records of community meetings and the number of attendees.

**Preparation:** This log is prepared by the Team Member responsible for coordinating meetings.

**Distribution:** The log is kept by the Team for documentation and reference.

**Use:** Optional



# Public Meeting Arrangements Checklist

## Form FPE 106 Instructions

---

**Purpose:** To be used as a logistical tool for arrangements made for future meetings.

**Preparation:** To be completed by the Team Member coordinating meetings before any meeting is confirmed.

**Distribution:** To be kept by the Team for reference and documentation.

**Use:** Optional

# Public Meeting Arrangements Checklist

---

## Meeting Name:

- What is the date, time, & place of the meeting?
- Who is the meeting coordinator?
- Who has been invited? Who remains to be invited?
- How many people are expected? (# of handouts to take)
- Does the coordinator need us to help publicize the meeting?
- Do you have AV equipment available (if needed)?
- What is the agenda? Who is speaking? How does the prevention team fit in?
- What are your expectations of the prevention team?
- Who has been contacted from area wildfire agencies? Who needs to be?

# Daily Work Accomplishment Record

## Form FPE 107 Instructions

---

**Purpose:** To keep accurate records of daily work accomplishments.

**Preparation:** This is to be completed daily by each Team Member and the Team Leader.

**Distribution:** To be kept by the Team for documentation and reference.

**Use:** Optional

# Daily Work Accomplishment Record

Sub-Unit \_\_\_\_\_ Planning Period: \_\_\_\_\_ Month \_\_\_\_\_ Year \_\_\_\_\_

		Prepared By															Date Submitted																		
Administrative Unit	Hours Planned	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	Total		
<b>GENERAL ACTIONS</b>																																			
Education																																			
Engineering																																			
Enforcement																																			
Administration																																			
<b>SPECIFIC ACTIONS</b>																																			
Patrol																																			
Public Contact																																			
Signs																																			
Inspections																																			
Law Enforcement																																			
Public Education																																			
Volunteers																																			
Hazard Reduction																																			
<b>OTHER</b>																																			
Fire Suppression																																			
<b>TOTAL</b>																																			

# Conversation Record

## Form FPE 108 Instructions

---

**Purpose:** To keep accurate records of conversations throughout the assignment.

**Preparation:** All Team Members who have a need to document conversations.

**Distribution:** To be kept by the Team for documentation and reference.

**Use:** Optional



# Key Contact List

## Form FPE 109 Instructions

---

**Purpose:** To keep an accurate and up-to-date list of key contacts for the assignment.

**Preparation:** To be documented by Team Member responsible for keeping key contacts listed and available for contact. Many of these contacts will be supplied by the Host Agency liaison.

**Distribution:** To be kept by the Team for documentation and reference.

**Use:** Optional



# Fire Prevention Key Contact List

## Form FPE 110 Instructions

---

**Purpose:** To keep an up-to-date record of fire prevention contacts that are valuable for the assignment.

**Preparation:** To be compiled by the Team members who require this information to meet objectives.

**Distribution:** To be kept by the Team for documentation and reference.

**Use:** Optional



# Press Release Template

## Form FPE 111 Instructions

---

**Purpose:** To keep outgoing releases on a standard form.

**Preparation:** To be completed by Team Member responsible for press releases.

**Distribution:** To be distributed to the key contacts for the assignment. This is to be kept for reference and documentation by the Team.

**Use:** Optional



# Press Release

Wildland Fire Prevention Education Team

Office location  
Address  
City, State, Zip

**FOR IMMEDIATE RELEASE**

**DATE**

**TITLE OF RELEASE**

**For more information, call (555)-555-5555**

**Name of Contact**  
**Public Affairs Officer (555) 555-5555**

# Fire Prevention Team Letterhead Template

## Form FPE 112 Instructions

---

**Purpose:** To keep a standard for Team letterheads.

**Preparation:** To be used by the Team for correspondence.

**Distribution:** To be used for all external correspondence.

**Use:** Optional

**National Fire Prevention Education Team**

Location of Office

Address

City, State, Zip

Phone

Fax

---



# Fire Prevention Fax Template

## Form FPE 113 Instructions

---

**Purpose:** To have a standard fax template for all Team faxes.

**Preparation:** To be used for all fax messages.

**Distribution:** To be used for all external contacts.

**Use:** Optional

**National Fire Prevention Education Team**

Location of Office

Address

City, State, Zip

Phone

Fax



---

**FAX**

**Date:**

**To:**

**From:**

**Number of pages sent including cover:**

**Phone number of receiving fax:**

**Remarks:**

# Pre-Suppression/Detail Request Form FPE 114 Instructions

---

**Purpose:** To be used as a worksheet to accumulate all of the required detail information needed to order a team for detail.

**Preparation:** To be completed by Host Unit before submitting order to dispatch.

**Distribution:** To be used by all Agency dispatch and coordination centers.

**Use:** Optional

# Pre-Suppression/Detail Request

Attachment to Resource Order Number: \_\_\_\_\_ Req. No(s): \_\_\_\_\_

1. Position(s): \_\_\_\_\_ Number of Persons Requested: \_\_\_\_\_
2. Minimum "Red Card" Rating: \_\_\_\_\_
3. Employment Status:  Regular Federal Agency  AD  Other \_\_\_\_\_
4. Agency Uniform  Yes  No – Fire Resistant Clothing:  Yes  No
5. Drivers License Needed:  Yes  No - Endorsement: \_\_\_\_\_
6. Government Vehicle:  Yes  No - Type: \_\_\_\_\_
7. Private Vehicles Authorized:  Yes  No - Number: \_\_\_\_\_
8. Radios Needed:  Yes  No - Type: \_\_\_\_\_ Number: \_\_\_\_\_
9. Requesting Unit's Electronic Technician's Name: \_\_\_\_\_  
Telephone: \_\_\_\_\_
10. Length of Detail: \_\_\_\_\_ Through \_\_\_\_\_ Including Travel
11. Established Work Week: \_\_\_\_\_ Hours of Duty: \_\_\_\_\_
12. Personnel May be Rotated:  Yes  No – How Often? \_\_\_\_\_  
Rotation Paid By: Sending Unit: \_\_\_\_\_ Requesting Unit: \_\_\_\_\_
13. Base Salary Paid By: \_\_\_\_\_  
Travel Paid By: \_\_\_\_\_ Per Diem Paid By: \_\_\_\_\_
14. Equipment Use Mileage/For/Etc. Paid By: \_\_\_\_\_
15. Requesting Unit's Electronic Address: \_\_\_\_\_
16. Requesting Unit's Estimated Total Cost: \_\_\_\_\_
17. Requesting Unit's Personnel Officer: \_\_\_\_\_  
Telephone: \_\_\_\_\_
18. Requesting Unit's B & F Officer: \_\_\_\_\_  
Telephone: \_\_\_\_\_
19. Temporary Duty Station: \_\_\_\_\_  
Address/P.O. Box \_\_\_\_\_  
Telephone: \_\_\_\_\_
20. Government Lodging  Yes  No – Mess Hall:  Yes  No  
Government Cooking Facilities Only:  YES  NO  
Commercial Lodging  Yes  No - Rate: \$ \_\_\_\_\_  Yes  No
21. Nearest Commercial Airline City: \_\_\_\_\_
22. Remarks: \_\_\_\_\_

# **Host Unit Fire Prevention Education Team Initial Request Worksheet Form FPE 115 Instructions**

---

**Purpose:** To document the required information needed to order a Fire Prevention Education Team.

**Preparation:** This is to be completed before the initial request by the Host Unit to the Regional or National Fire Prevention Education Team Coordinator.

**Distribution:** To be used by all agencies and kept for reference and documentation.

**Use:** Optional

# Host Unit Fire Prevention Education Team Initial Request Worksheet

---

Date: \_\_\_\_\_ Time: \_\_\_\_\_

Requesting Unit Designator: \_\_\_\_\_ Local Unit Designator: \_\_\_\_\_

Host Unit Contact: \_\_\_\_\_ Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

Preliminary Objectives:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_

Assignment Timeframe: \_\_\_\_\_ Number of Team Rotations: \_\_\_\_\_

Physical Location of Team: \_\_\_\_\_

Type of Funding for Team: \_\_\_\_\_

Assignment Budget:            PP             Month

Facility Type and Address: \_\_\_\_\_

Support Available: \_\_\_\_\_

Agency Liaison Assigned:

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

Expected Start Time: \_\_\_\_\_

Travel Requirements: \_\_\_\_\_

Specialized Equipment Needed: \_\_\_\_\_

Team Configuration:

1. Team Leader: \_\_\_\_\_
2. Information Officer: \_\_\_\_\_
3. Tech Specialist: \_\_\_\_\_
4. Trainee Team Leader: \_\_\_\_\_

# Electronic and Hardcopy Filing Template

## Form FPE 116 Instructions

---

**Purpose:** To develop a standard filing template for Fire Prevention Education Teams when on assignments.

**Preparation:** To be used by Teams during assignments for all filing of documents.

**Distribution:** To be used to keep all reference documents on assignments.

**Use:** Optional

# Electronic and Hardcopy Filing Template

---

## 1. Administration

- 1.1. Mobilization & Demobilization
- 1.2. Delegation of Authority
- 1.3. Team Form Masters (Fax Cover, Letter Head etc.)
- 1.4. Business Cards
- 1.5. Logo's
- 1.6. Task Order
- 1.7. Templates

## 2. Communications

- 2.1. Accomplishments
- 2.2. Communication Plan
- 2.3. Correspondence
- 2.4. Daily Reports
- 2.5. Weekly Reports
- 2.6. Fact Sheet
- 2.7. Final Report
- 2.8. Key Contact list
- 2.9. Mailing Lists
- 2.10. Meeting Notes
- 2.11. Opportunities (Brainstorming ideas)
- 2.12. Prevention Assessment
- 2.13. Public Service Announcements
- 2.14. Language Translations
- 2.15. Talking Points
- 2.16. Team Objectives
- 2.17. Transition Report
- 2.18. Web Sites
- 2.19. Weekly Reports

## 3. Continuing Projects

This file to be set up for agency follow-up of what is left after the team leaves that needs attention.

**Note: For hard copy filing use the Project Status form**

## 4. Events / Special Projects

- 4.1. Calendar
- 4.2. Communication Plan (Specific to event)
- 4.3. Evaluation
- 4.4. Plan
- 4.5. Procurement Needs

## 5. Finance

- 5.1. Budget
- 5.2. Expenditures / receipts

## 6. Photos – Grouped by

- 6.1. Events
  - 6.2. Contacts
  - 6.3. Activities
- \* Design this file to meet team needs

## 7. Products and Materials

- 7.1. Brochure
- 7.2. Flyers
- 7.3. Graphic Contacts
- 7.4. Handouts
- 7.5. Other things
- 7.6. Posters
- 7.7. Language Translations
- 7.7.1. Local clip art

## 8. Media

- 8.1. News Releases
- 8.2. Public Service Announcements
- 8.3. Media Contact List

# **Fire Prevention Education Team Assignment Status Summary Form FPE 209P Instructions**

---

**Purpose:** To document daily activities and accomplishments.

**Preparation:** To be completed by the Team Leader.

**Distribution:** To be kept by the Team Leader and be part of the final team documents.

**Use:** Optional

# Fire Prevention Education Team Assignment Status Summary

Date	Time	Initial	Update	Final	Agency	Unit
<b>State/Unit</b>	<b>County</b>		<b>Short Location Description of Assignment:</b>			
<b>Current Situation</b>						
<b>Area Involved</b>			<b>Population</b>	<b>Estimated Completion</b>	<b>(\$)</b> Costs to Date	
<b>Assignment Objectives:</b>						
<b>Resources At Risk:</b>						
<b>Current Weather Conditions</b> Wind Speed: Wind Direction: Temperature: Relative Humidity:				<b>Hazards to Mitigate:</b>		
<b>Today's Observed Fire Danger:</b>						
<b>Significant Events Today:</b>						
<b>Activities Planned for Next Operational Period:</b>						
<b>Remarks/Problems/Concerns:</b>						
<b>Submitted By:</b>						

# Unit Log

## Form FPE 214P Instructions

---

**Purpose:** To keep accurate daily records of general information regarding the assignment. This form is used to build the daily situation report.

**Preparation:** All input areas are to be completed for the initial report. Each area will be updated daily as information is available. The daily events section will be completed daily.

**Distribution:** This form is to be completed and submitted as required by the Host Unit.

**Use:** Optional



# **Fire Prevention Education Team Member Performance Rating Form FPE 226P Instructions**

---

**Purpose:** To provide an accurate rating of performance for Team Members.

**Preparation:** To be prepared by the Team Leader and discussed with the Team Member before demobilization.

**Distribution:** Two copies are needed.

1. Kept by the Team Leader for documentation.
2. Kept by the Team Member for recording performance.

**Use:** Required

# Fire Prevention Education Team Member Performance Rating

<b>INSTRUCTIONS:</b> The immediate job supervisor will prepare this form for each subordinate. It will be delivered to the planning section before the rater leaves the fire. Rating will be reviewed with employee who will sign at the bottom.																				
THIS RATING IS TO BE USED ONLY FOR DETERMINING AN INDIVIDUAL'S PERFORMANCE																				
1. Name								2. Assignment Name												
3. Home Unit ( <i>address</i> )								4. Location of Assignment ( <i>address</i> )												
5. Team Position						6. Date Assigned														
						From:						To:								
7. Evaluation																				
Enter <b>X</b> under appropriate rating number and under proper heading for each category listed. Definition for each rating number follows: 0 - Deficient. Does not meet minimum requirements of the individual element. DEFICIENCIES MUST BE IDENTIFIED IN REMARKS. 1 - Needs to improve. Meets some or most of the requirements of the individual element. IDENTIFY IMPROVEMENT NEEDED IN REMARKS. 2 - Satisfactory. Employee meets all requirements of the individual element. 3 - Superior. Employee consistently exceeds the performance requirements.																				
Rating Factors				Public Education				Patrol				Team Management								
				0	1	2	3	0	1	2	3	0	1	2	3	0	1	2	3	
Knowledge of the job																				
Ability to work in a team environment																				
Attitude																				
Decisions under stress																				
Initiative																				
Consideration for personnel welfare																				
Obtain necessary equipment and supplies																				
Physical ability for the job																				
Safety																				
Other ( <i>specify</i> )																				
8. Remarks																				
9. Employee ( <i>signature</i> ) This rating has been discussed with me														10. Date						
11. Rated By ( <i>signature</i> )				11. Home Unit ( <i>address</i> )				13. Team Position				14. Date								

# **Fire Prevention Education Team Leader Performance Rating Form FPE 227P Instructions**

---

**Purpose:** To allow an accurate rating of performance for the Fire Prevention Education Team Leader.

**Preparation:** To be prepared by the Host Agency and discussed with the Team Leader before demobilization.

**Distribution:** Three copies are needed.

1. Kept by the Host Agency for recordkeeping.
2. Kept by the Team Leader for reference.
3. Mailed to the National Fire Prevention Education Team Coordinator.

**Use:** Required

# Fire Prevention Education Team Leader Performance Rating

<b>INSTRUCTIONS:</b> The immediate job supervisor will prepare this form for each subordinate. It will be delivered to the planning section before the rater leaves the fire. Rating will be reviewed with employee who will sign at the bottom.																				
THIS RATING IS TO BE USED ONLY FOR DETERMINING AN INDIVIDUAL'S PERFORMANCE																				
1. Name								2. Assignment Name												
3. Home Unit ( <i>address</i> )								4. Location of Assignment ( <i>address</i> )												
5. Team Position						6. Date Assigned														
						From:			To:											
7. Evaluation																				
Enter <b>X</b> under appropriate rating number and under proper heading for each category listed. Definition for each rating number follows: 0 - Deficient. Does not meet minimum requirements of the individual element. DEFICIENCIES MUST BE IDENTIFIED IN REMARKS. 1 - Needs to improve. Meets some or most of the requirements of the individual element. IDENTIFY IMPROVEMENT NEEDED IN REMARKS. 2 - Satisfactory. Employee meets all requirements of the individual element. 3 - Superior. Employee consistently exceeds the performance requirements.																				
Rating Factors				Public Education				Patrol				Team Management								
				0	1	2	3	0	1	2	3	0	1	2	3	0	1	2	3	
Leadership																				
Ability to obtain performance																				
Attitude																				
Decisions under stress																				
Meeting objectives																				
Consideration for personnel welfare																				
Obtain necessary equipment and supplies																				
Physical ability for the job																				
Safety																				
Other ( <i>specify</i> )																				
8. Remarks																				
9. Employee ( <i>signature</i> ) This rating has been discussed with me														10. Date						
11. Rated By ( <i>signature</i> )				11. Home Unit ( <i>address</i> ) <sup>2</sup>				13. Title				14. Date								