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Fire Protection Planning Workshop

A guide to writing a unique Fire Protection Plan

Agenda

1:00 – 1:15	FPP Project Background
1:15 – 1:30	Workbook Step 1.1 – Step 1.4
1:30 – 2:00	Accreditation Audit Form
2:00 – 2:30	Workbook Step 2 – Step 5

Acknowledgements



What is Fire Protection Planning (FPP)?

What is the FPP

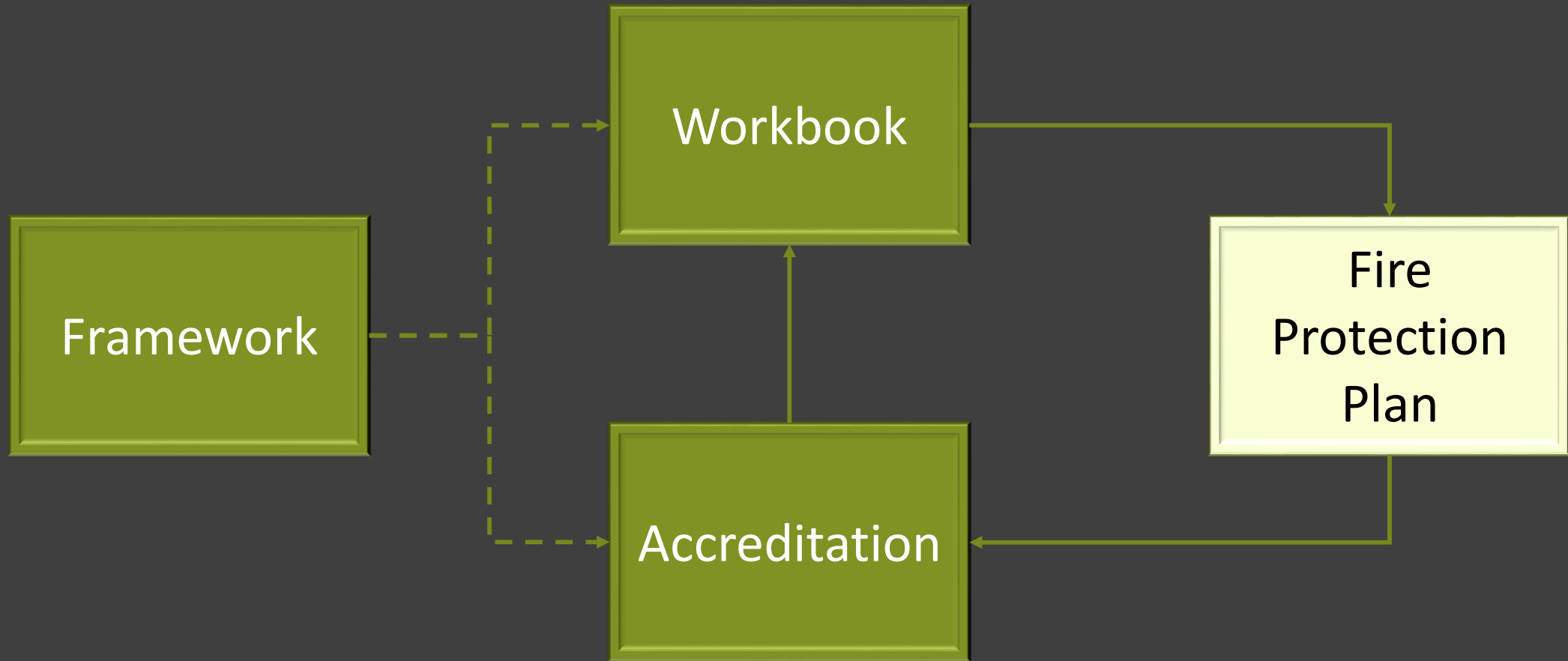
NOT a FRIAA project

NOT a wildfire focus

What is the FPP

It is Intended to provide all Summer Villages, regardless of size or location, with a **guide to develop** their own, unique, **Fire Protection Plan**

What is the FPP



Why is this important to you?

Importance

1. Public safety

1. Review of existing documents and programs
2. Determination of third parties
3. Beginning of the Accreditation process

Importance

1. Public safety
2. Complements existing documents and programs

Importance

1. Public safety
2. Complements existing documents and programs
3. Decreases reliance on third parties

Importance

1. Public safety
2. Complements existing documents and programs
3. Decreases reliance on third parties
4. Beginning of the Accreditation process

What are we focusing on today?

Today's Focus

A green rectangular button with a thin black border and a slight 3D effect. The word "Workbook" is centered in white text.

Workbook

A green rectangular button with a thin black border and a slight 3D effect. The word "Accreditation" is centered in white text.

Accreditation

Questions?

2016

Fire Protection Plan: Workbook



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Step 1 Planning

Planning is important for the development of a Fire Protection Plan. The Authors (Summer Village) must have a clear understanding of who to involve in the planning process, the audience of the plan, previous planning efforts and must include any current programs that complement fire protection.

1.1 Stakeholder Involvement

The Summer Village is the primary author of a Fire Protection Plan. However, while developing a Fire Protection Plan, multiple stakeholders should be consulted to assist with the variety of topics covered within a Fire Protection Plan.

Potential stakeholders:

Check if stakeholder will aid with the development of the Fire Protection Plan.

- ☐ Summer Village Council
- ☐ Fire Service Provider
- ☐ Utilities provider(s):
 - o _____
 - o _____
 - o _____
- ☐ Community members (i.e. community elder)
- ☐ Other Stakeholders:
- ☐ Other Stakeholders:

1.2 Community Characteristics and Values

Prior to the development of Fire Protection Plan, the Summer Village should analyze their community's characteristics and values to gain an understanding of the people, surroundings, and resources found in the community. Several aspects to consider are:
Check boxes when questions and follow up questions have been completed.

- ☐ The number of people affected by fire ____
 - o How many of these people are permanent or seasonal residents?
 - o # Permanent ____, # Seasonal ____
 - o Are there people with mobility issues? Y / N
- ☐ Types of properties affected by fire in your community?
Check if these types are present and could be affected by fire in the community.
 - o Commercial
 - o Public
 - o Recreational
 - o Agricultural
 - o Other: _____
- ☐ Types of structures affected by fire?
Check the types of structures that could be affected by fire in the community.
 - o Residential
 - o Commercial Building
 - o Community Facility
 - o Other: _____
- ☐ Special areas affected by fire?
Check the types of special areas that could be affected by fire in the community.
 - o Natural Areas
 - o Environmentally Sensitive Areas
 - o Cemeteries
 - o Other: _____
- ☐ Are there community resources to assist fire protection (i.e. backpack pumps)? Y / N
 - o Are these resources accessible by residents? Y / N
- ☐ Have fires affected the Summer Village? Y / N
- ☐ If Yes:
 - o How many? ____
 - o How was it started? ____
 - o Were there homes affected? Y / N
 - How many? ____
 - o Were there any injuries? Y / N
 - o Other comments? ____
- ☐ Other community considerations:
List other community considerations that are not covered by the questions above.
 - o
 - o

1.3 Review Current Programs

Current programs may already exist in the Summer Village. It is important to review programs for two reasons: first, the types of programs available are indicators to the type of characteristics and values the community have; and second, some of the programs may be relevant to fire protection.

Possible programs the Summer Village has relevant to fire protection:

Check the current programs in the community that maybe relevant to fire protection.

- ☐ Educational speakers
- ☐ Chimney inspection
- ☐ Fire extinguisher service and inspection
- ☐ Maintenance of right-of-ways
- ☐ Maintenance of vacant lots
- ☐ Community clean-up day or hazard removal day
- ☐ Hazard tree removal
- ☐ Other:

- ☐ Other:

1.4 Review Existing Plans

It is important to search for, and review, any existing fire or emergency plans. Recent plans may have information to assist with filling out this plan. Past plans will give insight into how the community has changed over time. While reviewing existing plans the Summer Village may consider interviewing a Village elder. Their unwritten knowledge of the Village may give an excellent background or history of fire within the village.

Possible existing plans:

Check the plans that the Summer Village has.

- ☐ Regional Emergency Response Plan
- ☐ Mutual aid agreements
- ☐ Community Fire Protection Plan
- ☐ Wildfire Mitigation Strategy
- ☐ Other:

- ☐ Other:

1.5 Accreditation Audit Form

Check when Accreditation Audit Form is complete.

- ☐ Accreditation Audit Form Completed

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Accreditation Audit Form

Fire Department and Emergency Response

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Risk specific suppression apparatus and equipment are available to respond (off road apparatus, drop tanks etc.)		
Summer Village occupants are able to contact 911 via landline or call box (if cellular coverage is unreliable)		
Summer Village has established fire lanes or access points at recreational areas for emergency response apparatus and personnel (parks, beaches, water access)		
Summer Village receives a completed incident report on responses, resources used and cause of fire (Office of the fire commissioner)		
Determine the responsible party in Summer Village to implement emergency measures. (MGA 551(1), 531(1))		
Best Practices:		
Fire Department has created and kept current preplans for Summer Village fire response readiness. NFPA 1720 5.5		
Fire Department response has a minimum 6 qualified responders in 14 min. 90% of the time. NFPA 1720 4.3.1-2		
Fire Department will perform semi-annually familiarization runs of Summer Village ensuring proper apparatus access and accuracy of preplan maps.		
Leading Edge Practices:		
Elected official receives training in Incident Command Systems (ICS) 100		
Summer Village has the Fire Underwriter Survey complete an evaluation and adopts the suggested recommendations.		
Fire Department adopts NFPA 1720 as the guide to the training and deployment of fire resources to Summer Village incidents		
Develop a muster point with provisions to assist with emergency medical needs (first aid), location to shelter in place, basic water and food provisions. (National Be prepared strategy 72 hours)		

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Fire Department will perform semi-annually familiarization runs of Summer Village ensuring proper apparatus access and accuracy of preplan maps.	0	
Leading Edge Practices:		
Elected official receives training in Incident Command Systems (ICS) 100	1	
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+ Fire Department and Emergency Response

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Notes:

Water Resources

Water Resources		
Standard Practices:		1 or 0 (Yes or No)
	Fire Department has a standard water delivery system in place, capable of providing a rate of water supply for fire suppression activities 365 days a year.	
Best Practices:		Percentage of Practice
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Leading Edge Practices:		
	Summer Village has completed a Fire Underwriters Survey of the fire resources available, results determine gaps in services that could be addressed for optimal insurance rating	

Notes:

Table 1. Illustrates the four achievement levels and the minimum calculations to accomplish each achievement

Achievement Assumption			
Achievement	Standard Practices	Best Practices	Leading Edge Practices
Bronze:	100%	N/A	N/A
Silver:	100%	25%	N/A
Gold:	100%	25%	20%
Platinum:	100%	50%	50%

Note that a minimum of 100% compliance with Standard Practices is needed for any level of achievement. Increasing levels of achievement demonstrate that Best and/or Leading Edge Practices are being achieved.

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Step 2 Goals and Objectives



Based on the knowledge collected through Step 1, the Summer Village can develop goals and objectives for the Fire Protection Plan.

2.1 Goal Development

A goal is an overarching qualitative principle that guides decision making. An example of a goal for the fire protection plan is:

Minimize losses due to fire.

2.2 Defining Objectives

Objectives are specific measurable outcomes that, when achieved in combination, provide confidence that the Summer Village is achieving its goals.

The objective of a Fire Protection plan is to continually increase your Accreditation Audit Form score.

Notes:

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Step 3 Accreditation Audit Form Analysis



In this section community attributes identified in the Accreditation Audit Form can be analyzed while considering the goals and objectives developed in Step 2. It is very important to use the knowledge of stakeholders in this section. Stakeholders will help with the identification of hazards. While completing this section continue to ask:

"What actions will improve the Summer Village's accreditation score?"

3.1 Fire Department Resources and Emergency Response

Answer the Questions:

- Are all standard practices met? Y / N
 - If no, what are the reasons for not meeting standard practices?

- Are there feasible opportunities to meet best or leading edge practices? Y / N
 - If yes, which practices are they?

- What are other possible best and leading edge practices not listed in the accreditation audit form that may be feasible to implement in the future?

Accreditation Audit Form

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"What actions will improve the Summer Village's accreditation score?"

3.1 Fire Department Resources and Emergency Response

Answer the Questions:

- Are all standard practices met? Y / N
 - If no, what are the reasons for not meeting standard practices?

No, the summer village does not have annual meetings with the fire department. The summer village did not realize the importance of annual meetings.

- Are there feasible opportunities to meet best or leading edge practices? Y / N
 - If yes, which practices are they?

Yes, the summer village AND the fire department have agreed that it is feasible for the fire department to complete semi-annual familiarization runs.

- What are other possible best and leading edge practices not listed in the accreditation audit form that may be feasible to implement in the future?

Accreditation Audit Form

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Answer the Questions:

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Yes, the summer village AND the fire department have agreed that it is feasible for the fire department to complete semi-annual familiarization runs.

- What are other possible best and leading edge practices not listed in the accreditation audit form that may be feasible to implement in the future?

Your ideas to make your fire protection plan more robust:

Water Resources

Water Resources			
Standard Practices:		1 or 0 (Yes or No)	Percentage of Practice
	Fire Department has a standard water delivery system in place, capable of providing a rate of water supply for fire suppression activities 365 days a year.		
Best Practices:			
	Fire department has an established and tested means of supplying water for firefighting activities able to flow 1900 L/min (suggested suppression volume for 1000 sq ft home) NFPA 1142 4.61		
Leading Edge Practices:			
	Summer Village has completed a Fire Underwriters Survey of the fire resources available, results determine gaps in services that could be addressed for optimal insurance rating		

Notes:

3.2 Water Resources

Answer the Questions:

- Are all standard practices met? Y / N
 - If no, what are the reasons for not meeting standard practices?

- Are there feasible opportunities to meet best or leading edge practices? Y / N
 - If yes, which practices are they?

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Step 4 Action and Implementation



4.1 Developing Actions

This section is designed to assist the Summer Village with determining: **What are effective actions?** While completing Step 3, potential actions should have presented themselves when a question was answered **No** in the Accreditation Audit Form. Actions should support the goals and objectives identified in Step 2. To assist with determining if actions suit a Summer Village, three values need to be considered: Economic, Environmental, and Social. Figure 2 illustrates a Venn diagram with these three values.

Example

Goal: Minimize losses due to fire

Objective: Increase score in "Outside Fuel and Ignition Hazards"

Timeline: Short-term

Action: Summer Village has an annual hazard disposal program

Evaluation of Action:

- Economic: potentially economically effective if majority of community participates
- Environmental: cleaning hazards has a positive environmental impact
- Society: Gives the community social opportunities and develops community pride

Benefits:

- Possible opportunity to educate residents on fire safety and general knowledge
- Simple way to start reducing hazards on, and surrounding properties
- A suggested best practice in the Accreditation Audit Form



Figure 2. Sustainability Venn diagram

Practice Example:

Goal:

Objective:

Timeline:

Action:

Evaluation of Action:

- Economic:
- Environmental:
- Society:

Benefits:

-
-
-

Step 3 Accreditation Audit Form Analysis



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"What actions will improve the Summer Village's accreditation score?"

3.1 Fire Department Resources and Emergency Response

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 - If yes, which practices are they?

- What are other possible best and leading edge practices not listed in the accreditation audit form that may be feasible to implement in the future?

Action: Annual meeting with Fire Department

Goal:

Minimize losses due to fire

Objective:

To increase the Audit Form score in the *Fire Department Resources and Emergency Response* section

Timeline:

Short-term

Action:

Have an annual meeting with the Fire Department to discuss a variety of topics associated with fire protection.

Evaluation of Action:

- **Economic:**

Very little monetary resources to complete
- **Environmental:**

No environmental impact
- **Society:**

Shows general public a positive relationship between summer village and fire department.

Benefits:

Generates communication between summer village and fire department(s)

Illustrates proactive approach to fire response

4.2 Implementing Actions

Once actions have been agreed upon the Summer Village must decide how to implement them. When determining the details of implementation, keep these questions in mind:

- What resource are necessary to implement the action (money, time, labour, etc.)?
- Who is responsible for specific tasks?
- When is the action going to be completed?
- Other questions to consider when implementing actions?

Implementing Action:

- What resource are necessary to implement the action (money, time, labour, etc.)?
- Who is responsible for specific tasks?
- When is the action going to be completed?
- Other Considerations?

4.2 Implementing Actions

Once actions have been agreed upon the Summer Village must decide how to implement them. When determining the details of implementation, keep these questions in mind:

- What resource are necessary to implement the action (money, time, labour, etc.)?
- Who is responsible for specific tasks?
- When is the action going to be completed?
- Other questions to consider when implementing actions?

Implementing Action: Annual meeting with Fire Department

- What resource are necessary to implement the action (money, time, labour, etc.)?

Time: summer village council participants and fire department participants.

Travel costs: hourly wages and fuel

- Who is responsible for specific tasks?

Jane Doe of the Summer Village of X will set up the meeting.

- When is the action going to be completed?

March 31, 2016

- Other Considerations?

A secondary date of April 30th is implemented in case of timeline conflicts.

Step 5 Monitoring and Evaluation



Monitoring and Evaluating are the last steps in the Fire Protection Plan prior to the cycle starting again. Monitoring means to systematically review the progress and/ or quality of the actions over time. While evaluating means to assess and determine if the actions are worth the effort in reference to obtaining the goals.

5.1 Monitoring

Monitoring determines if actions are being implemented correctly. For instance, if actions are done on a timely manner, if actions are completed within budget, if the actions are implemented in an appropriate manner, etc.

Monitoring Sheet			
Are Actions being Implemented (Y or N)			
Action	2016	2017	2018
If not, why:			

Step 5 Monitoring and Evaluation



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5.1 Monitoring

Monitoring determines if actions are being implemented correctly. For instance, if actions are done on a timely manner, if actions are completed within budget, if the actions are implemented in an appropriate manner, etc.

Monitoring Sheet			
Are Actions being Implemented (Y or N)			
Action	2016	2017	2018
Annual meeting with Fire Department	Y		
If not, why:			

5.2 Evaluation

Evaluation determines if the actions are working towards achieving the objective. If the objectives are achieved, the goal will also be achieved.

Evaluation Sheet			
Are objectives being met (Y or N)			
Objective	2019	2022	2025
If not, why:			

5.2 Evaluation

Evaluation determines if the actions are working towards achieving the objective. If the objectives are achieved, the goal will also be achieved.

Evaluation Sheet			
Are objectives being met (Y or N)			
Objective	2019	2022	2025
To increase the score in the <i>Fire Department Resources and Emergency Response</i> section of the Accreditation Audit Form.	Y		

If not, why:

Questions or Comments?

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