



Getting Started

WILDFIRE COMMUNITY PREPAREDNESS DAY TOOLKIT

May 4, 2019



Wildfires across the United States have cost more than 100 lives and more than \$25 billion dollars in property losses in just the last two years. That's why it's so important to take steps to improve the wildfire safety of your home and community.

Take the first step on your journey to wildfire preparedness by participating in projects during Wildfire Community Preparedness Day on Saturday, May 4, 2019. You can help your neighborhood create a sense of community by working together on a project that can make a difference.

Our toolkit provides a number of resources that are easy to download and can help you get started, from picking a project to tracking your progress and promoting your event. For additional resources and information, visit us online at nfpa.org/wildfireprepdlay.



Wildfire Community Preparedness Day Fun Project Checklist

This quick and easy checklist can help you stay on track for your event.

- ☐ Gather neighbors, friends, and family members who want to participate in a project
 - ▶ Check out our “Organizing a Project Group” PDF in this toolkit that helps walk you through the steps.
- ☐ Pick a project and assign tasks to team members to help with logistics
 - ▶ Refer to the “Project Ideas” and “Safety Tips” PDFs in this toolkit, which provide a number of great opportunities and tips for how to stay safe during your event.
- ☐ Pick a time and location for your event
 - ▶ Use the “Customizable Flyer” PDF in this toolkit to fill in your event details and share with the community.
- ☐ Apply for a \$500 funding award from State Farm to help offset costs of your project
 - ▶ Read the “Apply for a Funding Award” PDF in this toolkit, which explains the steps.
- ☐ Promote your event and invite others in your community to participate
 - ▶ Use the “Proclamation” and “Key Steps to Promoting Your Wildfire Community Preparedness Day Event” PDFs in this toolkit to help promote and raise awareness of your event.
- ☐ Post your project on NFPA's Preparedness Map
 - ▶ Demonstrate your commitment to wildfire preparedness by adding your May 4 Wildfire Community Preparedness Day project to the nationwide event map. Visit nfpa.org/wildfireprepdlay for easy instructions.
- ☐ Participate on Wildfire Community Preparedness Day! Don't forget to take photos and video!
 - ▶ Visit nfpa.org/wildfireprepdlay to learn more about taking great photos!
- ☐ Post your photos on Facebook and Twitter (#WildfirePrepDay)
 - ▶ Don't forget to visit NFPA's Wildfire and Firewise USA® Programs page on Facebook at @Firewise and share your event photos and stories with NFPA.

For additional information and resources about Wildfire Community Preparedness Day, visit nfpa.org/wildfireprepdlay.



Wildfire Community Preparedness Day Guidelines for Applying for a Funding Award

Following some best practices will help you create an effective proposal for a Wildfire Community Preparedness Day Grant Application for a \$500 award to work on a community wildfire hazard mitigation project. The following guidelines will help you create a grant request that clearly outlines the project you and your community want to complete:

- ▶ **Who:** Define who will be participating in the project. Will they be members of a specific group (youth group, club, HOA, Firewise® community, or other)? Will participation in project work be open to outside volunteers? List who is part of the planning process. Who supports this project?
- ▶ **What:** Describe what you would like to accomplish. (Some examples include cleaning debris from around homes, helping seniors with yard work, holding a community chipping day, and so forth.) Describe in detail what areas of the community will benefit from the project.
- ▶ **Where:** Describe in detail where the project work will be completed. Will it be at certain home sites, in a common area, or other place?
- ▶ **When:** One part of the event must occur on the Wildfire Community Preparedness Day on Saturday, May 4, 2019.
- ▶ **How:** Clearly and concisely outline the steps that you will take to complete your project. Include information about how the grant funding will help you complete project work. For example, describe whether grant funding will be used to rent a chipper, to purchase hand tools, buy garbage bags, rent a dumpster, etc. Include information about how you will promote the event before the day. How will you ensure that participants will remain safe while completing project work? Will you provide hearing protection, goggles, or gloves? Will you encourage them to bring their own to participate? Outline how much work you would like to accomplish on the day.

Remember, collaborate with others to develop a project plan. Before you submit a project idea, meet with your HOA, Firewise® community leadership team, club officers, youth group, faith-based groups, and agency partners (water district, fire department, school district, and other land managing agencies) to talk about what you'd like to accomplish. Examine areas of your community where a one-day project can have the greatest impact. Determine who will coordinate the project and who will receive the grant award on behalf of your community.

Get complete application rules, and visit us at nfpa.org/wildfireprepdlay to submit your information by March 1, 2019.



Organizing a Project Group for Wildfire Community Preparedness Day

Organizing a project that will help reduce your neighborhood's risk of loss due to wildfire requires buy-in and participation from neighbors, as well as many other local groups that have a vested interest in your community's safety. Local groups to consider including in your project development meeting include:

1. School district
2. Park district
3. Fire department
4. Chamber of Commerce/businesses
5. Water district
6. Cemetery district
7. Street and/or public works department
8. Local utilities such as electric, natural gas, etc.
9. Any federal land management agency such as the Bureau of Land Management or the US Forest Service
10. Any private land trust such as the Nature Conservancy

The more people you encourage to participate, the more comprehensive and complete the project design will be. Create a Wildfire Community Preparedness Day project that your community can feel proud of and one that'll make a difference in the safety of lives and homes.

And remember, engaging in wildfire safety activities doesn't end after May 4. It takes ongoing maintenance efforts to be successful. Once you decide on a project for May 4, make a list of other projects to be completed at a later date.

For additional resources and information, visit nfpa.org/wildfireprepdlay.



Wildfire Community Preparedness Day Project Ideas

Projects that reduce wildfire risk and increase preparedness can be accomplished by people of all ages and a variety of time commitments. You might be asking, "What can I do in a day to help stay safer from wildfire?" The answer is a lot!

To help get you started, we've developed more than two dozen project ideas for individuals, families and groups. With the youngest participants in mind, most can be accomplished without power tools or monetary costs:

- ▶ Rake and remove pine needles and dry leaves within a minimum of 3 to 5 feet of a home's foundation. As time permits, continue up to a 30-foot distance around the home. Dispose of collected debris in appropriate trash receptacles.
- ▶ Measure how close wood piles are located to the home. If closer than 30 feet, move them at least 30 feet away from structures. Screen or box-in areas below patios and decks with wire screening no larger than 1/8" mesh to help keep embers out during a fire.
- ▶ Sweep porches and decks, clearing them of leaves and pine needles. Rake under decks, porches, sheds, and play structures. Dispose of debris.
- ▶ On mature trees, use hand pruners and loppers to remove low-hanging tree branches up to a height of 4 feet from the ground (specific height depends on the type and size of tree). Collect downed tree limbs and broken branches and take them to a disposal site.
- ▶ Remove items stored under decks and porches and relocate them to a storage shed, garage, or basement. Gasoline cans and portable propane tanks should never be stored indoors and should be located away from the home.
- ▶ Distribute wildfire safety information to neighbors or staff on a table at a grocery or hardware store (other high-traffic locations work, too) and distribute free Firewise USA® and emergency preparedness materials.
- ▶ Join forces with neighbors and pool your resources to pay for a chipper service to remove slash.
- ▶ Visit the [Rocky Mountain Insurance Information Association website](#) and download free home inventory software. Work together as a family to take video and photos of your possessions – that way you'll have the insurance documentation needed to replace belongings.
- ▶ Create a family communication plan and build or update a 72-hour evacuation kit for you, your family and your pets.
- ▶ Contact the local Office of Emergency Management and ask if your jurisdiction requires individuals to register cell phones to receive emergency notifications on mobile devices. If yes, register your number and those of your family.
- ▶ Can you see your home's address number from the street? If not, trim overgrown vegetation covering or blocking the numbers on homes in your neighborhood in case firefighters need to find you.

more ▶

Wildfire Community Preparedness Day Project Ideas *(continued)*

- ▶ Using social media or text messaging, use Wildfire Community Preparedness Day as the day to send Firewise USA® and emergency preparedness tips to your contacts and friends.
- ▶ Help an elderly relative or neighbor enter emergency numbers and the names of close relatives into their cell phones. Using large type, post their phone number and street address above their landline phone so it can easily be seen when providing information to an emergency dispatcher.
- ▶ Locate two alternate routes out of your neighborhood (besides the one normally used) and plan and practice a family evacuation drill using those secondary routes.
- ▶ Young adults who babysit outside the home need to talk to the parents. By doing so, they'll learn the family's emergency plan and what to do if a wildfire starts or an evacuation is ordered while they are in that leadership role.
- ▶ Work with neighbors to develop a phone tree that can be used to alert everyone about a fire or evacuation.
- ▶ Hold a garage sale and donate the proceeds to your local fire department's wildland fire team.

Additional information and resources can be found at nfpa.org/wildfireprepdlay.



Key Steps to Promoting Your Wildfire Community Preparedness Day Event

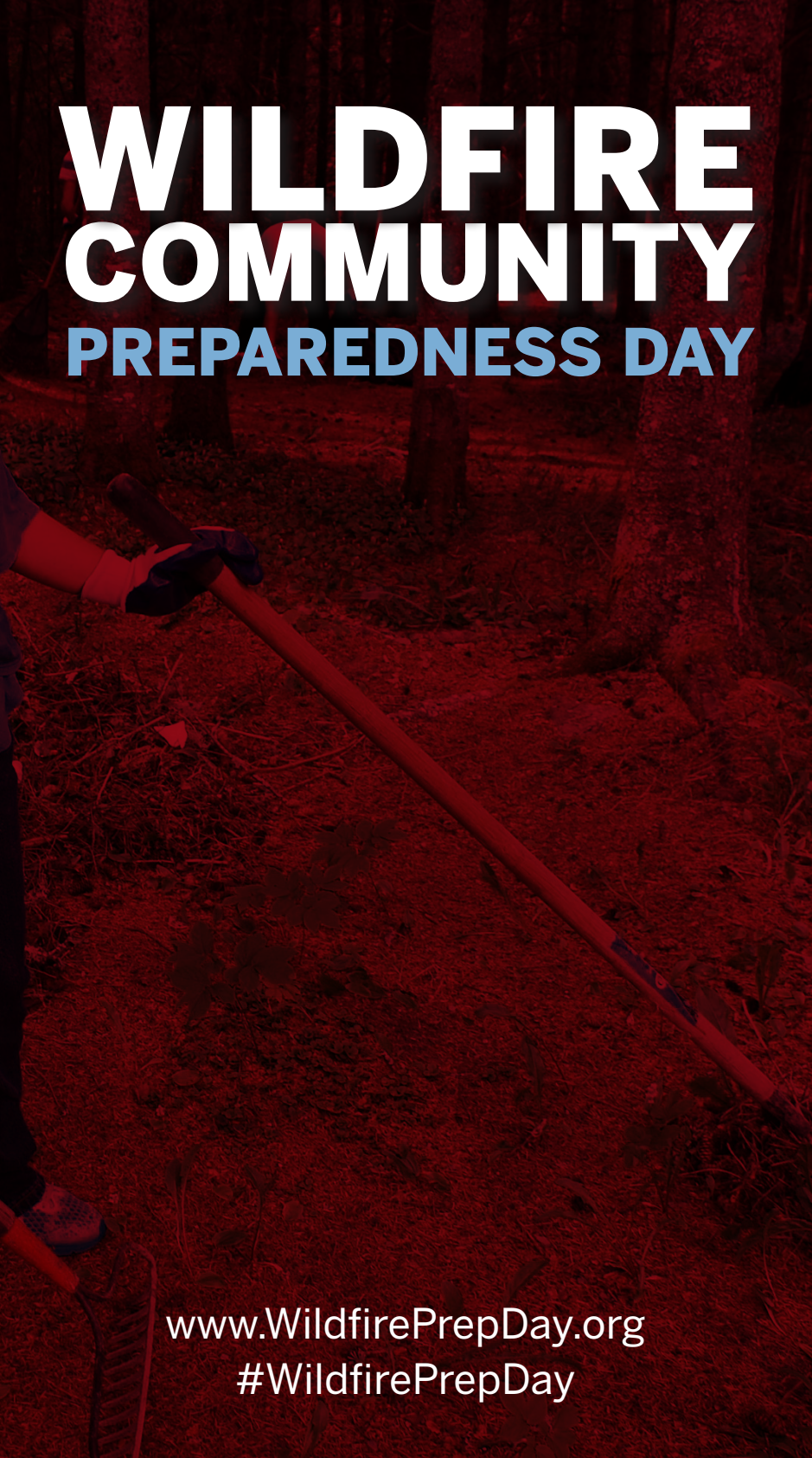
Once you've picked a project to work on, don't forget to tell others what you're doing to create a safer community! Connecting with the right people successfully can make a difference. Below are steps you can take to help promote your project:

1. Connect with local elected officials by using the proclamation PDF found in this toolkit. Getting recognition from policymakers can add credibility to what you're trying to accomplish. Officials are often pressed for time but do want to hear from their constituents. Providing a ready-made piece that they can customize and sign will go a long way to encouraging them to support your efforts.
2. Download and distribute the customized flyer available in this toolkit and fill in the pertinent information about your event including where your event is located, the start and end time, and what you want to accomplish. You can even add a participating organization's logo if you wish.
3. Contact your local newspaper, radio or television station to promote your event.

For additional information and resources, visit us online at nfpa.org/wildfireprepdlay.



WILDFIRE COMMUNITY PREPAREDNESS DAY



www.WildfirePrepDay.org
#WildfirePrepDay



**WILDFIRE COMMUNITY
PREPAREDNESS DAY**

PEOPLE. PROJECTS. PURPOSE.

Sponsored by  **State Farm**

NFPA and State Farm are pleased to support the 2019 Wildfire Community Preparedness Day campaign, but have not assessed or evaluated any of the community projects, activities or initiatives. Recognition of any kind in no way implies endorsement or approval of a project, its safety or effectiveness, and the supporters disclaim all liability in connection with any such project, activity or initiative.

WILDFIRE COMMUNITY PREPAREDNESS DAY, MAY 4, 2019

BY THE (Governor, mayor etc.)

A PROCLAMATION

WHEREAS, on this day May 4th 2019, Wildfire Community Preparedness Day, we recognize the residents, communities, and neighborhoods (in our state, city) who engage in wildfire mitigation activities on this day, as they work together with courageous first responders, legislators, teachers, youth, and others to create communities that are more resilient and safer from loss due to wildfires.

WHEREAS, let us recognize that each of us can do our part to prepare for wildfire emergencies by taking steps to make effective changes to our landscapes and homes, and better ensure people have the necessary resources and knowledge to help protect themselves from wildfire losses. Together, we can remain strong and resilient if we work together.

NOW, THEREFORE, I, XXXXXXXXXXXX (Governor of XXXXXXXX or Mayor of XXXXXXXX or XXXXXXXX), by virtue of the authority vested in me, do hereby proclaim May 4th, 2019 as Wildfire Community Preparedness Day. I encourage all residents to recognize the importance of wildfire prevention efforts and work together to enhance our resilience and readiness.

IN WITNESS WHEREOF, I have hereunto set my hand this XXXXX day of XXXXXXX, in the year of our Lord two thousand nineteen.

XXXXXXXXXXXXX



Wildfire Preparedness Projects - Safety Tips and Safety Gear

Before starting a project, it's important to review the safety tips and safety gear below. Each participant needs to be familiar with the information. Always leave power equipment tasks to trained adults.

Safety Tips:

- For safety purposes, many of the projects found on the [Project Ideas List](#) are best accomplished by two or more people. It's always a good plan to work in pairs.
- Bending: Keep your feet shoulder-width apart and move your whole body as one unit; bend at your hips and knees, not at your waist.
- Lifting: If an object is too difficult to lift, ask a friend for help. Use slow smooth movements while lifting and keep your body facing the object. Twisting can hurt your back. Keep the load close to your body between your shoulders and waist – this puts less strain on back muscles.
- Stacking Firewood: For tips on stacking firewood refer to this article from [Popular Mechanics](#)
- Moving hazardous materials: Use caution when moving and storing any type of hazardous items (gasoline, portable propane tanks, etc.). Many products can be dangerous if handled or stored incorrectly – and can harm your health and the environment.
- Hand tools: Always wear eye protection. Handle sharp-edged and pointed tools carefully with them close to your side and the points and heavy ends downward and outward – never carry them in your pocket.
- Tools should be inspected to ensure that they are in good condition before use. Check for dull blades/cutting parts and or cracked handles or leaking fluids. Do not use broken or unsafe equipment.
- **Minors should never accept** an invitation from someone they don't know to enter a home or other structure – unless accompanied by a trusted adult or group leader.

If you are removing trash, be aware of nails, broken glass, and sharp metals. Always ensure that an adult works with minors.

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Safety Gear:

When working with hand tools, mowing, and hauling branches, always use good safety practices, including wearing the proper clothing and personal protective equipment.

- Wear work gloves and trim-fitting long sleeve pants and shirts and non-slip closed-toed shoes or boots.
- Always wear eye protection/safety goggles.
- Industrial style ear plugs/ear muffs need to be worn in loud work areas.
- If you are cutting overhead branches, wear a hard hat.
- If you are using power tools wear recommended safety clothes, including chaps, hardhats, goggles, steel toe boots, and hearing protection (ear muffs). For some power tools, the use of face shields is recommended. Use power tools correctly.

Be Aware of Environmental Hazards:

When working outdoors, maintain good situational awareness about the conditions of the terrain. Good footwear, including boots with good treads, can help prevent slips and falls.

- Be aware of bees and hornets. Sometimes power tools can disturb hives.
- Be aware that snakes and other creatures, including spiders, can sometimes be found in woodpiles. Take care when chipping piles.
- Be aware of the type of soil and/or duff you will be working in. Clay and certain soils such as DG (degenerated granite) can be slippery, as can be wet leaves.
- Be aware of red flag warnings and other local fire weather concerns before using any power tools. In some areas power tools may not be used or may have limited use during certain types of weather conditions. If using power tools it is always a good idea to have a water source such as a garden hose close by, or a fire extinguisher with you on site. Check with your local fire authority.

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