



## **FIREWISE DESK REFERENCE**

## **KENTUCKY DIVISION OF FORESTRY**



**2010**

# **FIREWISE DESK REFERENCE**

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## **Section 1 - Overview of the Kentucky Firewise Program**

Firewise is a cooperative effort among federal, state, and private agencies and organizations to promote the use of practices that will protect homeowners and communities from wildland fires. **A key component of the Firewise program is the primary responsibility of homeowners and communities to implement the necessary practices to protect people, property, and natural resources from wildland fire.** The Firewise program provides information and resources to promote the use of Firewise practices that create defensible space for homeowners and communities.

Firewise Communities/USA is a key component of the Firewise program and provides a unique opportunity for communities-at-risk. Its goal is to encourage and acknowledge Firewise actions that minimize wildland fire risk to communities. It is well adapted for small communities, developments, and residential associations of all types. Firewise Communities/USA provides a simple, three-legged template that is easily adapted to different locales. The program is implemented by doing the following:

- The community contacts the Kentucky Division of Forestry for assistance.
- The community assesses its risk and identifies methods to reduce these risks through the completion of a community assessment and Community Wildfire Protection Plan (CWPP).
- The community implements mitigation practices as identified in the CWPP.

Specific activities that the Kentucky Firewise program will promote and provide assistance with include the following:

- Provide Firewise technical assistance to community organizations and local governments.
- Support the development of Firewise Councils.
- Promote the Firewise program through Firewise workshops and Firewise presentations.
- Assist communities to obtain Firewise Communities USA recognition.
- Provide Firewise community assistance cost-share grants.
- Promote the development of Community Wildfire Protection Plans.
- Provide technical assistance and grant funds for fuel mitigation and defensible space projects.



## Section 2 - Why Become a Firewise Community

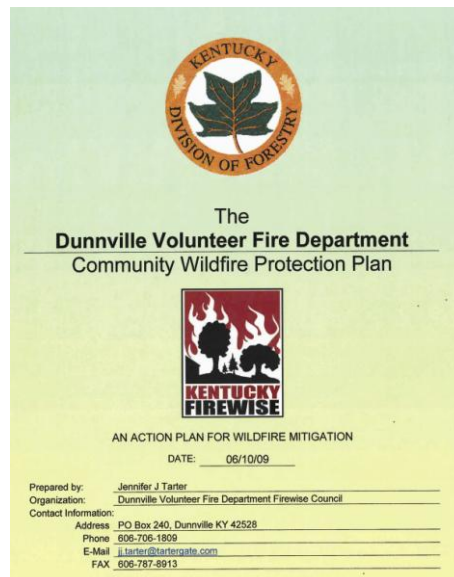
Every year wildfires destroy structures and houses in Kentucky. **Communities must take responsibility to implement practices that provide protection from wildfires.** State and local governments will assist, but only the community itself can make itself truly “Firewise”. A Firewise Community is advantageous to all involved.

- Increase the level of safety for individuals, families, communities and businesses if a wildfire occurs.
- Provide a safer environment for firefighters trying to protect your home from wildfires.
- Increase the length of time that firefighters can protect your home during a burning wildfire. Creating a safer place for firefighters allows them to fight the fire longer, thus being able to protect your home for a longer period of time.

Your community will be much safer after having adopted a community-wide FIREWISE program. Firefighters **MUST** be able to enter and exit a community **SAFELY** during wildfires. Any location with too much brush too close to the road, or roads too steep or narrow and winding may stop fire fighters from getting to homes in need of protection.

As a Firewise Communities/USA member, you will have a greater opportunity to receive grant funding to purchase tools and equipment that will aid in reducing your community’s hazards. Some of the same funding may be available for paying for the prerequisite assessment and planning efforts to identify existing hazardous conditions.

A Firewise Community means a potential for insurance savings. While there may not be immediate insurance benefits to be realized, it is likely that this will occur in the future. In states west of the Mississippi River, it is already common for insurance companies to demand hazard reduction. Within the state, some insurance companies are already considering the likelihood of homes burning down when developing the cost of their insurance.



## **Section 3 – How to Become A Kentucky FireWise Community**



## **How to Become a Kentucky FireWise Community**

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### **Contact the Kentucky Division of Forestry**

Becoming recognized as a Firewise Community/USA begins with the community itself. A community representative contacts Mike Harp, the Kentucky Firewise Coordinator by phone at (502) 564-4496 or e-mail [mike.harp@ky.gov](mailto:mike.harp@ky.gov). Additionally, the community can complete an on-line form on the Firewise Communities/USA web site at <http://www.firewise.org/usa>.

### **Site Visit**

At an agreed-upon time, the Firewise Coordinator or Specialist schedules a site visit with the community representatives and local fire officials to assess risk to the community from wildland fires and to discuss the Firewise Community/USA process.

### **Organize a Firewise Council or Board**

If the community is determined to have homes in the wildland/urban interface that are considered at risk, community representatives create a multi-discipline Firewise council or board that can include homeowners, fire professionals, local government officials, emergency managers, and/or members of other interested groups. Members should be informed that developing a Community Wildfire Protection Plan may take several months.

### **Conduct Home Risk Assessments**

At the organizational meeting of the Firewise Board, a date is scheduled for the Firewise Coordinator or Specialist to meet with community representatives and/or fire department personnel for training in completing the Kentucky Woodland Home Wildfire Risk Assessment form (available at <http://www.forestry.ky.gov/programs/firewise/>) for homes in the wildland/urban interface.

### **Develop a Community Wildfire Protection Plan (CWPP)**

Upon completion of the individual home assessments, the Firewise board uses them as a basis for developing a CWPP that contains agreed-upon, area-specific solutions to its wildfire issues. All members of the Firewise board must concur with the final decisions (CWPP template and instructions available at <http://www.forestry.ky.gov/programs/firewise/>). Their recommendations are presented to and approved by, the Firewise Coordinator. The Coordinator may, at that time, work with the community to seek project implementation funds, if necessary. Local solutions are implemented following a schedule designed by the local Firewise Board and Firewise Coordinator.

### **Sponsor Annual Firewise Day(s)**

The CWPP prepared by the Firewise Board contains specific action items that can be implemented by the homeowners with assistance from the Kentucky Division of Forestry and/or the local fire department. When they are executed, they are called “Firewise Days.” A Firewise Day must be held each year in order to maintain recognition status. Firewise Days can include chipping days, public awareness events, brush cleanups, etc.

### **Invest a Minimum of \$2/Capita**

Firewise Communities are able to quantify their concern about the wildfire risk. To this end, they are willing to invest \$2/capita in Firewise projects each year. This means that in a community of 200 residents, \$400.00 will be invested in projects named in the plan prepared by the Firewise Board. Volunteer hours, use of equipment, and time spent by fire department personnel can be included in this figure, as can state or federal grant dollars.

### **Certification as a Firewise Community**

Firewise Communities/USA recognition status is achieved when the Firewise Coordinator approves the community’s completed Firewise plan, and after the community has completed one Firewise project. At that time, a Board member can download the Firewise Communities/USA application form from the program’s web site [www.firewise.org/usa](http://www.firewise.org/usa). All required documentation should be submitted to the Kentucky Division of Forestry Firewise Coordinator. Upon certification by the Kentucky State Forester, the Firewise Coordinator forwards the completed application to the national Firewise program office. A special ceremony will be held in the community after certification as a Firewise Community/USA with all agencies and organizations involved in the process.

### **Continued Certification**

A permanent Firewise task force, committee, commission or department is created that will maintain the program into the future. Recognition renewal must be completed by December 31 each year. Recognized communities submit documentation indicating continued community participation to the Firewise Coordinator. Renewal forms are downloadable at [www.firewise.org/usa](http://www.firewise.org/usa).

## **Section 4 – Developing a Firewise Council or Board**

Interested community members should seek to form a multi-discipline Firewise council that can include a variety of members. The council is a representation of your community so try to encourage participation from individuals with a wide variety of skills, strengths, and contacts. The council might include representatives from the following:

- Individuals from emergency services such as the local fire department or the local emergency management agency are usually familiar with the community hazards and risks.
- Kentucky Division of Forestry local forest ranger technicians can provide Firewise technical assistance and provide information on grant funds.
- Interested homeowners are familiar with the other homeowners and will have a stake in making the community Firewise.
- Local government officials and businesses can provide leadership for the council and facilitate interaction with the local government.
- Local educators can help to provide Firewise education in the local school system and provide assistance in education homeowners.

If possible, council membership should include the community “movers and shakers” and local citizens who have experience in making community decisions and organizing community events. Each community is different, council membership and activities should be based on the needs of your community. Members should be informed that the Firewise council will be an ongoing activity and that developing a Community Wildfire Protection Plan may take several months.





## **Section 5 – Grant Information**

The vision of the national Firewise Communities program is that, with adequate planning and cooperation among varying interests, wildfires can occur without disastrous loss of life, property, and resources. The Kentucky Division of Forestry Firewise Community Grant Program is designed to help communities and fire departments initiate and implement a Firewise program. Program information is outlined below:

### **FIREWISE COMMUNITY GRANT PROGRAM**

#### Program Objectives

- Provide cost-share funds for fire mitigation and Firewise activities.
- Foster closer working relationships with fire departments, communities, counties, and interested organizations.
- Educate the public about the benefits of the fire mitigation and Firewise programs.
- Reduce the risk and effects of wildfire in wildland/urban interface areas.  
Complete a Community Wildfire Protection Plan (CWPP) for each community.

#### General Guidance

No single piece of equipment can cost **over \$5,000**. Funding ranges will normally be \$1,000 - \$20,000 and will be set annually. All grant applications will be evaluated using an established scoring system and grants awarded accordingly. Both communities and fire departments are eligible to apply for Firewise grants. Grantees must provide a 20 percent match of total project costs.

#### Eligible Projects

- Development of local Firewise councils or boards
- Completion of a community wildfire hazard assessment and CWPP
- GIS mapping of at-risk communities
- Consulting services to complete a community wildfire hazard assessment or a community Emergency Action Plan
- Firewise or fire mitigation activities that follow the intent of the National Fire Plan
- Firewise or fire mitigation educational activities or materials that can be used to educate the community
- Signage to identify roads and residences
- Mechanical removal or reduction of hazardous fuels
- Firewise or fire mitigation research applicable to Kentucky
- Fuel treatments that increase a community's defensible space, which could include the leasing or contracting of equipment and other resources to complete an eligible project



- Development or improvement of existing fire breaks that provides community mitigation
- Other projects determined as eligible by the Kentucky Division of Forestry

#### Ineligible Projects

- Consulting services other than for wildfire hazard mitigation
- Promotional literature for a community
- Any other project outside the intent and scope of the National Fire Plan as interpreted by the Kentucky Division of Forestry

#### Grant Equipment and Services

##### Approved Equipment

Chain saws and carrying cases  
 Chipper  
 Leaf blowers  
 Brush hog  
 Pole pruners  
 Ropes and ladders  
 Wheelbarrows  
 Safety helmets or hard hats  
 Chaps  
 Leather gloves  
 Safety glasses, goggles, and ear plugs  
 Fuel cans, bar and chain oil, files, etc.  
 Fire rakes and Pulaskis (fuel reduction projects)  
 Drip torches (fuel reduction projects)  
 Nomex clothing (fuel reduction projects)  
 Crew first aid kit  
 Firewise literature printing  
 Firewise signs and banners  
 Firewise workshop expenses

##### Approved Services and Expenses

Equipment rental (fuel reduction or firebreaks)  
 Prescribed burning contracts  
 Tree service contracts (chipper, chainsaw operators, etc.) for removal, thinning and pruning of trees for defensible space

##### Non-Approved Equipment

Generators  
 Lawn mowers  
 Weedeaters  
 Cameras  
 Boots  
 Fire shelters  
 Foam and/or skid units  
 Backpack pumps  
 Uniforms  
 Radios  
 Megaphones  
 Fire hose  
 Single piece of equipment over \$5,000

##### Non-Approved Expenses

Salaries for firefighters  
 Mileage for personal vehicles  
 Projects not listed in grant

A Community Wildfire Protection Plan (CWPP) must be completed at the end of the grant cycle as a requirement for all projects. **This is a new requirement for federal wildfire community grants.**

## Firewise Community Grant Program Assistance

For further information or assistance, contact:

- State Firewise Coordinator Mike Harp at (800) 866-0555 or [mike.harp@ky.gov](mailto:mike.harp@ky.gov).
- State Fire Chief Luke Saunier at (800) 866-0555 or [luke.saunier@ky.gov](mailto:luke.saunier@ky.gov)
- Local Kentucky Division of Forestry regional office (see Attachment)

More information on the Firewise Community Grant Program can be found at:

<http://www.forestry.ky.gov/programs/firewise/Firewise+Community+Grants.htm>

## Volunteer Fire Assistance Grants

Another source of grant funding for Kentucky fire departments is the Volunteer Fire Assistance (VFA) grant program. The VFA grant is a 50/50 matching grant program that can be used for equipment purchases, training, or organizational activities. The VFA grant has a funding range from \$1,000 – \$5,000 for the purchase of eligible fire suppression items. The fire department purchases items or completes projects that have been approved by the Kentucky Division of Forestry and is then reimbursed for 50% of the total cost. Complete information on the VFA grant program can be found at:

<http://www.forestry.ky.gov/situationreport/Assistance+to+Volunteer+Fire+Departments.htm>

## Other Grant Opportunities

The primary grant source **outside** the State of Kentucky is the Federal Department of Homeland Security. The program is designed to assist **local fire departments** in protecting citizens and firefighters against the effects of fire and fire-related incidents. Interested VFDs are encouraged to visit the website noted below:

<http://www.firegrantsupport.com/>



## **Section 6 – Firewise Publications / Resources**

1. *A Firewise Guide to Protecting Your Home and Community from Wildfires*: (folder with six KDF publication inserts).
  - a. *Wildfires in Kentucky*
  - b. *Be Prepared for Wildfires*
  - c. *Is Your Home Firewise*
  - d. *Creating Defensible Space*
  - e. *Firewise Landscaping*
  - f. *Firewise Checklist*
2. *Will Your Home Survive – A Winner or Loser* – A KDF publication
3. *Homeowner’s Watch Outs* – A KDF brochure
4. *Firesafe in the Interface* - A KDF brochure
5. *Living with Fire* – A Southern Group of State Foresters publication
6. *Guide for Protecting Communities from Wildfire*
7. *Kentucky How to Have a Firewise Home and Living on the Edge in Kentucky* CD-ROMS.
8. *Woodland Home Wildfire Hazard Assessment Guide* – A homeowner’s assessment form
9. *Woodland Community Wildfire Hazard Assessment Guide* – A community assessment form
10. *Community Wildfire Protection Plan Instructions* – Instructions for CWPP template
11. *Community Wildfire Protection Plan* – A CWPP template
12. National Firewise Website: <http://www.firewise.org>
13. Southern Center for Wild-land Urban Interface Research and Information: <http://www.interfacesouth.org>
14. Kentucky Division of Forestry Firewise Website: All publications and templates available on KDF site: <http://forestry.ky.gov/wildlandfiremanagement/Pages/KentuckyFirewiseProgram.aspx>
15. Kentucky Firewise Trailer – An interactive Firewise educational trailer

## Appendix A – Community Wildfire Protection Plan (CWPP) – Template Instructions



### **COMMUNITY WILDFIRE PROTECTION PLAN (CWPP) TEMPLATE INSTRUCTIONS**

A CWPP is prepared to enable a community to plan in advance for the possibility of a community threatening wildfire. The CWPP helps to empower communities to organize, plan, educate, and take action on wildfire issues that impact community safety.

The instructions listed below provide guidance for individuals and communities on how to complete the Kentucky Division of Forestry CWPP template. Further assistance on completing a CWPP can be obtained by contacting the Kentucky Division of Forestry (KDF) at (502) 564-4496 or contacting the local KDF regional office.

#### **COVER PAGE**

Enter the community name for which the plan is being prepared and enter the date the plan is completed. Enter the requested information for the individual that completed the CWPP template.

#### **PLAN PARTICIPANTS**

##### **Community Representative(s):**

Enter names for the local community representative(s). This could include the mayor, city council representative, Firewise Council representative, homeowner association president, etc. Typically these representatives have authority to act on behalf of the community.

##### **Local Fire Department Representative(s):**

Enter the names of the local fire department representative(s) that provide fire protection for the local community for which the CWPP is being prepared.

##### **Local Kentucky Division of Forestry Representative(s):**

Enter the names of the local Kentucky Division of Forestry representative(s) that are assisting the community in the preparation of the CWPP.

##### **Federal and other Interested Parties:**

Enter the names of any participating representative(s) from any federal agency (USDA Forest Service, National Park Service, Fish and Wildlife Service, etc.) or any other interested party such as a non-profit group.

#### **PLAN CONTENTS**

##### **Community Background and Existing Situation:**

All pertinent community information should be entered in this section. This information may have to be gathered from several sources such as the local Property Value Assessor (PVA), the local deed office, the Kentucky Division of Forestry, etc. The local fire department and/or the Firewise Council can assist in gathering this information.

**Community Base Map and other Visuals:**

A community base map should be inserted or attached here to provide needed information. A community map may be obtained from a variety of sources including the Area Development District, the local tax office, the local conservation district, a local university, or from a completed fire hazard mitigation assessment if one has been completed for the area.

Any other available community visuals, including any available GIS layers, should be inserted or attached here.

**Objectives/Goals:**

The objectives of the CWPP should be clearly stated in this section. The objectives should clearly define what the community hopes to accomplish with the preparation and implementation of the CWPP. The objectives should be as specific as possible. The existing objectives in the CWPP template should be edited as needed to reflect the community needs and priorities.

The goals of the CWPP usually include mitigation practices for fuel reduction and structure ignitability reduction practices. They may also include community education. The existing template goals should be edited as needed.

**Prioritized Mitigation Recommendations:**

Mitigation practices should be listed by priority order for fuel reduction, and structure ignitability reduction. All community education and outreach activities and/or events should also be listed by priority order.

**Action Plan:**

The funding needs, timetable for completion, and method or strategy to assess the plans project should be listed here for each identified project. Completion of these items will increase the likelihood of project completion and success.

**Wildfire Pre-Suppression Plan:**

Completion of the information in this section will help to ensure that the community has gathered all pertinent information for use in case of a community threatening wildfire. Assistance for gathering this information may be provided by the local fire department, the Kentucky Division of Forestry, the local emergency management official, or the local unit of a national park or a national forest. The items listed in this section should be identified as completely as possible in order to be prepared for a wildfire.

**Additional Comments:**

Enter any additional comments that provide or explain information included in the CWPP or any other comments that are pertinent to the CWPP.

**Attachments:**

List in order any attachments to the CWPP. These could include maps, personnel lists, phone lists, equipment lists, communications plans, organizational diagrams, or logistical information.

Appendix B – Community Wildfire Protection Plan (CWPP) – Sample Template



The

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# Community Wildfire Protection Plan



AN ACTION PLAN FOR WILDFIRE MITIGATION

DATE: \_\_\_\_\_

Prepared by: \_\_\_\_\_

Organization: \_\_\_\_\_

Contact Information: \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_

E-Mail \_\_\_\_\_

FAX \_\_\_\_\_



The following report is a cooperative effort between various entities. The representatives listed below comprise the core decision-making team responsible for this report and mutually agree on the plan's contents.

**Community Representative(s):**

Name	_____
Address	_____
Phone Number	_____
Other Contact Information	_____
Name	_____
Address	_____
Phone Number	_____
Other Contact Information	_____
Name	_____
Address	_____
Phone Number	_____
Other Contact Information	_____

**Local Fire Department Representative(s):**

Name	_____
Address	_____
Phone Number	_____
Other Contact Information	_____
Name	_____
Address	_____
Phone Number	_____
Other Contact Information	_____
Name	_____
Address	_____
Phone Number	_____
Other Contact Information	_____

**Local Kentucky Division of Forestry Representative(s):**

Name	_____
Address	_____
Phone Number	_____
Other Contact Information	_____

Name \_\_\_\_\_  
 Address \_\_\_\_\_  
 Phone Number \_\_\_\_\_  
 Other Contact Information \_\_\_\_\_

The following federal and other interested parties were consulted and involved in the preparation of this report:

Name	Organization

**PLAN CONTENTS**

1. Community Background and Existing Situation
2. Community Base Map and Other Visuals
3. Objectives and Goals
4. Prioritized Mitigation Recommendations
5. Action Plan
6. Wildfire Pre-Suppression Plan
7. Additional Comments
8. Attachments

## 1) COMMUNITY BACKGROUND AND EXISTING SITUATION

### Community Description:

County: \_\_\_\_\_ Latitude/Longitude: \_\_\_\_\_  
Frontage Road: \_\_\_\_\_ Nearest Intersection: \_\_\_\_\_  
Nearest Fire Department (name/location): \_\_\_\_\_  
Interface Areas: \_\_\_\_\_ Year Established: \_\_\_\_\_  
Tax Map #: \_\_\_\_\_

### Community Size:

Number of Lots: \_\_\_\_\_ Number of Structures: \_\_\_\_\_  
Estimated Acres: \_\_\_\_\_ Development Status: \_\_\_\_\_

### Community Infrastructure:

Home Owners Association/Organization:  Yes  No *If yes, attach a copy of ordinances.*

### Contacts:

Name \_\_\_\_\_  
Address \_\_\_\_\_  
Phone Number \_\_\_\_\_  
Other Contact Information \_\_\_\_\_

Name \_\_\_\_\_  
Address \_\_\_\_\_  
Phone Number \_\_\_\_\_  
Other Contact Information \_\_\_\_\_

### Resident Population:

Full Time  
 Part-Time:  100-75%  75-50%  50-25%  less than 25%

### Wildfire Hazard Rating: (check one)

Low  Moderate  High  Extreme

Date Evaluated: \_\_\_\_\_ *Attach KDF Community Wildfire Hazard Assessment Form.*

Community Assessment Highlights (roads, water sources, primary fuel types, utilities and topography)

### Community Wildfire History: (include surrounding areas)

Relative Frequency:

Common Causes:

Areas of Future Concern:

Additional Comments:

## 2) COMMUNITY BASE MAP AND OTHER VISUALS

*Attach or insert community base map and other visuals.*

## 3) OBJECTIVES / GOALS

Edit as needed to match community needs.

### **Objectives:**

The objectives of this plan/report are to set clear priorities for the implementation of wildfire mitigation in the identified community. This includes prioritized recommendations for the community as a whole and also for individual homeowners where appropriate.

### **Goals:**

The goals are fuel reduction and structure ignitability reduction that will protect this community and its essential infrastructure. It also includes a wildfire pre-suppression plan.

## 4) PRIORTIZED MITIGATION RECOMMENDATIONS

The following recommendations were developed by the Community Firewise Working Group or Fire Council as a result of the community wildfire risk assessment and follow-up meetings with local, state, federal and community stakeholders. A priority order was determined based on which mitigation projects would best reduce the hazard of wildfire in the assessment area.

### **Proposed Community Hazard Reduction Priorities:**

List area and treatment recommended.

Examples: 1) Community Clean-up Day. Cut, prune and mow vegetation in shared community spaces. 2) Create an emergency exit. Build an unimproved road from cul-de-sac on Jasper Lane to Old Rd.

- 1.
- 2.
- 3.
- 4.

### **Proposed Structural Ignitability Reduction Priorities:**

Actions to be taken by homeowners.

Example: Clean roofs and gutters.

- 1.
- 2.
- 3.
- 4.

### **Proposed Education and Outreach Priorities:**

Activities planned and implemented by community, fire department, and Division of Forestry.

Examples: 1) Distribute Informational packets. 2) Create a neighborhood newsletter.

- 1.
- 2.
- 3.

## 5) ACTION PLAN

### Funding Needs:

Outline each project (list highest priority projects first) including estimated cost and potential funding sources.

- 1.
- 2.
- 3.
- 4.
- 5.

### Timetables:

For each project (list highest priority projects first), provide an estimated duration, start date and targeted completion date.

- 1.
- 2.
- 3.
- 4.
- 5.

### Assessment:

Describe the strategy used to assess the plans progress and effectiveness.

- 1.
- 2.
- 3.
- 4.
- 5.

## 6) WILDFIRE PRE-SUPPRESSION PLAN

### A. Wildfire Protection Responsibility

Structural Protection: \_\_\_\_\_

Wildland Protection: \_\_\_\_\_

### B. Incident Command Post Location

### C. Incident Staging Area Location

### D. Medical Unit Staging Area Location

**E. Alarm Response**

**First Alarm**

Fire Department/Rescue Squad	Travel Distance	Response Time

**Second Alarm (report to designated staging area)**

Fire Department/Rescue Squad	Travel Distance	Response Time

**F. Air Support**

**Fixed Wing**

Aircraft	Contact Name	Dispatching Guidelines

**Helicopter**

Aircraft	Contact Name	Dispatching Guidelines

**G. Water Availability (must be accessible to fire engines)**

Location: \_\_\_\_\_ Description: \_\_\_\_\_

Location: \_\_\_\_\_ Description: \_\_\_\_\_

Location: \_\_\_\_\_ Description: \_\_\_\_\_

Location: \_\_\_\_\_ Description: \_\_\_\_\_

**H. Communications (Attach Communications Plan if available)**

Name	Phone Number	Radio Frequencies
Dispatch/Fire Departments		
Local Department of Forestry Office		
Other		

**I. Evacuation (Attach Evacuation Plan)**

**J. Resource List**

Name	Contact Information	Payment Information
Support Agencies		
Tractor Operators		
Crews		
Utilities		
Fuel		
Food and Supplies		
Lodging		



**7) ADDITIONAL COMMENTS**

**8) ATTACHMENTS (List here in order of attachment)**

**Appendix C - Woodland Home Wildfire Risk Form**



**KENTUCKY DIVISION OF FORESTRY  
WOODLAND HOME WILDFIRE  
HAZARD ASSESSMENT**



**Instructions:** Answer each question using point values as it applies to your home. If the question does not apply, score it as a zero. Total the points to get the value and determine the hazard for your home.

**ENTRANCE:**

1. **A.** Mailbox or 9-1-1 address clearly marked with 4 inch reflective letters. (0 pts)  
**B.** Mailbox is marked but difficult to read (small letters, obstructed view, only visible from one direction, etc. (5 pts)  
**C.** Address is not marked. (10 pts) \_\_\_\_\_
  
2. **A.** Drive is at least 12 feet wide with 14.5 feet of vertical clearance to allow access for emergency vehicles. Brush and limbs are cleared. If there is a gate, it is 30 feet from the road, 2 feet wider than the drive, opens inward and has a key box if locked. (0 pts)  
**B.** Drive is less than 12 feet wide, is clear of brush, but has limited access for emergency vehicles. (5 pts)  
**C.** Drive is obstructed or minimized by brush. No access for emergency vehicles. (10 pts) \_\_\_\_\_

**HOME:**

3. **A.** Siding is non-combustible/heat resistant material (brick, stucco, block, aluminum, etc. (0 pts)  
**B.** Home has vinyl siding. (5 pts)  
**C.** Home has wood or cedar shake siding. (10 pts) \_\_\_\_\_
  
4. **A.** Roof is non-combustible fire resistant material (tin, tile, class a fiberglass/asphalt shingles. 0 pts)  
**B.** Roof has non-rated / combustible shingles. (Usually found on older homes. 10 pts)  
**C.** Roof has cedar shake shingles. (15 pts) \_\_\_\_\_
  
5. **A.** Chimney has a spark arrestor and is capped. (1 pt)  
**B.** Chimney is not capped. (5 pts) \_\_\_\_\_
  
6. **A.** Gutters are cleaned of debris. Eaves are boxed. (1 pt)  
**B.** Gutters are not clean. Eaves are boxed. (5 pts)  
**C.** Gutters are not clean. Eaves are not boxed. (10 pts) \_\_\_\_\_

- 7. **A.** Windows are double-pane, tempered glass. (1 pt) \_\_\_\_\_
- B.** Windows are single-pane. (5 pts) \_\_\_\_\_
  
- 8. **A.** Attic vent is covered with 1/8 inch mesh screening. (1 pt) \_\_\_\_\_
- B.** Attic vent is not covered. (5 pts) \_\_\_\_\_
  
- 9. **A.** Deck is screened underneath with lattice and 1/8 inch screened mesh. (1 pt) \_\_\_\_\_
- B.** Deck is not screened. (10 pts) \_\_\_\_\_
  
- 10. **A.** Wooden fencing or trellis is located 10-12 feet from the home or is a non-combustible material. (1 pt) \_\_\_\_\_
- B.** Wood fence or trellis is less than 10 feet from the home or is in direct contact to the home. (5 pts) \_\_\_\_\_

**LANDSCAPING:**

- 11. **A.** Property is landscaped with drought resistant plants. Shrubs are at leased 5 feet from structures. Pea gravel, lava rock or chunky bark is used in place of mulch. (1 pt) \_\_\_\_\_
- B.** Shrubs and other landscaping are less than 5 feet are in direct contact with the home. Shredded bark or other flammable materials (e.g. grass) have been used for mulch. (10 pts) \_\_\_\_\_
  
- 12. **A.** Overhanging limbs have been trimmed to a height of 10 feet above structures. (1 pt) \_\_\_\_\_
- B.** Overhanging limbs are less than 10 feet from structures. (5 pts) \_\_\_\_\_

**PERIMETER:**

- 13. **A.** Home has 100 feet or more of defensible space cleared from the wildland/urban interface. (1 pt) \_\_\_\_\_
- B.** home has 30-100 feet of defensible space. (3 pts) \_\_\_\_\_
- C.** home has less than 30 feet of defensible space. (10 pts) \_\_\_\_\_
  
- 14. **A.** Firewood, LP gas tanks and other flammable hazards are at leased 50 feet from structures. LP tank is cleared of overgrown brush within at leased 15 feet of tank. (1 pt) \_\_\_\_\_
- B.** Firewood is stacked on porch or against home. LP tank ( if applicable) is less than 50 feet from the home. (5 pts) \_\_\_\_\_
- (If LP tank is obstructed with overgrown brush add 5 pts.) \_\_\_\_\_
  
- 15. **A.** Storage shed or out buildings are equipped with a rake, shovel, ladder, and hose that are easily accessible. (1 pt) \_\_\_\_\_
- B.** Outbuildings are not equipped with tools. (5 pts) \_\_\_\_\_

<u>Score Values</u>	<u>Hazard Rating</u>	<u>Grand total</u> _____
11 points or less	Low Hazard	
12 – 30 points	Moderate Hazard	
31 – 81 points	High Hazard	
82 – 125 points	Extreme Hazard	

**Appendix D - Firewise Communities/USA Application Form**



**FIREWISE COMMUNITIES/USA APPLICATION**

Complete this form and submit it to your Firewise State Liaison no later than December 31. The Firewise State Liaison must receive copies of the assessment, the community plan and event documentation in order for Firewise processing to occur. Firewise Communities/USA participants are given credit for work completed during the calendar year. If your state has no Firewise State Liaison, contact [FirewiseUSA@aol.com](mailto:FirewiseUSA@aol.com) for mailing instructions.

The community of \_\_\_\_\_, state of \_\_\_\_\_, hereby applies to be officially recognized and designated as a qualified participant in the Firewise Communities/USA recognition program for the year \_\_\_\_\_. Members of the community have adopted the following Firewise Communities/USA recognition program standards:

**FORMED A FIREWISE BOARD**

List Board members and fire agency representative(s), date board was established, meeting dates, and the address, phone number and e-mail of Board President.

Date Established:

Board Members

Board President:

Meeting Dates

Address:

City, State, Zip:

Phone #:

Email:

**INVESTED AT LEAST \$2/CAPITA IN FIREWISE PROJECTS**

Total Firewise expenditures, including equipment and volunteer hours ..... \$  
 Number of residents in community .....

**COMPLETED A COMMUNITY ASSESSMENT**

Date of assessment:

Name and agency/company conducting assessment

Provided a hard copy of assessment to state Firewise representative.

**CREATED A PLAN**

Date plan completed

Provided a hard copy of the plan to state Firewise representative.

**HELD A FIREWISE DAY**

Date of Firewise Day:

Describe the activity including date, time, number of people attending and location:

Provided hard copies of any publicity, programs, news coverage and/or other supporting information to the state Firewise representative.

Submitted by:

E-mail address

Date

**Please provide the following contact information:**

<u>State Forestry Contact</u>
Name:
Agency:
Address:
City, State, Zip:
Telephone:
Fax:
Email:

<u>Community Fire Chief</u>
Name:
Department:
Address:
City, State, Zip:
Telephone:
Fax:
Email:

## Appendix D - Firewise Communities/USA Application Form - Continuation

Firewise Application Form  
Page 2 of 2

### **TO BE COMPLETED BY FIREWISE COMMUNITIES/USA STATE LIAISON OR REPRESENTATIVE:**

Complete this form and mail it along with the community's application form (COVER SHEET ONLY) to:  
**Firewise Communities/USA Recognition Program**  
**One Batterymarch Park**  
**Quincy, MA 02169**

To notify program staff of the pending application or to discuss the application with staff, please send an email to [firewiseusa@aol.com](mailto:firewiseusa@aol.com).

#### **CERTIFICATION**

(To be completed by State Forester or designated representative)

The state forestry office or appropriate official has reviewed the application of the above-named community and determined it has met the five Firewise standards of achievement in wildfire mitigation. Therefore, this applicant should be designated as a Firewise Communities/USA participant for the current calendar year.

Signed \_\_\_\_\_ Date \_\_\_\_\_

Person who should receive recognition materials:

Name:  
Title:  
Agency/Organization:  
Address:  
City, State, Zip:  
Phone #:  
Fax #:  
Email:

## Appendix E - Firewise Activities Matching Funds Recording Sheet



### FIREWISE ACTIVITIES MATCHING FUNDS RECORDING SHEET

*Can be used to record activities for matching funds and other Firewise Communities/USA purposes*

What qualifies for matching funds for Firewise grants? Any time or money you spend on your home and/or surrounding property for the purpose of reducing the probability of wildfire loss. Examples of activities that will qualify related to homes and outbuildings are:

- Removing trees, brush, grass from around your structures
- Cleaning gutters of pine needles and other debris. Cleaning the roof and clearing anything flammable from within three feet of the base of the structure
- Removing tree limbs less than six-ten feet from the ground around structures
- Replacing a shake-shingle roof with a non-flammable alternative

The following volunteer activities will also qualify for Firewise matching funds. Volunteer time is recorded at the rate posted at [www.independentsector.org](http://www.independentsector.org).

- Firewise Board meetings
- Firewise community events
- Family preparation for wildfire

To record your time, fill in the following:

Activity	Date Performed	Amount of Time

To record your costs, fill in the following:

Activity	Date Performed	Attach Invoices

I affirm that the information I have provided on this form is accurate.

Print Name \_\_\_\_\_ Date \_\_\_\_\_

Signature \_\_\_\_\_ Phone/E-mail \_\_\_\_\_

Return this form to your Firewise Board contact:

Name \_\_\_\_\_ E-Mail \_\_\_\_\_

Address \_\_\_\_\_ Telephone Number \_\_\_\_\_

**Appendix F – Firewise Volunteer In-Kind Tracking Sheet**



# FIREWISE COMMUNITIES/USA

## VOLUNTEER/IN-KIND TRACKING SHEET

PROJECT DATE	
PROJECT LOCATION	
TYPE OF PROJECT	
CONTACT PERSON	
TELEPHONE	
ADDRESS	
E-MAIL	
FIRE STAFF PRESENT	
COOPERATING ORGANIZATIONS	

VOLUNTEERS: # Vol. _____ X # Hours _____ X hourly rate posted \$ _____ at <a href="http://www.independentsector.org">www.independentsector.org</a> =		
TECHNICAL SUPPORT: # Hours _____ X hourly rate = \$ _____		
COSTS INCURRED (Attach supporting documentation.):		
Item _____	Cost	\$ _____
Item _____	Cost	\$ _____
Item _____	Cost	\$ _____
TOTAL MONIES EXPENDED ON PROJECT		\$ _____
COMMENTS:		

PREPARED BY: \_\_\_\_\_ DATE: \_\_\_\_\_



Appendix G – Firewise Volunteer Sign-Up Form



# FIREWISE COMMUNITIES/USA

## VOLUNTEER SIGN-UP SHEET

1	NAME	TELEPHONE
	ADDRESS	E-MAIL
2	NAME	TELEPHONE
	ADDRESS	E-MAIL
3	NAME	TELEPHONE
	ADDRESS	E-MAIL
4	NAME	TELEPHONE
	ADDRESS	E-MAIL
5	NAME	TELEPHONE
	ADDRESS	E-MAIL
6	NAME	TELEPHONE
	ADDRESS	E-MAIL
7	NAME	TELEPHONE
	ADDRESS	E-MAIL
8	NAME	TELEPHONE
	ADDRESS	E-MAIL

FOR OFFICE USE ONLY:	
Date: _____	Location: _____
Volunteers: _____	Hours: _____
Time: _____	Staff Present: _____
	Signature: _____

Appendix H – Firewise Volunteer Time Sheet



# FIREWISE COMMUNITIES/USA

## VOLUNTEER TIME SHEET

DATE	
NAME OF PERSON/GROUP	
NUMBER OF VOLUNTEERS	
CONTACT PERSON	
TELEPHONE	
ADDRESS	
E-MAIL	
NO. OF HOURS WORKED	
TYPE OF PROJECT	

ADDITIONAL INFORMATION:

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## **Appendix I – Acknowledgements**

This Firewise Desk Reference was not only the work of the Kentucky Division of Forestry, but many others as well. We wish to especially thank the state of Tennessee for providing the idea for the Firewise Desk Reference. We would also like to thank the states of Arkansas and Virginia for their previous work. The volunteer forms were borrowed from the Firewise website at [www.firewise.org](http://www.firewise.org).