

KENTUCKY DIVISION OF FORESTRY CWPP DEVELOPMENT GUIDE

The Kentucky Division of Forestry (KDF) oversees the approval of Community Wildfire Protection Plans (CWPPs). KDF personnel serve as facilitators, assisting communities by providing wildfire data, conducting community risk assessments, initiating collaboration, and offering general guidance throughout the development process. U.S. Forest Service personnel can also act as facilitators.

The facilitator's role is to serve as a subject matter expert, guiding the participants through the CWPP process. They translate compiled data into actionable information for the core planning group and collaborators, allowing them to make informed decisions about wildfire risk reduction, preparedness, and prevention strategies.

Community Wildfire Protection Plan Requirements:

The term “community wildfire protection plan” means a plan for an at-risk community that:

- (A) is developed within the context of the collaborative agreements and the guidance established by the Wildland Fire Leadership Council and agreed to by the applicable local government, local fire department(s), and State agency responsible for forest management, in consultation with interested parties and the Federal land management agencies managing land in the vicinity of the at-risk community;
- (B) identifies and prioritizes areas for hazardous fuel reduction treatments and recommends the types and methods of treatment on Federal and non-Federal land that will protect 1 or more at-risk communities and essential infrastructure; and
- (C) recommends measures to reduce structural ignitability throughout the at-risk community.

Resources:

- CWPP Template: Available from KDF
- [FEMA CWPP Guide](#)
- [CWPP Leader’s Guide](#)
- [Healthy Forests Restoration Act](#)
- [Cohesive Wildfire Management Strategy](#)
- [Kentucky Forest Action Plan](#)
- [Coalitions and Collaboratives](#)
- [FEMA Wildfire Actions](#)
- [Wildfire Risk.Org Community Tools](#)

Collaboration

The first stage of developing a Community Wildfire Protection Plan (CWPP) is selecting the core planning group. The core planning group is responsible for the creation, management, and implementation of the CWPP. This group is typically connected to the area the plan will cover. For plans centered around a Fire Department District, the local fire department serves as the ideal lead agency, with members from the fire department and its board of directors forming the core planning group. In the case of a county-wide plan, the lead agency is usually the County Fiscal Court, but also including representatives from fire departments, cities, and other local leaders as part of the core planning group.

The core planning group is responsible for organizing community meetings that involve key stakeholders, such as state and federal land management and conservation agencies, emergency responders, and infrastructure management agencies. Infrastructure may encompass utility companies, schools, medical facilities, communication networks, transportation systems, and other essential structures needed for daily operations within the CWPP boundaries. The relevance of key stakeholders will vary depending on the specific community.

The development of a Community Wildfire Protection Plan (CWPP) must be a collaborative effort to ensure its success. The core planning group is responsible for documenting collaborative efforts. In small communities, a simple list of participants may be sufficient. However, in larger communities, it may be necessary to include a signature page that demonstrates agreement on the plan's contents from both core planning group representatives and significant stakeholders. Additionally, if the plan is developed with federal funding, such as through a grant program, the relevant program requirements will also need to be followed.

Examples of Potential Collaborators:

- Community Representatives
- Fire Department Representatives
- Police Departments
- Ambulance Services
- Colleges and Schools
- Division of Forestry
- U.S. Forest Service
- Kentucky Fish and Wildlife Resources
- The Nature Conservancy
- Department of Transportation
- Division of Air Quality
- State Parks
- Kentucky Nature Preserves
- Conservation Districts
- Extension Offices
- Faith-Based Organizations
- Youth Groups
- Area Development Districts
- Libraries
- Tribal entities

Methods for Documenting Collaboration:

- List of parties involved
- Meeting rosters and notes
- Contact logs / contact lists
- Signature page

Resources:

- [Kentucky Non-Profit Network](#)
- [Kentucky Division of Forestry](#)
- [Kentucky Energy and Environment Cabinet](#)
- [Kentucky Department of Fish and Wildlife Resources](#)
- [USDA Daniel Boone National Forest](#)
- [University of Kentucky Department of Forestry](#)

Plan Overview

The plan overview serves as an introduction and explains the reasons behind the decision to create the plan. It may include a mission statement from the lead agency, as well as the overall goals and objectives that the plan aims to address, including its sustainability. Not all plans require an overview.

Community Information

The core planning group must gather relevant information about their community that falls within the coverage area of the plan. While specific details may vary, all Community Wildfire Protection Plans (CWPPs) should include essential items such as population size, the percentage of the community classified as Wildland-Urban Interface (WUI), total acreage, land ownership, and topography. Including more characteristics provides a better comprehensive representation of the community.

In some circumstances, specific data may be difficult to obtain. Data that is specific to a particular boundary may not always be available. The core planning group should use the best information available to them. Local resources such as the PVA Office, 911 Dispatch, and GIS departments may be able to provide data that relates to a uniquely specified boundary, such as a fire department district or local neighborhood.

It is essential to take vulnerable populations into account when addressing wildfire risks. People's susceptibility to wildfires depends on their capacity to prepare for, respond to, and recover from these disasters. Vulnerable populations are often disproportionately impacted by wildfires due to limited resources, cultural and institutional barriers, restricted mobility, and/or compromised physical health.

Examples of Community Information Data:

Population	Housing Characteristics	Landscape	Vulnerable Populations
- Size	- Housing Units	- Acreage	- Disabilities
- Density	- Mobile Homes	- Land Area	- Young and Elderly
- Change	- Construction Age	- Water Area	- Education
- Seasonal	- Vacant Homes	- Ownership	- Vehicle Access
- Commuter	- Recreational	- Topography	- Language

Resources:

- [Headwaters Economics](#)
- [Wildfire Risk to Communities](#)
- [City-Data](#)
- [KYGovMaps Open Data Portal](#)

Wildfire Pre-Suppression Plan

The core planning group should convene meetings with emergency managers, fire departments, mutual aid partners, key stakeholders, and other collaborators to effectively develop a wildfire pre-suppression plan. Most of the plan contents will need to be provided by the fire department(s) and emergency

manager. This plan includes essential information that can be used in the event of an imminent wildfire. Emergency officials can share it with external resources to ensure quick dissemination of information. In some Community Wildfire Protection Plans (CWPPs), the recommendations for wildfire risk reduction are also included in the pre-suppression plan. KDF's CWPP template organizes these components into separate sections.

The CWPP template contains the information needed to complete a wildfire pre-suppression plan. Although not all information may be relevant to every community, it provides a useful framework to follow. Some communities might choose to include additional information to further personalize and enhance their plan. A useful method to assess wildfire suppression capacity is to conduct tabletop exercises. These exercises enable emergency responders and managers to discuss various scenarios and evaluate emergency response.

Depending on the scale of the CWPP, it may be necessary to create multiple pre-suppression plans. For example, a county plan that encompasses several fire departments may require that either each fire department's pre-suppression plan is included individually or that all relevant information from each department is consolidated.

Components of a Wildfire Pre-Suppression Plan:

- Roles and Responsibilities
- Incident Command
- Accessible Water Sources
- Alarm Response / Mutual Aid
- Available Air Support
- Communication Plan
- Evacuation Plan
- Supporting Agencies
- Utilities
 - o Electric
 - o Gas
 - o Water
- Lodging Locations
- Food/Fuel/Supply Locations
- Capacity
 - o Local Fire Department Resources
 - Personnel
 - Engines
 - Equipment
 - Training / Special Certifications
 - o Local Wildfire Agency Resources
 - Personnel
 - Engines
 - Equipment
 - Special Certifications
 - o Resource Needs

Resources:

- Local Offices
- Fire Departments
- [Area Development Districts](#)
- [KYGovMaps Open Data Portal](#)
- [CISA Situational Tabletop Exercises](#)

Forest Health

Forest health impacts wildfires in various ways. Invasive species can increase fuel loads, making wildfires more intense. Also, the presence of endangered or threatened species may affect strategies for reducing

wildfire risks. Collaborating with land and wildlife management agencies provides communities with valuable information about current initiatives that can help mitigate wildfire risks. Agency websites and social media pages are also great resources to discover forest health issues, concerns, and programs.

Components of Forest Health:

- General Forest Information
- Invasive Pests
- Invasive Plants
- Endangered or Threatened Species
- Current Initiatives

Resources:

- [Kentucky Energy and Environment Cabinet:](#)
- [Kentucky Department of Fish and Wildlife Resources](#)
- [USDA Daniel Boone National Forest](#)
- [Kentucky Forest Action Plan](#)

Wildfire Data and Risk Summary

The core planning group should help the facilitator gather wildfire risk information by organizing meetings with collaborators and compiling data for the Community Wildfire Protection Plan (CWPP). The wildfire risk summary includes multiple components and draws from other sections of the CWPP. Once all information is gathered, the facilitator summarizes and interprets the data for the core planning group and collaborators. The Wildfire Risk Summary serves as the foundation for identifying and prioritizing high-risk areas and developing wildfire risk reduction recommendations.

The core planning group should collect run report data related to wildfires and brushfires from the local fire departments. Additionally, the group should familiarize themselves with wildfire risk factors by utilizing available resources and programs. They may also choose to conduct home wildfire risk assessments to better identify measures for reducing the ignitability of homes and structures. If needed, KDF can provide training on how to conduct these assessments. The gathered data will then be incorporated into the Wildfire Risk Summary.

Components of the Wildfire Data and Risk Summary:

- Current and Historical Wildfire Data
- Identified High Wildfire Risk Areas
- NFIRS Run Report Data
- Community Wildfire Risk Assessment Summary
- Structural Ignition Concerns

Resources:

- [KDF FiResponse](#)
- [National Fire Incident Reporting System](#)
- [Southern Wildfire Risk Assessment Portal](#)
- [Wildfire Risk to Communities](#)
- [Wildland Fire Assessment Program](#)
- [Coalitions and Collaboratives](#)
- [EPA Smoke-Ready Toolbox](#)
- [AirNow](#)

Wildfire Mitigation Recommendations

The Wildfire Mitigation Recommendations draw from all information acquired in the CWPP development process to form actionable items focused on reducing wildfire risk to the community. The core planning group will use insights from the CWPP development process to help identify high-risk areas, determine the best mitigation strategies, and develop projects concerning community wildfire risk reduction, structural ignitability, and wildfire education needs. Recommendations should directly explain how the proposed project will decrease wildfire risk to the community.

Recommendations will vary based on community capacity and funding. While some projects can be expensive, others may only require time and effort. The core planning group should strive to balance simple recommendations with more complex ones.

Components of Wildfire Mitigation Recommendations

Implementation Plan:

- Explain how the mitigation recommendations will be monitored and implemented, emphasizing the sustainability of the plan. Address who will be responsible for collaborating on project execution once the plan is completed and outline the possible funding sources for these projects.

Community Wildfire Risk Reduction Recommendations:

- Community Wildfire Risk Reduction can encompass many types of projects, such as fuel management, infrastructure improvements, and community programs or events.
- Examples:
 - o Creating fuel breaks and fire breaks
 - o Implementing prescribed fire
 - o Vegetation removal from roadways and communal areas
 - o Developing community chipper programs
 - o Improvements to community ingress and egress
 - o Installing 9-1-1 address signing
 - o Improving communication networks
 - o Adding Fire Department Stations
 - o Purchasing equipment for fuel disposal
 - o Purchasing Personal Protective Equipment related to wildfire mitigation
 - o Purchasing mechanical equipment for fuel reduction
 - o Conducting home wildfire risk assessments
 - o Installing dry hydrants and cisterns
 - o Direct staff support for community wildfire mitigation leadership/coordination
 - o Evacuation Planning

Structural Ignitability Reduction Recommendations:

- Reducing structural ignitability includes actions for home and property owners to reduce wildfire risk at the parcel level. These actions include creating defensible space around structures, hardening homes using fire-resistant construction, and installing fire-resistant landscaping.
- Examples:

- Removing combustible vegetation within 30' of structures
- Maintaining driveway accesses and clearances
- Landscaping with non-woody, native plants
- Removing ladder fuels
- Mowing lawns regularly
- Watering grass, plants, trees and mulch regularly
- Creating 'fire-free' areas within 5 feet of a structure
- Removing flammable materials from on and under decks and porches
- Creating fuel breaks like driveways and gravel walkways
- Working with neighbors to mitigate structure-to-structure ignition risk
- Replacing flammable construction materials with nonflammable when possible
- Increasing defensible space in areas with steeper slopes
- Clearing branches, leaf litter, and other debris from roofs regularly
- Pruning tree limbs away from roofs
- Installing 1/8 inch metal screening behind vents and openings
- Keeping roofs and gutters clear of fine fuels and debris
- When possible, placing propane tanks 30' away from the home
- Moving firewood at least 30' away from homes

Education and Outreach Recommendations:

- Wildfire education should be tailored in content and complexity based on the audience, which can include residents, youth, government officials, policymakers, emergency responders, and land management agencies. Outreach focuses on strategies, programs, and community events to share information about wildfires, wildfire risk, and available opportunities for further education.
- Examples:
 - Distributing informative materials at community events
 - Conducting demonstrations of Home Ignition Zones
 - Creating Firewise USA communities
 - Joining the Fire Adapted Communities Network
 - Providing training for home wildfire risk assessments
 - Completing training for prescribed fire
 - Participating in the Ready, Set, Go! Program
 - Attending Learn Before You Burn field trips
 - Engaging in free online classes and webinars
 - Teaching children about fire safety through programs like Smokey Bear at schools and community events.

Action Plan:

- Determining the priority of project recommendations involves several factors. Two primary considerations are the community's capacity to complete the project and the anticipated reduction in wildfire risk that the project may achieve.
- The funding requirements and timeline for completion should be addressed. While funding needs and sources may not always be obvious, it is important to provide estimates. The timeline should outline the goals for completion and can be adjusted as necessary with future updates to the plan.

Success Metrics:

- The strategy for assessing progress and success should be clearly identified for each project. Assessment and evaluation must incorporate measurable and trackable metrics to ensure success.
- Examples of trackable and measurable metrics
 - o Participation in community events, classes, trainings, and webinars
 - o Volunteer hours contributed
 - o Number of new Firewise Communities established
 - o Number of community or collaborator meetings held
 - o Amount of fuel or fire breaks constructed
 - o Amount of vegetation removed
 - o Total acreage that received fuel treatments
 - o Number of completed home wildfire risk assessments
 - o Number of 9-1-1 address signs installed

Resources:

- [Southern Wildfire Risk Assessment Portal](#)
- [Wildfire Risk to Communities](#)
- [Wildland Fire Assessment Program](#)
- [Firewise USA^R](#)
- [Fire Adapted Communities](#)
- [Ready, Set, Go!](#)
- [Community Wildfire Mitigation Best Practices Toolbox](#)
- [National Wildfire Coordinating Group](#)
- [Kentucky Prescribed Fire Council](#)
- [Smokey Bear](#)
- [FEMA Wildfire Actions](#)
- [FEMA/Ready](#)
- [Project Learning Tree](#)
- [EPA Smoke-Ready Toolbox](#)
- [AirNow](#)
- [CISA Situational Tabletop Exercises](#)

Community Maps

Community maps can be integrated throughout the plan, compiled as attachments, or both. Local resources, such as the PVA Office or E-911 Coordinators can potentially assist in creating local maps. Partnering agencies can also provide maps to support the development of the CWPP.

Examples of Maps:

- Community Boundaries
- Fire District Boundaries
- Land Ownerships
- Wildfire Risk Maps
- Wildfire Occurrence Maps

Resources:

- Local Offices
- [KYGovMaps Open Data Portal](#)
- [Southern Wildfire Risk Assessment Portal](#)
- [Wildfire Risk to Communities](#)
- [Kentucky Department of Fish and Wildlife Resources' Public Land Search](#)

Conclusion

There are many resources available for managing wildfires. This document serves as a guide, though it is not all-inclusive. The core planning group is responsible for conducting in-depth research to ensure the effective development of a Community Wildfire Protection Plan (CWPP). The main goal is to educate communities about wildfire risks and implement measures to mitigate those risks.



**COMMUNITY
WILDFIRE
PROTECTION
PLAN**

YEAR

LEAD AGENCY

INSERT LOGO

Plan Contents

List of Representatives	00
Community Information	00
Wildfire Pre-Suppression Plan	00
Forest Health	00
Wildfire Data and Risk Summary	00
Wildfire Mitigation Recommendations	00
Attachments	00
A:	00
B:	00
C:	00

**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.**

Prepared By: _____

Organization(s): _____

Phone: _____

Email: _____

Community Representative(s):

Name:		Title:	
Email:		Phone:	
Signature:		Date:	

Name:		Title:	
Email:		Phone:	
Signature:		Date:	

Name:		Title:	
Email:		Phone:	
Signature:		Date:	

Local Fire Department Representatives:

Name:		Title:	
Email:		Phone:	
Signature:		Date:	

Name:		Title:	
Email:		Phone:	
Signature:		Date:	

Name:		Title:	
Email:		Phone:	
Signature:		Date:	

Kentucky Division of Forestry Representatives:

Name:		Title:	
Email:		Phone:	
Signature:		Date:	

Name:		Title:	
Email:		Phone:	
Signature:		Date:	

State, Federal, and other Collaborators involved:

Name:		Title:	
Email:		Phone:	
Signature:		Date:	

Name:		Title:	
Email:		Phone:	
Signature:		Date:	

Name:		Title:	
Email:		Phone:	
Signature:		Date:	

Name:		Title:	
Email:		Phone:	
Signature:		Date:	

Name:		Title:	
Email:		Phone:	
Signature:		Date:	

Community Information:

Community Summary and Boundary Description:

Insert map of community boundary or refer to attachment:

Population	
<i>Size:</i>	
<i>Density:</i>	
<i>% Change:</i>	
<i>Seasonal:</i>	
<i>Commuters:</i>	

Housing Characteristics	
<i># Housing Units:</i>	
<i># Mobile Homes:</i>	
<i># Vacant Homes:</i>	
<i># Recreational</i>	
<i>Average Age:</i>	

Landscape	
<i>Total Acreage:</i>	
<i>Land Acreage:</i>	
<i>Water Acreage:</i>	
<i>Ownership:</i>	
<i>Topography:</i>	

Vulnerable Populations	
<i>% Disabilities:</i>	
<i>% Young or Elderly:</i>	
<i>Education:</i>	
<i>Vehicle Access:</i>	
<i>Language:</i>	

Wildfire Pre-Suppression Plan:

Wildfire Protection Responsibility:	
<i>Structure Protection:</i>	
<i>Wildfire Protection:</i>	

Incident Command:	
<i>Incident Post Locations</i>	1.
	2.
<i>Staging Area Locations</i>	
<i>Medical Unit Locations</i>	

Accessible Water Sources:			
<i>Source</i>	<i>Description</i>	<i>Lat/Long</i>	<i>Notes</i>

Insert map if applicable or refer to attachment:

Alarm Response / Mutual Aid:	<i>Measured from Agency Home to IC Post</i>	
<i>Fire Department/Rescue/Agency</i>	<i>Response Miles</i>	<i>Response Minutes</i>

Air Support:			
<i>Agency</i>	<i>Phone Number</i>	<i>Aircraft</i>	<i>Dispatching Guidelines</i>

Communication Plan:		
<i>Agency Name</i>	<i>Phone Number</i>	<i>Radio Frequencies</i>

Evacuation Plan:	
<i>Description</i>	
<i>Insert map if applicable or refer to attachment:</i>	

Supporting Agencies:			
<i>Agency Name</i>	<i>Contact Person</i>	<i>Phone Number</i>	<i>Email</i>

Utilities:			
<i>Agency Name</i>	<i>Contact Person</i>	<i>Phone Number</i>	<i>Notes</i>

Lodging Locations:			
<i>Name</i>	<i>Phone Number</i>	<i>Address</i>	<i>Notes</i>

Fuel/Food/Supply Locations:			
<i>Name</i>	<i>Phone Number</i>	<i>Address</i>	<i>Notes</i>

Fire Department Resources:	
<i>Personnel</i>	
<i>Engines</i>	
<i>Equipment</i>	
<i>Training/Certifications</i>	
<i>Resource Needs</i>	

Wildfire Agency Resources:	
<i>Personnel</i>	
<i>Engines</i>	
<i>Equipment</i>	
<i>Training/Certifications</i>	
<i>Resource Needs</i>	

Forest Health:

Summary:

Invasive Pests:	
<i>Name</i>	<i>Notes</i>

Invasive Plants:	
<i>Name</i>	<i>Notes</i>

Endangered/Threatened Species:		
<i>Name</i>	<i>Status</i>	<i>Notes</i>

Current Forest Health Initiatives:	
<i>Agency</i>	<i>Description of Initiative / Program / Project</i>

Wildfire Data and Risk Summary:

Overview:

Wildfire History:	
<i>Relative Frequency</i>	
<i>Common Causes</i>	
<i>Areas of Concern</i>	

Insert data tables or refer to attachment:

Insert wildfire maps or refer to attachment:

Identified High-Risk Priority Areas:	
<i>Name/Description</i>	<i>Notes</i>

Insert map of identified high-risk priority areas:

Community Wildfire Risk Assessment Rating:															
Low	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Moderate	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	High	<input type="checkbox"/>	<input type="checkbox"/>	Extreme	<input type="checkbox"/>	<input type="checkbox"/>
<i>Date Evaluated</i>															
<i>Structural Ignitability Concerns</i>															
•															
•															
•															
•															
•															
<i>Highlights</i>															
•															
•															
•															
•															
•															

Insert Community Wildfire Risk Assessment Report or refer to attachment:

Wildfire Mitigation Recommendations:

Implementation Plan Overview:

Community Wildfire Risk Reduction Recommendations:	
<i>Project Title</i>	<i>Description</i>

Structural Ignitability Reduction Recommendations:	
<i>Project Title</i>	<i>Description</i>

Education and Outreach Recommendations:	
<i>Project Title</i>	<i>Description</i>

Action Plan: <i>(List all recommendations from highest to lowest priority)</i>						
<i>Project Title</i>		<i>Start</i>	<i>Complete</i>	<i>Total Costs</i>	<i>Fund Sources</i>	
1						
2						
3						
4						
5						
6						
7						
8						
9						

Success Metrics:	
<i>Project Title</i>	<i>Metrics Measured / Tracked</i>