



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 district 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 for.

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 likely 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.