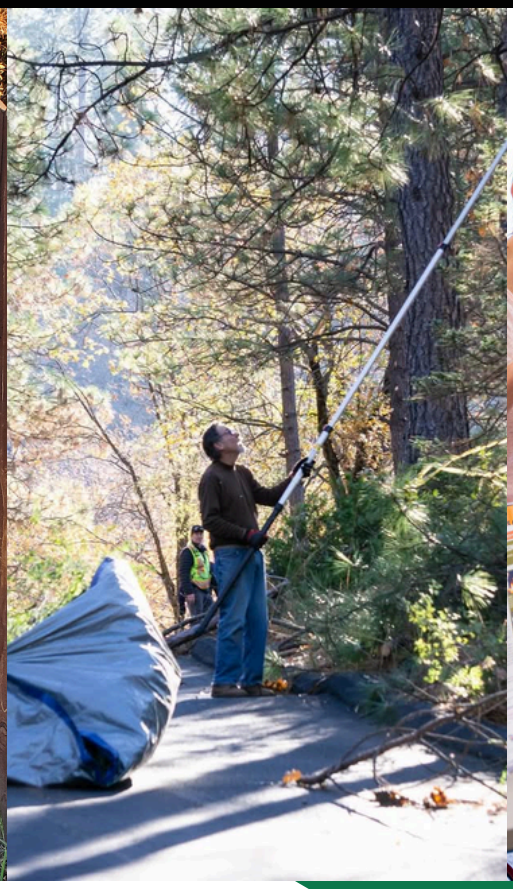
AGOURA HILLS FireSafe COUNCIL

NFPA







FIREWISE INITIAL APPLICATION HANDBOOK

REV. 2026

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Welcome

The Firewise USA Program is a national program designed by National Fire Protection Agency (NFPA) to provide simple, effective steps to help communities reduce the risk of destruction from wildfire.

We are so pleased you are taking the first step toward enhancing your community's resilience to wildfires!

Let's begin here.

This guide serves as an instructional manual for completing the initial Firewise USA application. It includes examples and templates that communities can utilize, as well as identifying resources available for Firewise Communities in Agoura Hills. Other materials and resources can be found at www.agourahillsfsc.org

We offer virtual office hours on the first Thursday of each month via Zoom where we are happy to workshop questions about the application or application process.

Please feel free to contact us anytime.
peter.f@agourahillsfsc.org



PROGRAM BENEFITS



FRAMEWORK FOR ACTION

Meeting the criteria for becoming a Firewise USA® site helps communities get organized and find direction for their wildfire safety efforts. Like the first rungs on a ladder, the criteria help get a community started toward annual, systematic action to reduce their risks from brush, grass and forest fires.



LEARN ABOUT WILDFIRE

As people go through the process, they learn about wildfire risks in the community and the simple things they can do to reduce them. They connect with experts – local fire fighters, state forestry professionals, and national researchers – to continue to learn about fire and find resources to accomplish fire-safe actions.



GET PEACE OF MIND

People who work with experts to learn about wildfire and take action start to see results quickly. Knowing that they are using the best information available and actually taking steps to reduce the risk of damage from fire helps people start to feel safer in their environment and in their homes. Having a plan for what to do in the event of a fire helps people become calmer and more prepared to act quickly.



COMMUNITY BUILDING

As neighbors get together to do work, often meeting one another for the first time, they build a stronger bond with each other. Activity can help rally people to a common cause for the good of the neighborhood. This strengthening of community ties can benefit residents in many ways, and is especially helpful during an emergency.



BUILD CITIZEN PRIDE

While the work can be fun, it isn't always easy. Neighbors work very hard in communities to remove brush and debris, clean up common areas, and dispose of green waste. They are rightly proud when they achieve national recognition for their efforts.



ACCESS TO ASSISTANCE

Preference is sometimes given to Firewise USA® sites over other candidates when allocations of grant money are made for wildfire safety or fuel mitigation. The reason is that there are invariably more requests than available funds when grants are available through state or federal agencies. If requests are equally worthy, some officials tend to have more confidence in communities that have demonstrated the foresight of becoming a recognized Firewise USA® site.



GET PUBLICITY

The program provides communities with metal signs, a plaque and other materials that can be presented publicly to honor their status as a Firewise USA® recognition site. These recognition ceremonies are great ways to shine the spotlight on community efforts. News media find this to be a great story to cover, and the national program features community stories regularly on the website and in its publications. All this publicity results not only in satisfaction for the residents involved, but also provides one more way to reach large numbers of people with information about wildfire safety.



ACCESS TO DISCOUNTS

The Departments of Insurance in the states of California, Colorado, Texas, Arizona, Oregon, New Mexico and Utah have approved filings by USAA to give homeowners insurance discounts to USAA members living in communities recognized by the Firewise USA® program.

RESOURCES
FOR YOUR COMMUNITY

MATERIALS



Placer OES has digital and print materials to help your community

www.placer.ca.gov/Firewise

REPORTING TOOL

Communities are encouraged to track their progress throughout the year using the digital form created by UC Cooperative Extension.



MAP AND WEBPAGE



Find community boundaries and resources

www.placer.ca.gov/Firewise

NEWSLETTER

Subscribe to the Placer Fire Safe Alliance Newsletter for informational articles and county updates



EVENTS CALENDAR



Learn about upcoming webinars, classes, and community events

www.placer.ca.gov/calendar

SUPPORT
FOR YOUR COMMUNITY

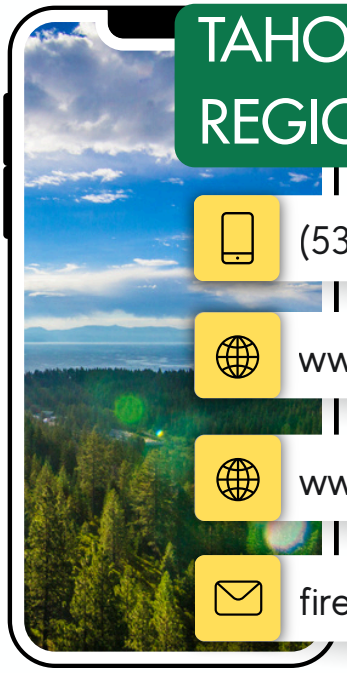


PLACER COUNTY REGIONAL COORDINATOR

530-886-3473

www.placer.ca.gov/Firewise

fireready@placer.ca.gov



TAHOE RESOURCE CONSERVATION DISTRICT REGIONAL COORDINATOR

(530) 543-1501 extension 114

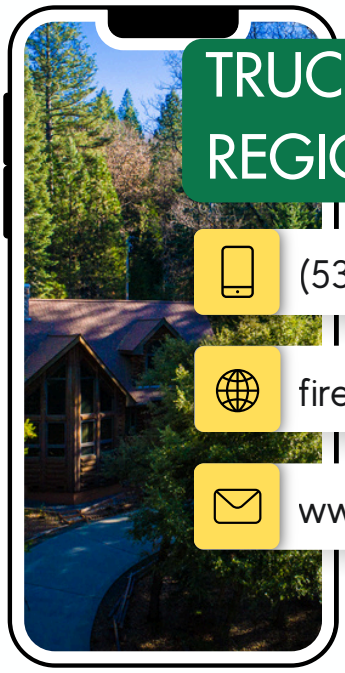
www.tahoelivingwithfire.com

www.tahoercd.org

fire@tahoercd.org

SUPPORT
FOR YOUR COMMUNITY



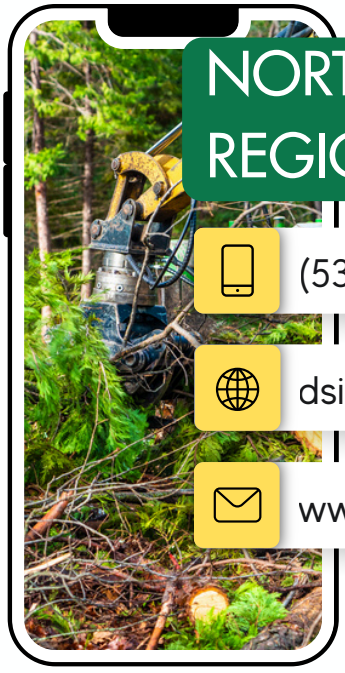


TRUCKEE FIRE PROTECTION DISTRICT REGIONAL COORDINATOR

(530) 582-7888

firewise@truckeefire.org

www.truckeefire.org/firewise



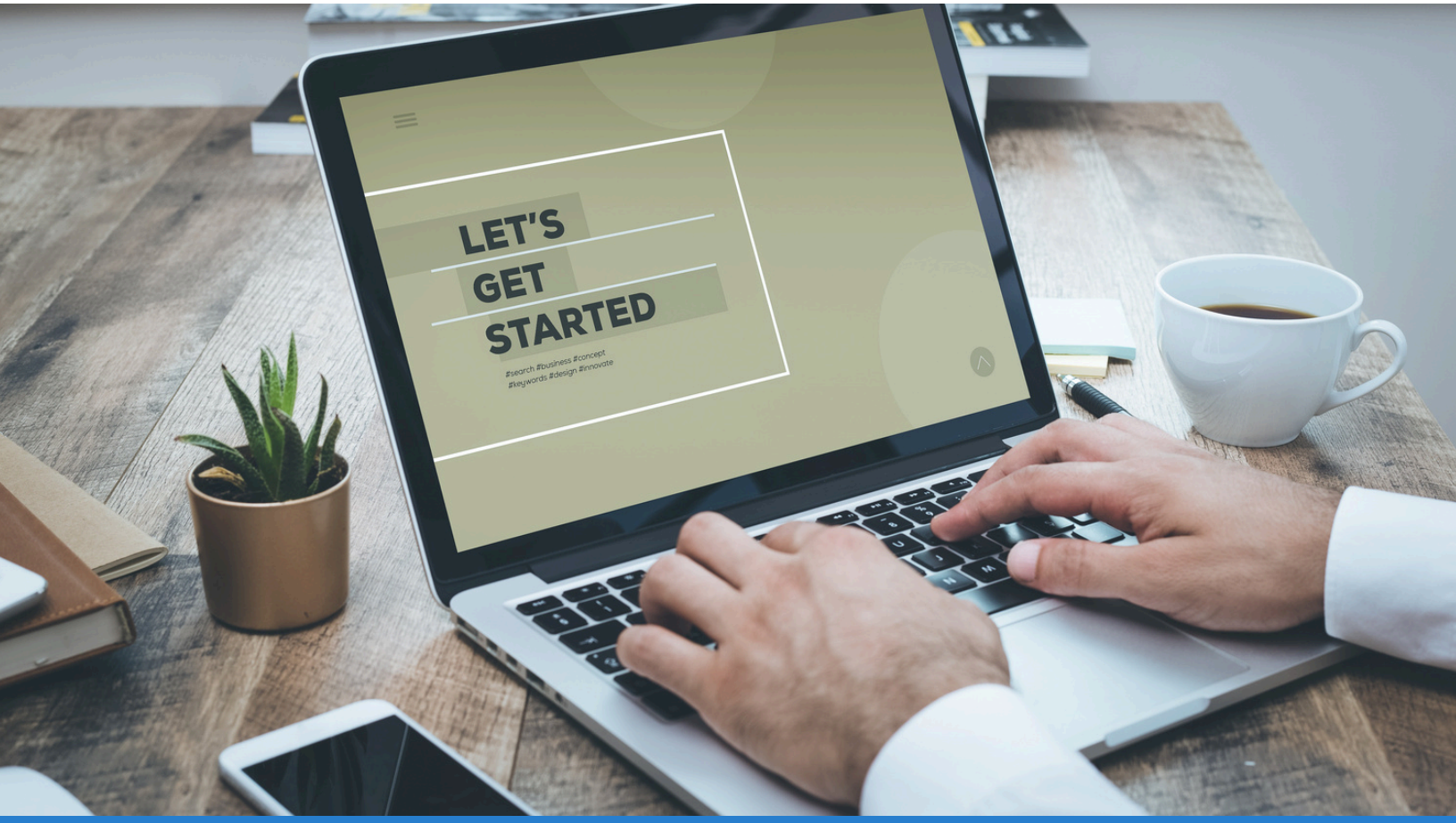
NORTH TAHOE FIRE PROTECTION DISTRICT REGIONAL COORDINATOR

(530) 584-2322

dsi@ntfire.net

www.ntfire.net

GETTING STARTED



What information is required to begin a Firewise USA Program application?

To start, you will need to create a login in the Firewise USA program portal. Portal login: pohttps://portal.firewise.org/user/login

Other information needed:

- Your Community Education Outreach Event Details (e.g., types of outreach, dates, etc.)
- Your Community Vegetation Removal Totals (e.g., total number of cubic yards removed)
- Your Community Risk Reduction information (i.e., hours worked or expenses that can be attributed to your risk reduction efforts)

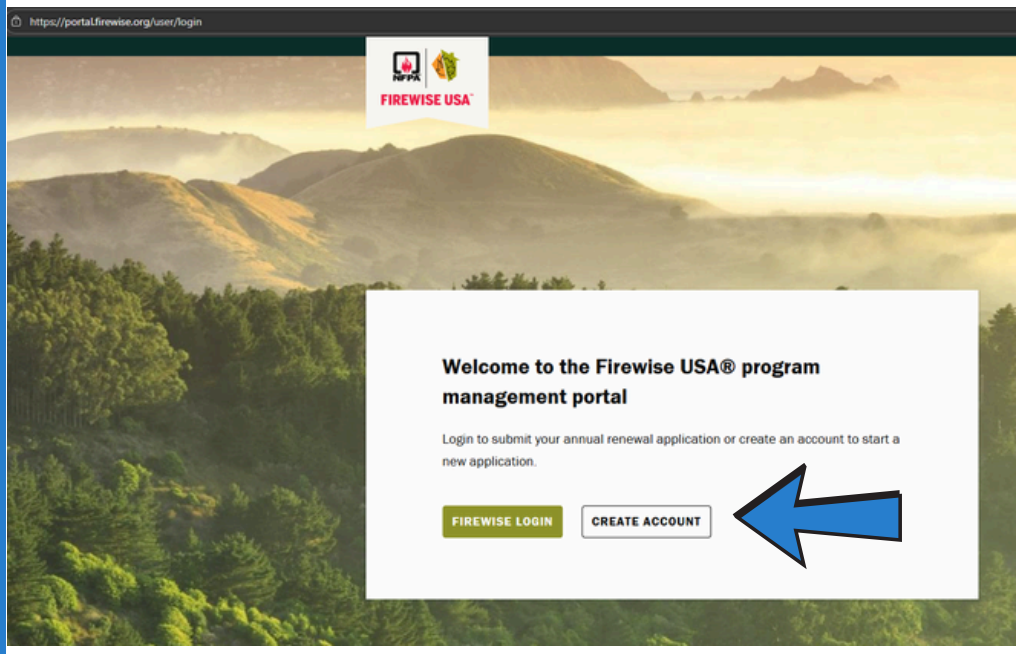
PORTAL SETUP:
CREATE YOUR LOGIN

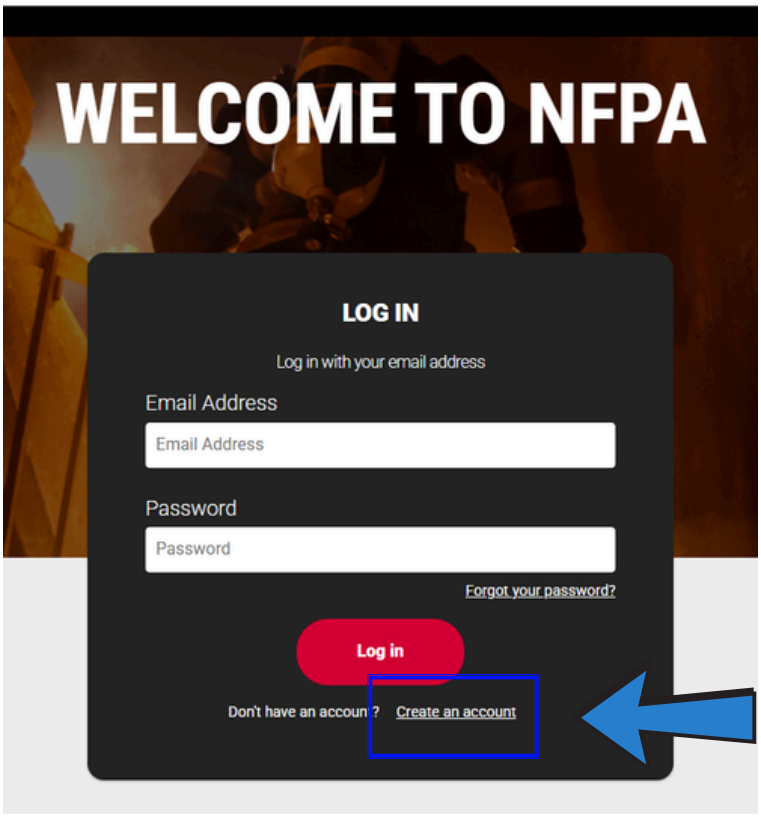
STEP INSTRUCTIONS:

Every resident leader will need to create their own log in for the Firewise USA portal.* During the sign up process you will be asked to enter a verification code so it's important that you have access to the email you use to create your account.

From the main Firewise USA portal page, click Create Account. This will take you to NFPA to create an account. IF you already have an account, log in now, otherwise click Create an account.

*If you are part of a Homeowners' Association or other organization that has a central email, you may use that email to create an account so all members of the board have access.





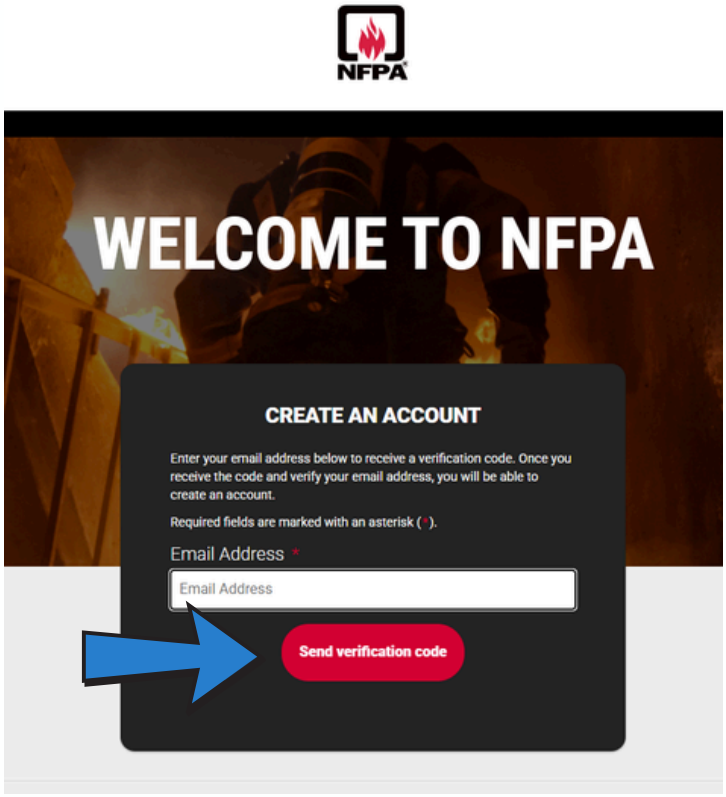
PORTAL SETUP:
CREATE YOUR LOGIN

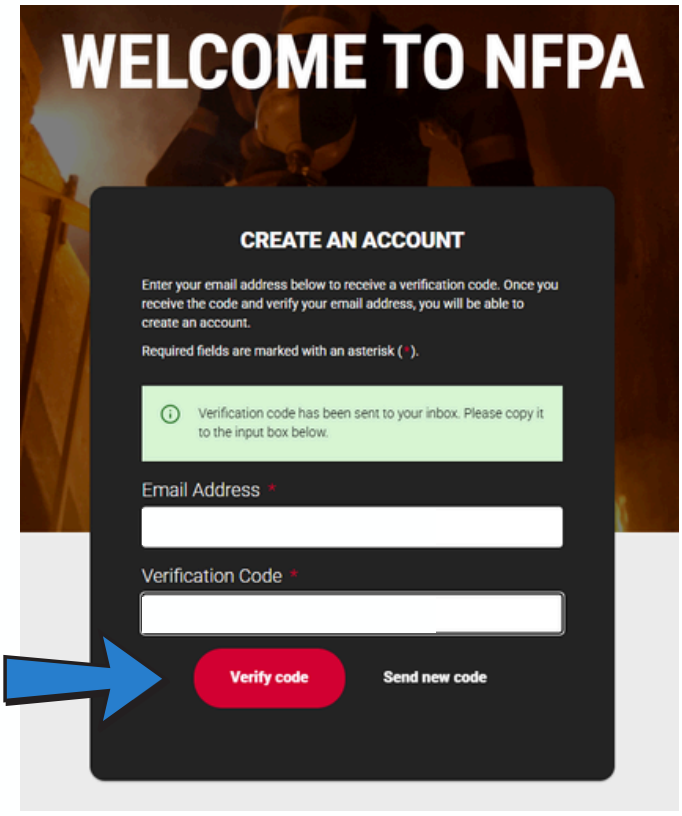
STEP INSTRUCTIONS:

Enter your email address and click the Send Verification Code button. Do not close out of this page

Open another tab or use your cell phone to check your email and retrieve the verification code sent from NFPA. Check your junk folder, often the emails can wind up being filtered.

Confirm your email and verification code are entered correctly, then click the Verify Code button.



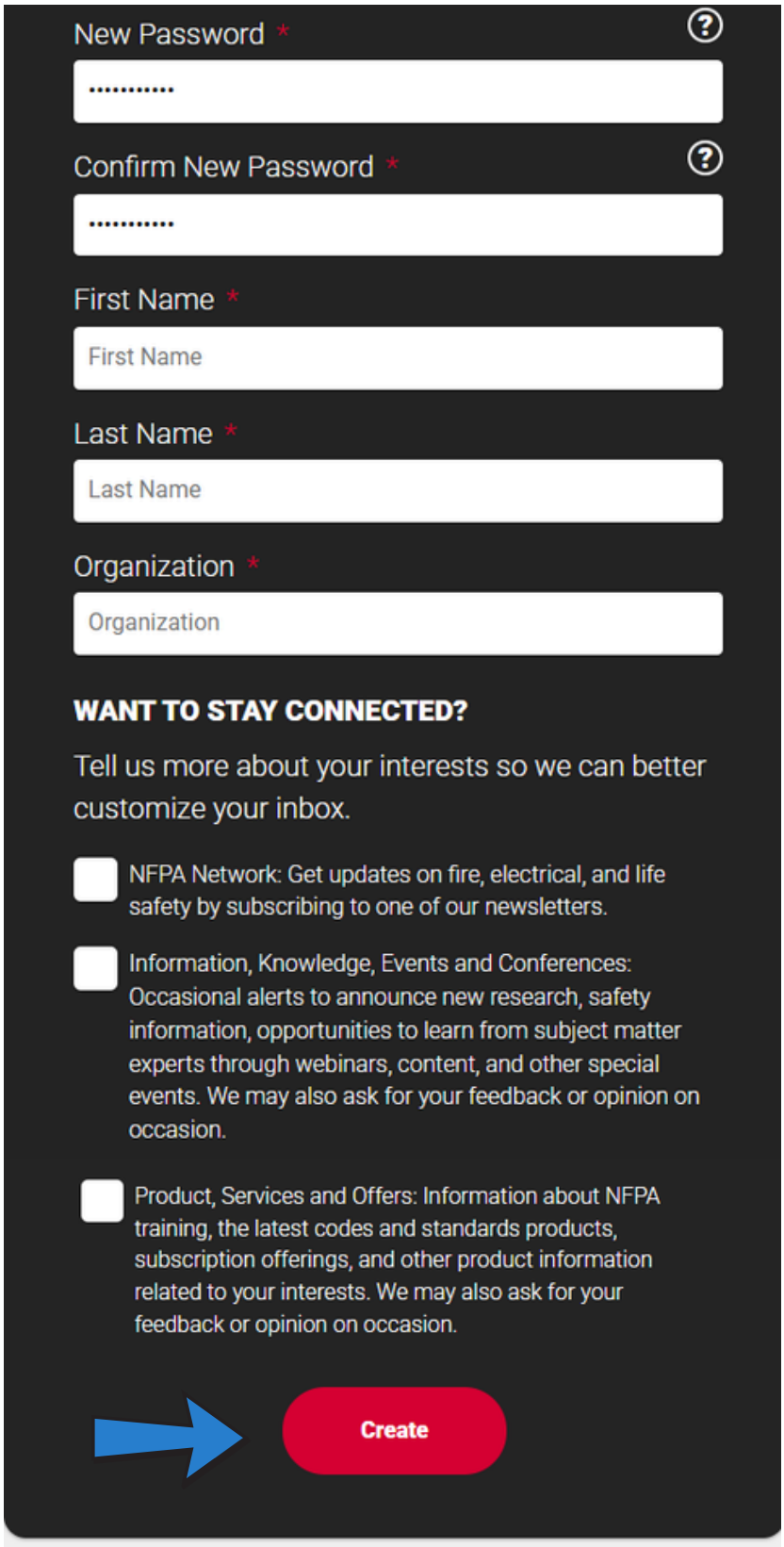


PORTAL SETUP:
CREATE YOUR LOGIN

STEP INSTRUCTIONS:

Once you have confirmed your verification code, it's time to create a password. Fill out the password, first name, last name, and organization boxes.

Choose what, if any, notifications you would like to receive from NFPA. Then click the Create button.



PORTAL SETUP:
CREATE YOUR SITE PROFILE

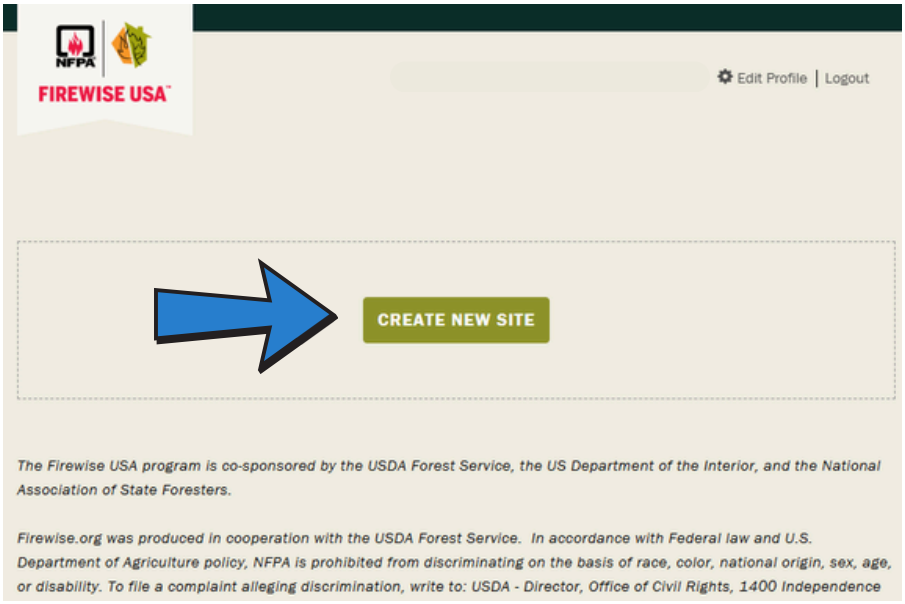
STEP INSTRUCTIONS:

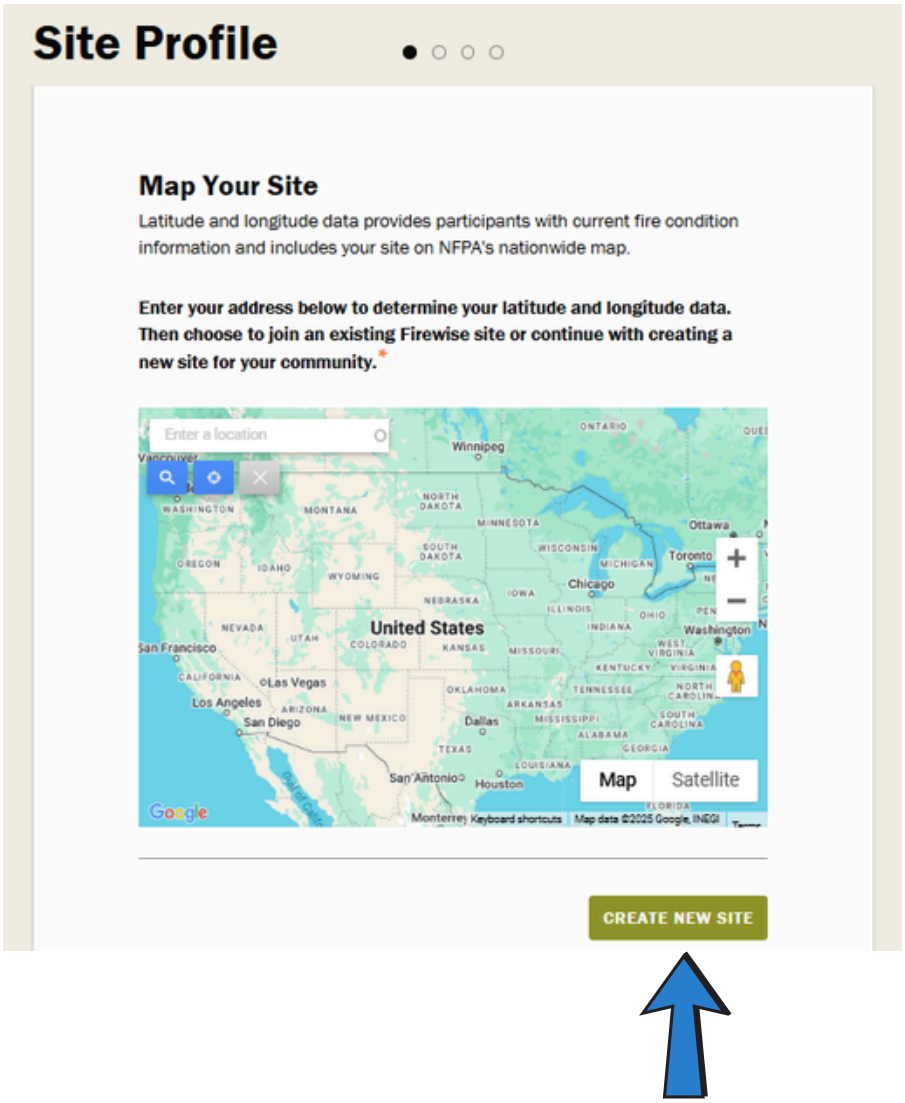
You are now logged into the Firewise USA portal and it's time to Create a New Site.

This step has four parts.
In this first part, you'll tell NFPA where your community is located.

- If you let the application access your location, it will show your coordinates automatically. If you prefer not to share your location or want to enter it yourself, just type in where the community is located to get your coordinates.
- Once you enter your location, you'll see all the nearby sites. Click the "create new site" button to move forward.

Note: If there's already a site there, you can click the "request to join" link however, not all communities want to expand their boundaries.



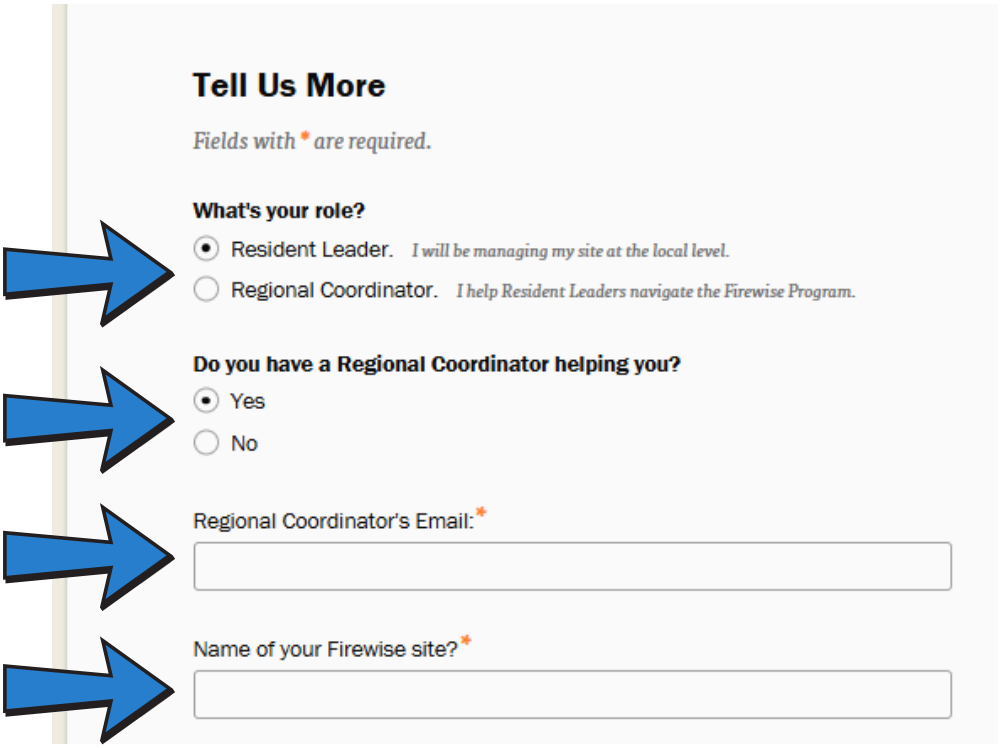


PORTAL SETUP:
CREATE YOUR SITE PROFILE

In the second part of this step, please include your regional coordinator and indicate your role.

What are the benefits of including a regional coordinator? The regional coordinator can support you with your application, provide resources for your community, and help clarify any questions you might have.

Your community will be assigned a State Representative based on your county of residence.



STEP INSTRUCTIONS:

- Enter your role, this is most commonly Resident Leader.
- Add your regional coordinator. If you are in Placer County, please add the County Regional Coordinator by using the email, fireready@placer.ca.gov
- Please select a name for your community. There is no mandatory naming convention to adhere to. The community name may correspond with your HOA name, reflect your street name, or highlight an aspect that represents the region where your community is located.

PORTAL SETUP:
CREATE YOUR SITE PROFILE

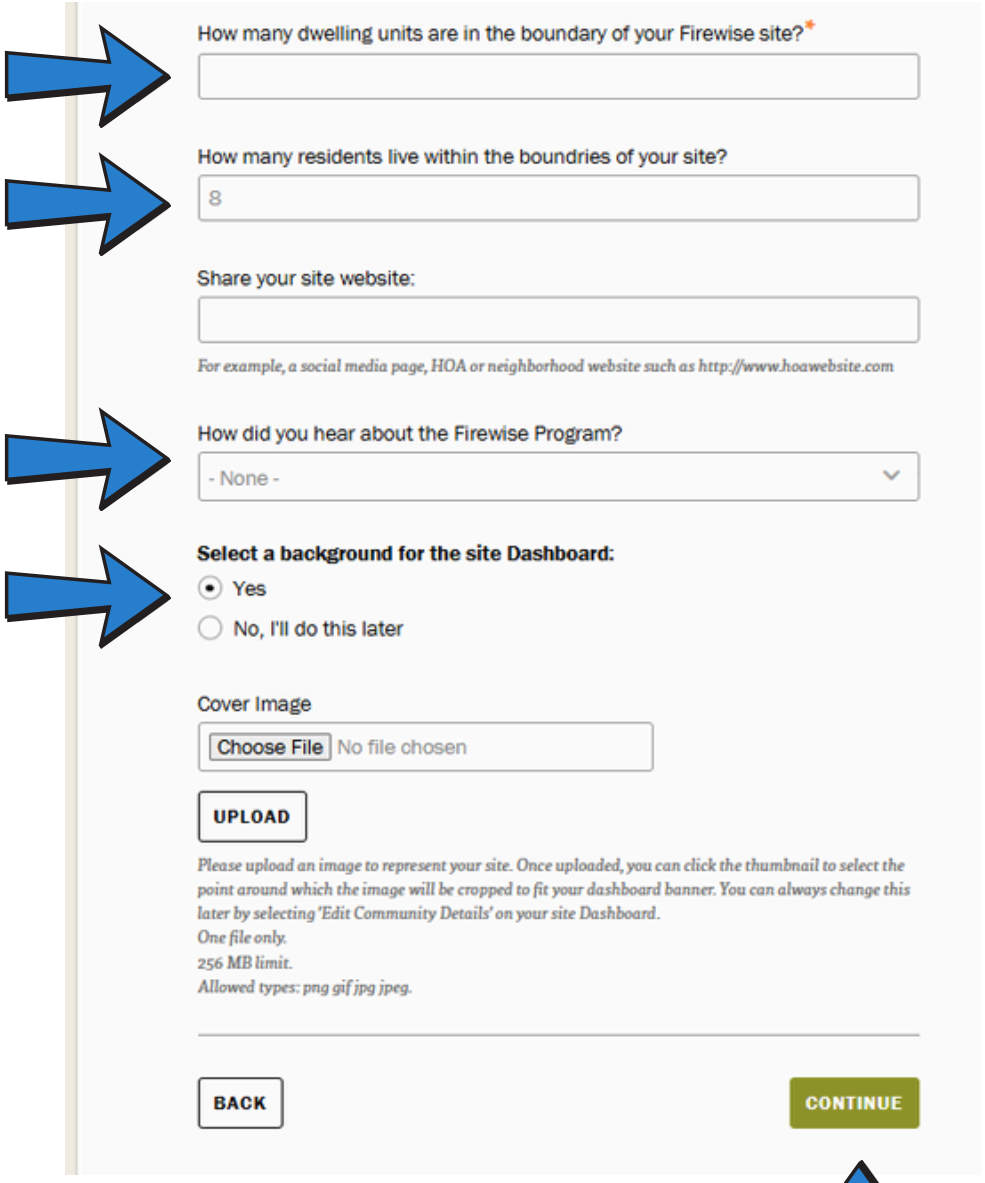
In the third part of this step, you will be asked to provide information about your community.

STEP INSTRUCTIONS:

- Enter the dwelling unit count
- Enter the resident count
- Tell NFPA how you heard about the Firewise USA Program
- After you have filled in the required information, please click the continue button

OPTIONAL INFORMATION TO INCLUDE:

- A website for your community—such as a Facebook page or HOA site. If you do not have one at this time, that is ok. If you create a community website in the future, you can update this information through your community profile in the portal.
- A cover image for your community profile



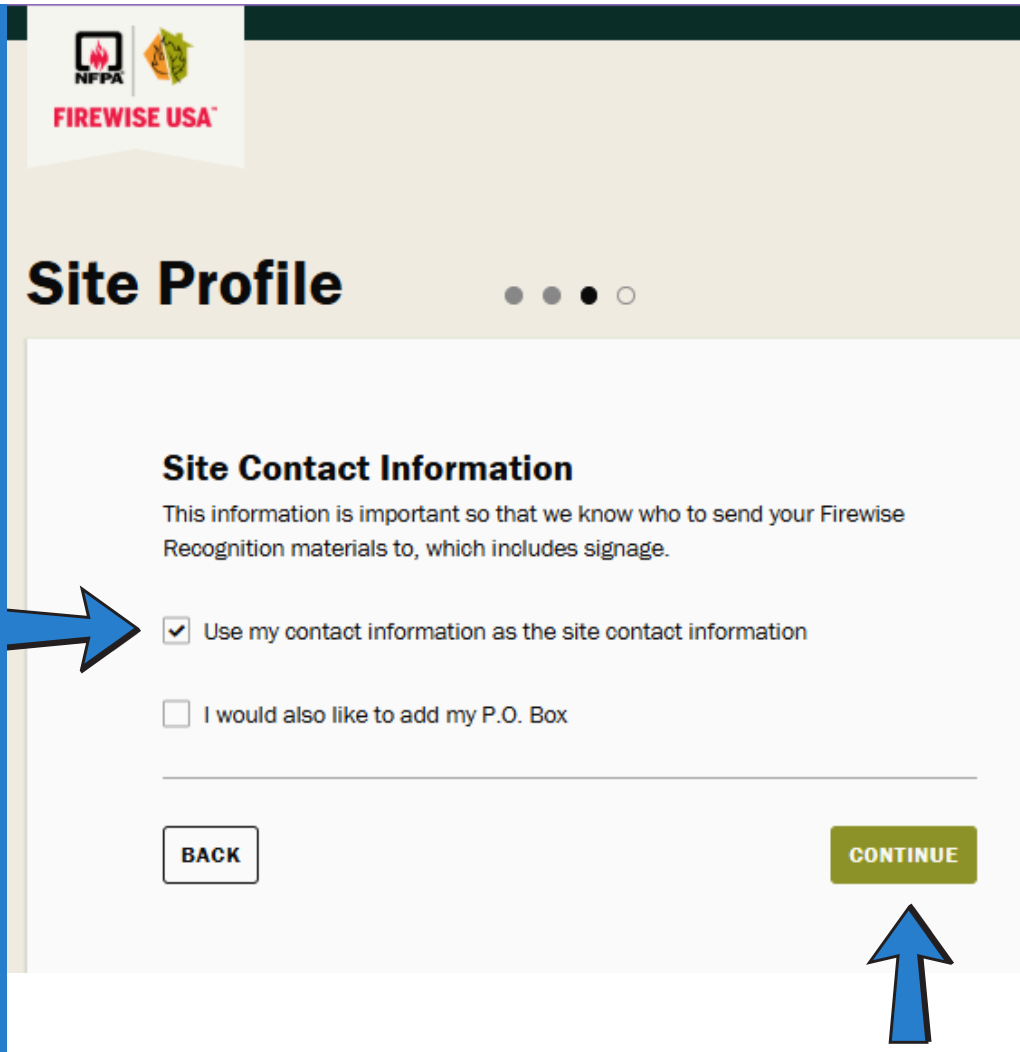
PRO TIP:
The dwelling units and resident count provided here will need to be incorporated into your risk assessment and action plan. It is essential that the numbers are consistent across both the application and portal; otherwise, your application may be rejected and returned for revisions.

PORTAL SETUP:
CREATE YOUR SITE PROFILE

For this part, you are confirming your address as the site contact information.

STEP INSTRUCTIONS:

- Confirm the contact information for your site by clicking the appropriate checkbox. This step is to ensure NFPA has the correct mailing address for your materials. You can order brochures and community signs through your site portal.
- When you are finished, click the continue button to move to the next step.



PRO TIP:
This information is protected by the NFPA privacy policy. Read more about the privacy policy here:

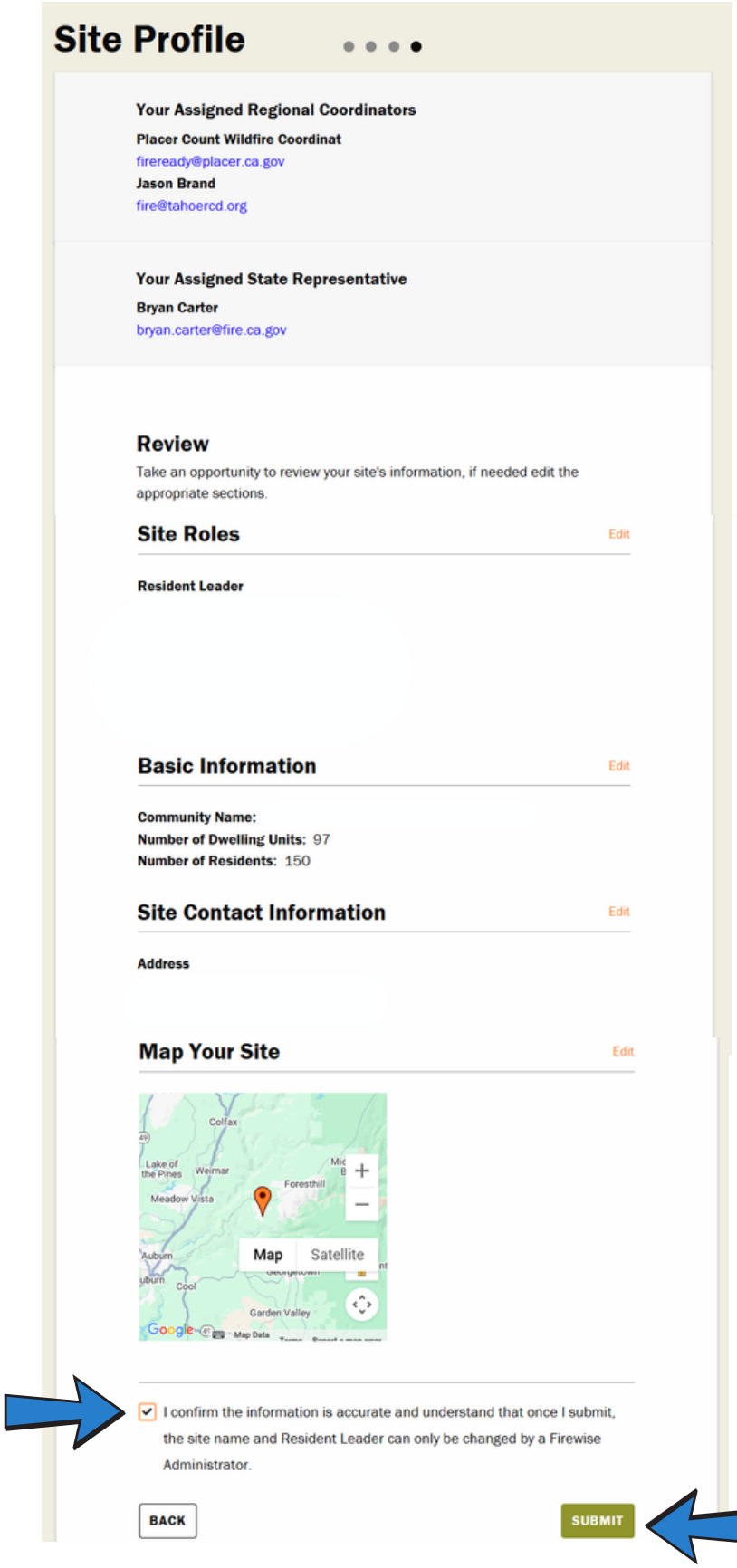
https://www.nfpa.org/customer-support/privacy-policy

PORTAL SETUP:
CREATE YOUR SITE PROFILE

In this final part, you are reviewing the entered information and confirming all entries are correct.

STEP INSTRUCTIONS:

- Review the information you have submitted to confirm it's correct.
- If you need to edit any information, click the small orange Edit button on the left of the section you wish to edit.
- Once the information is ready to submit, click the checkbox that you confirm it's accurate then click the Submit button.



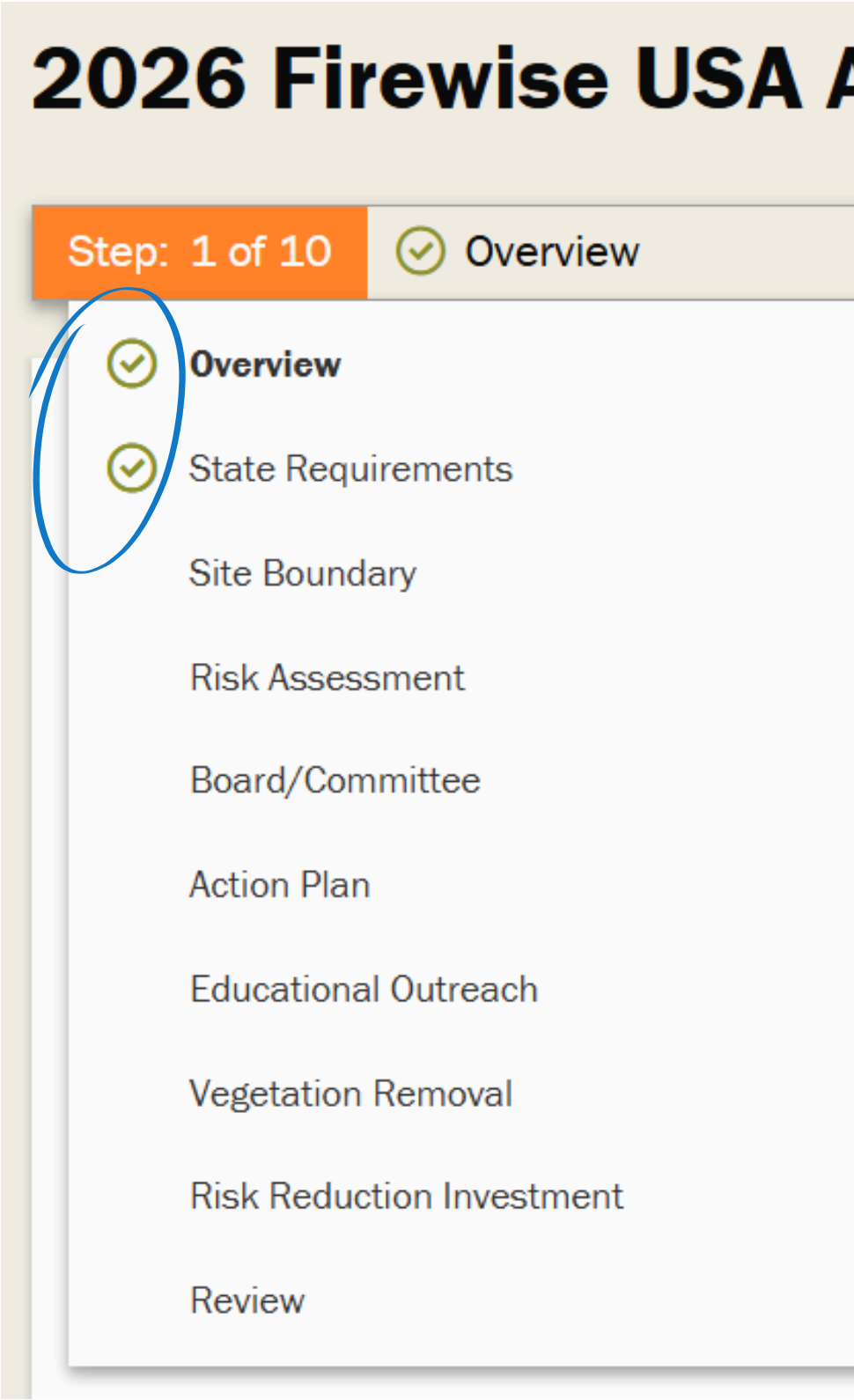
APPLICATION STEPS

STEP INSTRUCTIONS:

To begin the application process, select Start New Application from the Site Profile in the upper left hand corner tile. There are nine steps to complete the initial Firewise USA Recognition application:

1.) Overview
2.) State Requirements
3.) Site Boundary
4.) Risk Assessment
5.) Board/Committee
6.) Action Plan
7.) Educational Outreach
8.) Vegetation Removal
9.) Risk Reduction Investment
10.) Review

The step you are working on will be in bold and as you progress through the application, you will notice your status indicated by green checks in the step review dropdown.



STEP 1: OVERVIEW

This step provides a brief overview of the program and requires you to acknowledge that your community's participation represents a commitment to reducing wildfire risks in your area.



STEP INSTRUCTIONS:

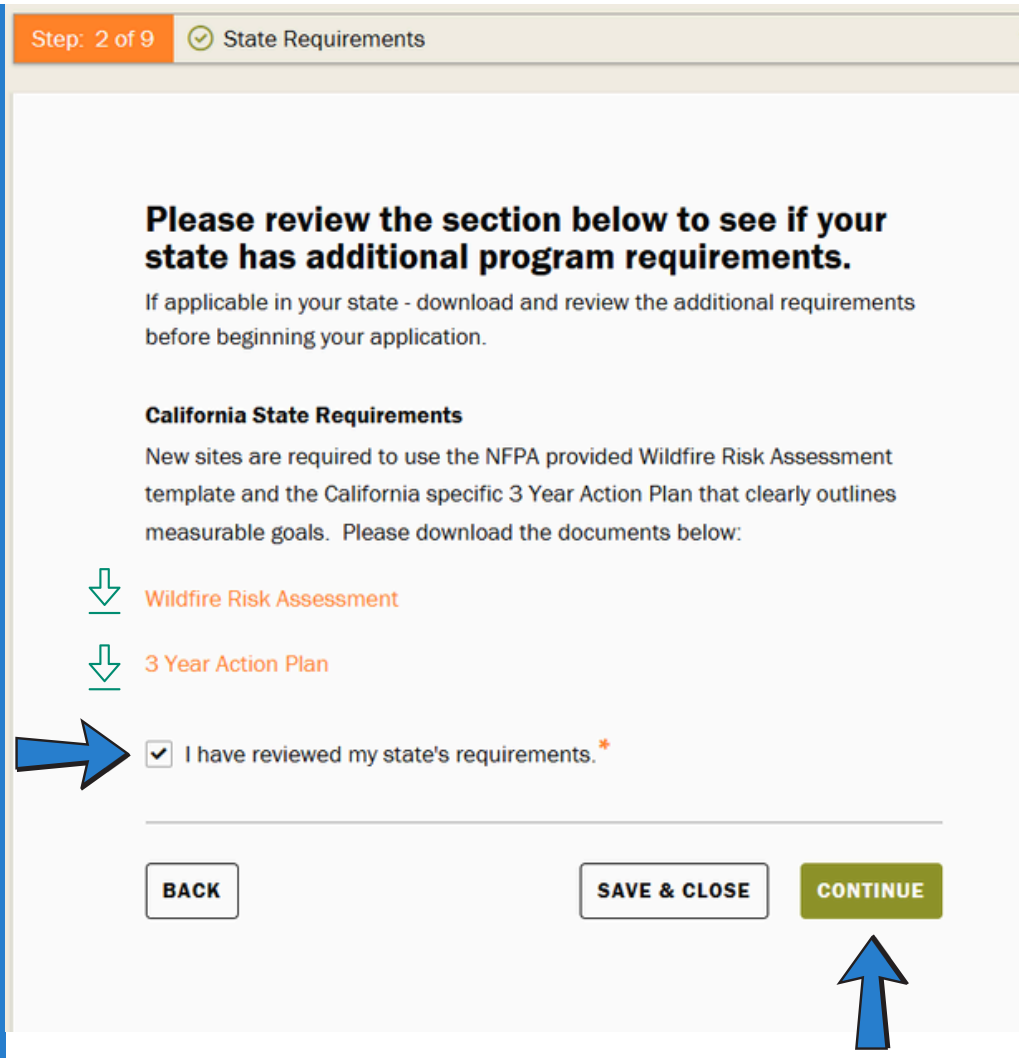
Please review the participation overview statement and click the Continue button to proceed to the next step.

STEP 2: STATE REQUIREMENTS

STEP INSTRUCTIONS:

Read and review the state requirements for the Firewise USA Program. California has specific templates that must be used for your application.

- Download each template by click on the orange links.
- Once you have downloaded the documents, please check the "I have reviewed my state's requirements" checkbox, and then click the Continue button to proceed to the next step.

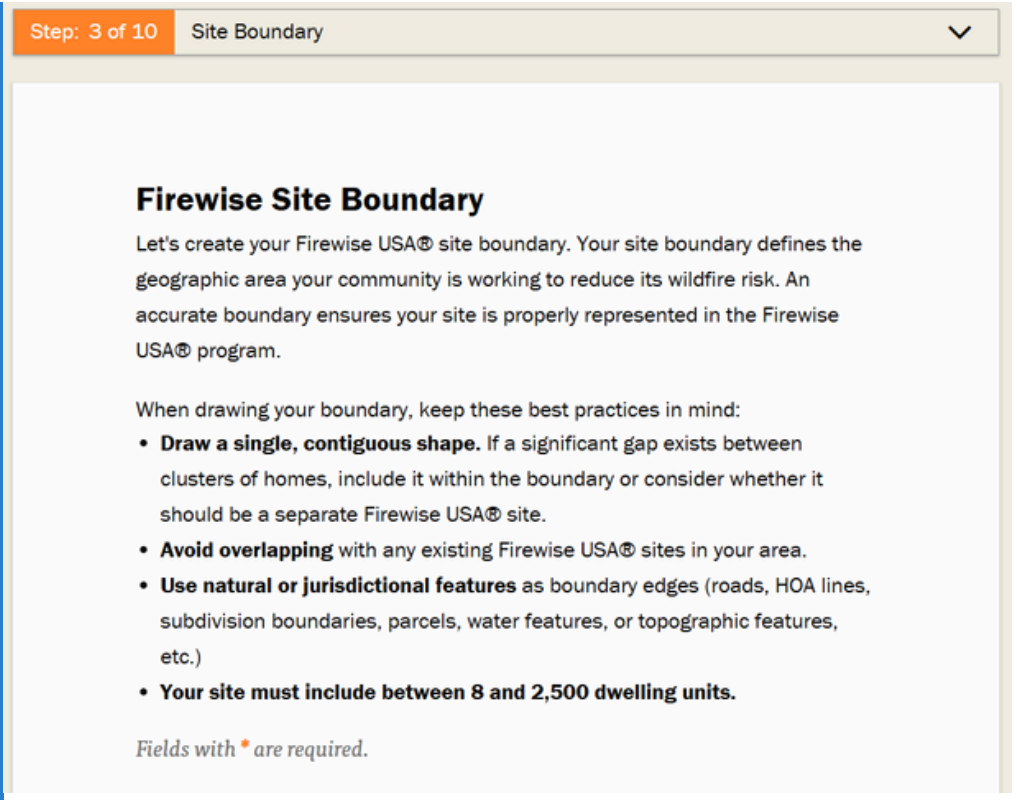


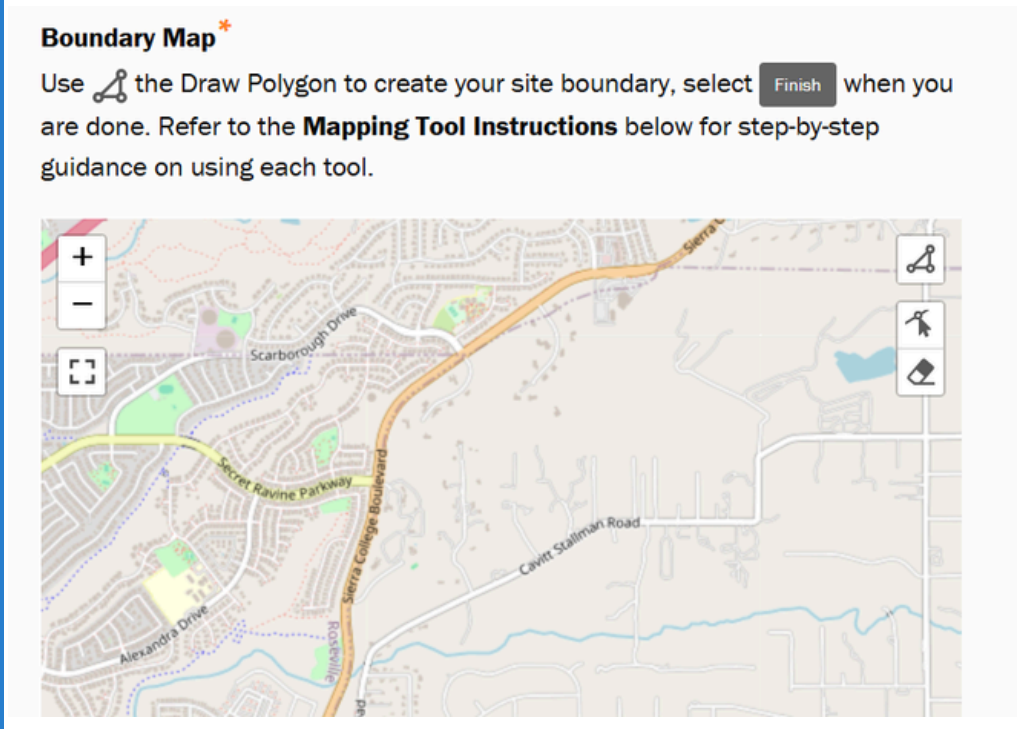
STEP 3: SITE BOUNDARY

STEP INSTRUCTIONS:

Read and review the state requirements for the Firewise Site Boundary.

- This step does not need to be completed immediately and can be done later in the process if you are unsure of boundaries.
- Additionally, the boundaries can be edited at anytime before submission of the initial application.
- If you need assistance with mapping or determining boundaries please reach out to us at fireready@placer.ca.gov





STEP 3: SITE BOUNDARY

STEP INSTRUCTIONS:

Read and review the mapping tool instructions. To begin the process of mapping select the draw polygon icon located in the upper right-hand corner.

When drawing your boundary, keep these best practices in mind:

- Draw a single, contiguous shape. If a significant gap exists between clusters of homes, include it within the boundary or consider whether it should be a separate Firewise USA® site.
- Avoid overlapping with any existing Firewise USA® sites in your area.
- Use natural or jurisdictional features as boundary edges (roads, HOA lines, subdivision boundaries, parcels, water features, or topographic features, etc.)

▼ Mapping Tool Instructions

Draw Polygon

Click on the map to start drawing your boundary. Click at each corner, then click the starting point (or double-click) to finish the shape.

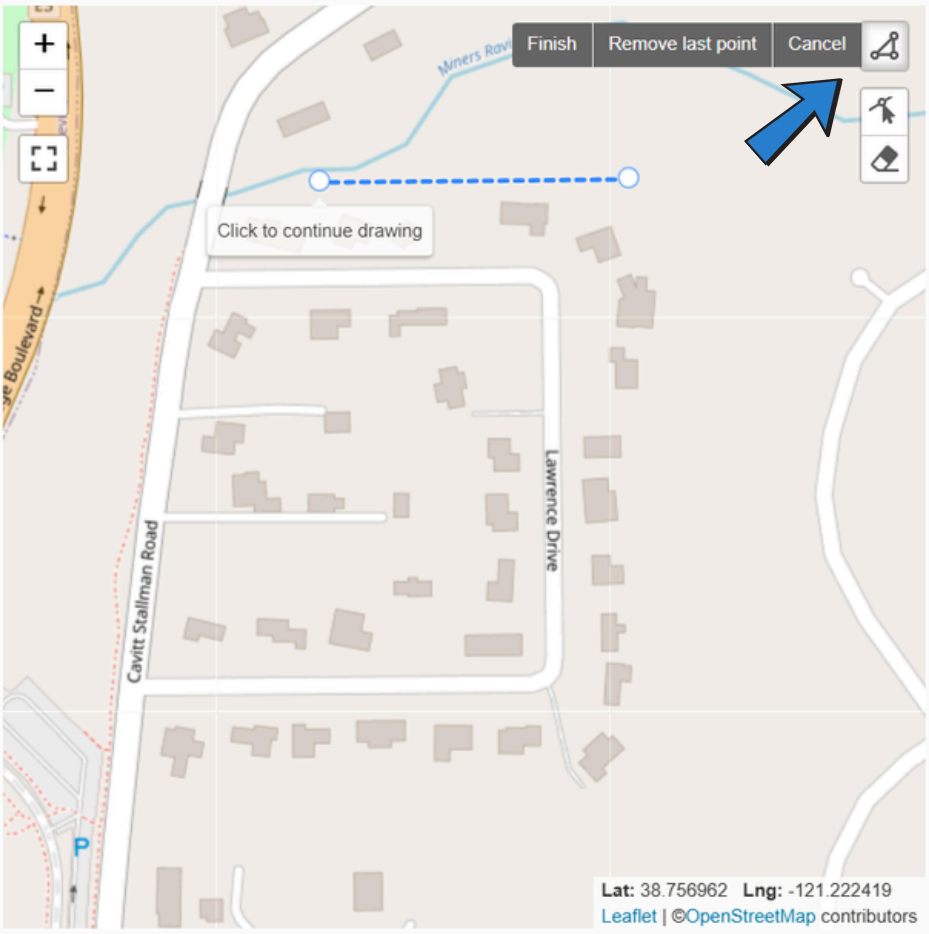
Edit Boundary

Click to enter edit mode. Drag the points on the boundary line to adjust the shape until it matches your site. Right click on any point to remove it.

Remove Boundary

Use this to delete the current boundary shape so you can start over and draw a new one. Select the delete icon, then click your boundary to remove it. When finished, click Finish.

Need help? If you have questions about the boundary tool or run into any issues creating your boundary, we're here to help you. Reach out to us at firewise@nfpa.org or through our contact form and we'll be happy to assist.

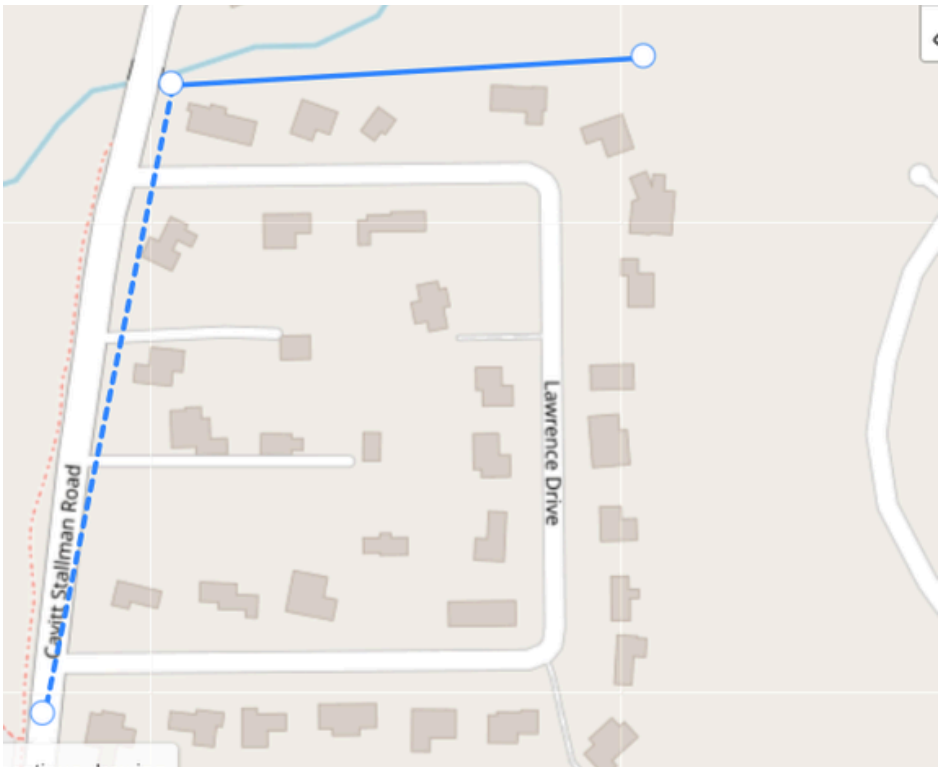


STEP 3: SITE BOUNDARY

STEP INSTRUCTIONS:

When drawing the boundaries of your community ensure to include all the parcels included in your community.

It is recommended to draw the general boundaries of your community first. Then you are able to refine the boundaries by selecting and dragging the white points.



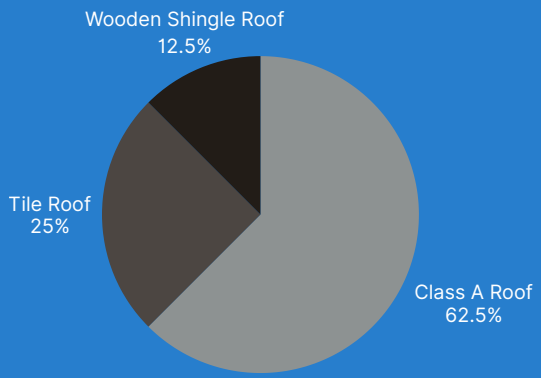


BACK SAVE & CLOSE CONTINUE

STEP 4: RISK ASSESSMENT

STEP INSTRUCTIONS:

- Take a copy of the risk assessment and walk your neighborhood looking at the different houses while reflecting on the question. The community wildfire risk assessment speaks to the general conditions of the overall Firewise USA site and does not provide details on each dwelling. For example, when it asks about how many of the roofs in your neighborhood have Class A composite shingles, you can make a simple tally list and calculate the percentage on your own. You should be able to come up with a range of percentages that fits your neighborhood.





The risk assessment provides a high-level overview of your community. The board or committee can conduct it by walking the neighborhood and noting observations. An inspector or certified assessor is not required.

Watch the NFPA Risk Assessment Tutorial Video at https://trainingcontent.nfpa.org/training-demos/RiskAssessment/story.html



What Information is included in the Risk Assessment?

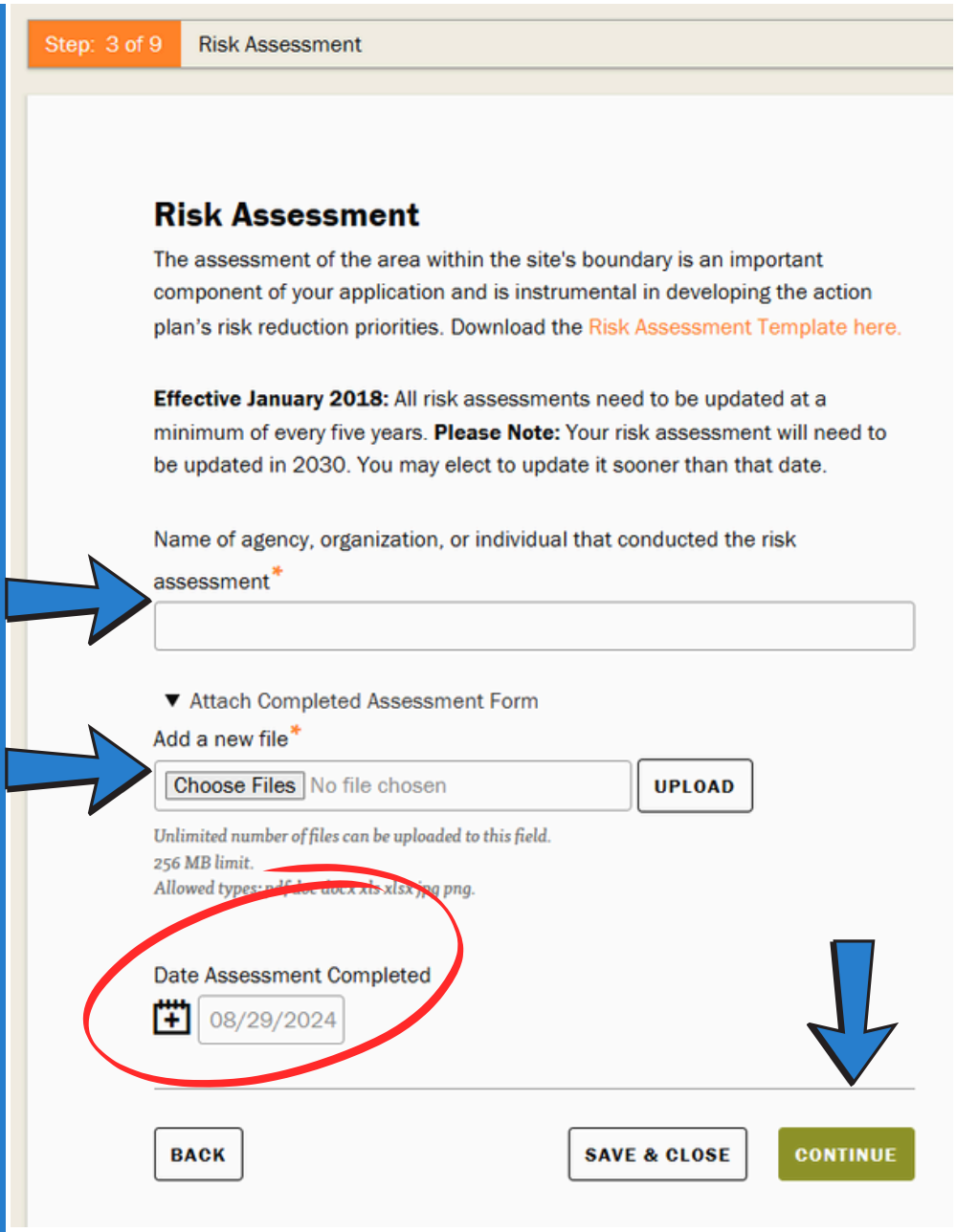
- Site Demographics
- Committee Information
- Roofing Materials
- Soffit Vents
- Siding
- Skirting
- Attachments
- Windows
- Roof/Gutter Debris
- Gutter Type
- Immediate Zone: 0-5 feet
- Intermediate Zone: 5-30 feet
- Extended Zone: 30-100 feet

PRO TIP:
If you are unfamiliar with different kinds of building materials, you can use the SPFE WUI Handbook to see examples at https://www.sfpe.org/wuihandbook/home

STEP 4: RISK ASSESSMENT

STEP INSTRUCTIONS:

- Type the name of the agency, organization, or individual that conducted the risk assessment into the first field.
- Choose your your completed risk assessment file and click the Upload button
- If your Site's Risk Assessment has not been completed or is in the process, you may move on to other steps in the application process. However, you will not be able to submit the application until all steps have been completed.
- Enter the date the assessment was completed. This is a required field for California communities and helps CAL FIRE determine when an updated risk assessment is due
- Click the Continue button to move to the next step



PRO TIP:
Visit www.placer.ca.gov/firewise to watch the guidance video available.

TOP REASONS FOR ASSESSMENT REJECTIONS

The risk assessment is a key reason for community application rejections and may require revisions. Below are suggestions to help align your risk assessment with all guidelines.

Community Info

Risk Assessment, Action Plan, and Community Profile numbers don't match. The listed number of dwelling units and residents must be the same for each section.

Summary

The risk assessment summary isn't in the preferred format. Please follow the guidance on page 18 to avoid rejection based on your summary section.



NFPA FIREWISE USA®
RESIDENTS REDUCING WILDFIRE RISKS

FIREWISE USA® RECOGNITION PROGRAM
COMMUNITY WILDFIRE RISK ASSESSMENT

Firewise USA® and the US Wildfire Problem
Every year, devastating wildfires burn across the United States. At the same time, a growing number of people are living where wildfires are a real risk. While these fires will continue to happen, there are things you can do to help protect your home and neighborhood as well as your family's safety.

The NFPA Firewise USA® recognition program was designed to help people learn about wildfire and how they can make their homes and neighborhoods safer. It's based on research that shows how to prepare homes to withstand embers and prevent flames or surface fire from igniting the home and its immediate surroundings, by working in an area known as the home ignition zone (HIZ). This is the home and everything around it within 100 feet.

The community risk assessment should focus on the vulnerability of homes and surrounding home ignition zones to embers.

In many neighborhoods, home ignition zones often overlap onto adjacent properties—meaning that homes are closer than 100 feet to one another. This makes the conditions of neighboring homes and vegetation a part of the wildfire threat. It's extremely important that neighbors work collaboratively with each other—and talk with each other—to reduce their shared risk.

Using Firewise USA® to create ignition-resistant communities
Firewise USA® is a voluntary recognition program that provides a framework to help neighbors get organized, find direction, and take action to increase the ignition resistance of their homes and communities from wildfire.

1

Template

It is a requirement that the approved Risk Assessment template be used. The template should be completed and uploaded as one document. Please do not handwrite your assessment.

Recommendations

The risk assessment recommendations aren't in the preferred format. Please follow the guidance on page 19 to ensure your application isn't rejected.

Map

There isn't a map uploaded on page 11 of the risk assessment. If you have trouble uploading your map, you can upload it directly into the portal as a separate document in the risk assessment section or contact the Placer County Firewise Regional Coordinator at fireready@placer.ca.gov and they are happy to help. Refer to guidance on page xx for creating your map in a recommended template.

PRO TIP: Have the Placer County Firewise Regional Coordinator review your risk assessment before submission to NFPA. Contact us at fireready@placer.ca.gov

Firewise Risk Assessment Summary



FIREWISE USA®
RESIDENTS REDUCING WILDFIRE RISKS

FIREWISE USA® RECOGNITION PROGRAM
COMMUNITY WILDFIRE RISK ASSESSMENT

Firewise USA® and the US Wildfire Problem

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The NFPA Firewise USA® recognition program was designed to help people learn about wildfire and how they can make their homes and neighborhoods safer. It's based on research that shows how to prepare homes to withstand embers and prevent flames or surface fire from igniting the home and its immediate surroundings, by working in an area known as the home ignition zone (HIZ). This is the home and everything around it within 100 feet.

The community risk assessment should focus on the vulnerability of homes and surrounding home ignition zones to embers.

In many neighborhoods, home ignition zones often overlap onto adjacent properties—meaning that homes are closer than 100 feet to one another. This makes the conditions of neighboring homes and vegetation a part of the wildfire threat. It's extremely important that neighbors work collaboratively with each other—and talk with each other—to reduce their shared risk.

After you have completed the assessment of your neighborhood, it's time to write your summary.
The summary is on page eight of the Firewise USA Recognition Program Community Wildfire Risk Assessment and should be a direct reflection of the answers to the questions on pages four through seven. Use the example below to create your summary using the preferred CAL FIRE format.

Use Template

Please be sure to use the Firewise USA Recognition Program Community Wildfire Risk Assessment template. Your application will be rejected if you do not use the template. If you need help downloading the template or filling it out, please contact us at fireready@placer.ca.gov.

EXAMPLE SUMMARY:

(Community Name) is a neighborhood in (City), CA. It is comprised of (Number of Dwelling Units) homes and (Number of Residents) residents. The homes are (Primary Type of Homes), private properties on parcels (Average Size of Parcels). The neighborhood is in an area with/without regular wind exposure and located in an area with/with no known history of fire occurrence. (Percentages)% of homes have metal, tile, or Class A shingles. (Percentages)% of homes have non-combustible soffit vents with mesh. (Percentages)% of homes have non- combustible siding. (Percentages)% of homes have skirting underneath raised floors/decks. (Percentages)% of homes have no wooden attachments. (Percentages)% of homes have multi- paned windows. (Percentages)% of homes have cleaned and maintained their roof and gutters. (Percentages)% of homes have metal gutters.

(Percentages)% of homes have treated vegetation and have created a combustible free area in their Immediate Zone. (Percentages)% of homes have treated vegetation and have created a combustible free area in their Intermediate Zone. (Percentages)% of homes have treated vegetation and have created a combustible free area in their Extended Zone. The area is/is not adjacent to wildlands with accumulated fuels.

Firewise Risk Assessment Recommendation



FIREWISE USA®
RESIDENTS REDUCING WILDFIRE RISKS

FIREWISE USA® RECOGNITION PROGRAM
COMMUNITY WILDFIRE RISK ASSESSMENT

Firewise USA® and the US Wildfire Problem
Every year, devastating wildfires burn across the United States. At the same time, a growing number of people are living where wildfires are a real risk. While these fires will continue to happen, there are things you can do to help protect your home and neighborhood as well as your family's safety.

The NFPA Firewise USA® recognition program was designed to help people learn about wildfire and how they can make their homes and neighborhoods safer. It's based on research that shows how to prepare homes to withstand embers and prevent flames or surface fire from igniting the home and its immediate surroundings, by working in an area known as the home ignition zone (HIZ). This is the home and everything around it within 100 feet.

The community risk assessment should focus on the vulnerability of homes and surrounding home ignition zones to embers.

In many neighborhoods, home ignition zones often overlap onto adjacent properties—meaning that homes are closer than 100 feet to one another. This makes the conditions of neighboring homes and vegetation a part of the wildfire threat. It's extremely important that neighbors work collaboratively with each other—and talk with each other—to reduce their shared risk.

Using Firewise USA® to create ignition-resistant communities
Firewise USA® is a voluntary recognition program that provides a framework to help neighbors get organized, find direction, and take action to increase the ignition resistance of their homes and communities from wildfire.

After you have completed the summary section of your Firewise USA Recognition Program Community Wildfire Risk Assessment, it's time to write your recommendations.

The recommendations section is on page nine and should be the inverse of what was written for your summary.

For example, if 50-74% of the homes in your neighborhood have multi-paned windows, then 25-50% of the homes still need to upgrade to multi-paned windows.

Use the template below to create your summary using the preferred CAL FIRE format.

Use Template

Please be sure to use the Firewise USA Recognition Program Community Wildfire Risk Assessment template. Your application will be rejected if you do not use the template. If you need help downloading the template or filling it out, please contact us at fireready@placer.ca.gov.

EXAMPLE RECOMMENDATION:

(Percentages)% of homes need to upgrade to metal, tile, or Class A shingles. (Percentages)% of homes need to upgrade to non-combustible soffit vents with mesh. (Percentages)% of homes that do not have non-combustible siding. (Percentages)% of homes need to add skirting underneath raised floors/decks. (Percentages)% of homes have wooden attachments. (Percentages)% of homes do not have multi-paned windows. (Percentages)% of homes need to clean and maintain their roof and gutters. (Percentages)% of homes need to upgrade to metal or non-combustible gutters.

(Percentages)% of homes do not have treated vegetation and have not created a combustible free area in their Immediate Zone. (Percentages)% of homes do not have treated vegetation and have not created a combustible free area in their Intermediate Zone. (Percentages)% of homes do not have treated vegetation and have not created a combustible free area in their Extended Zone.

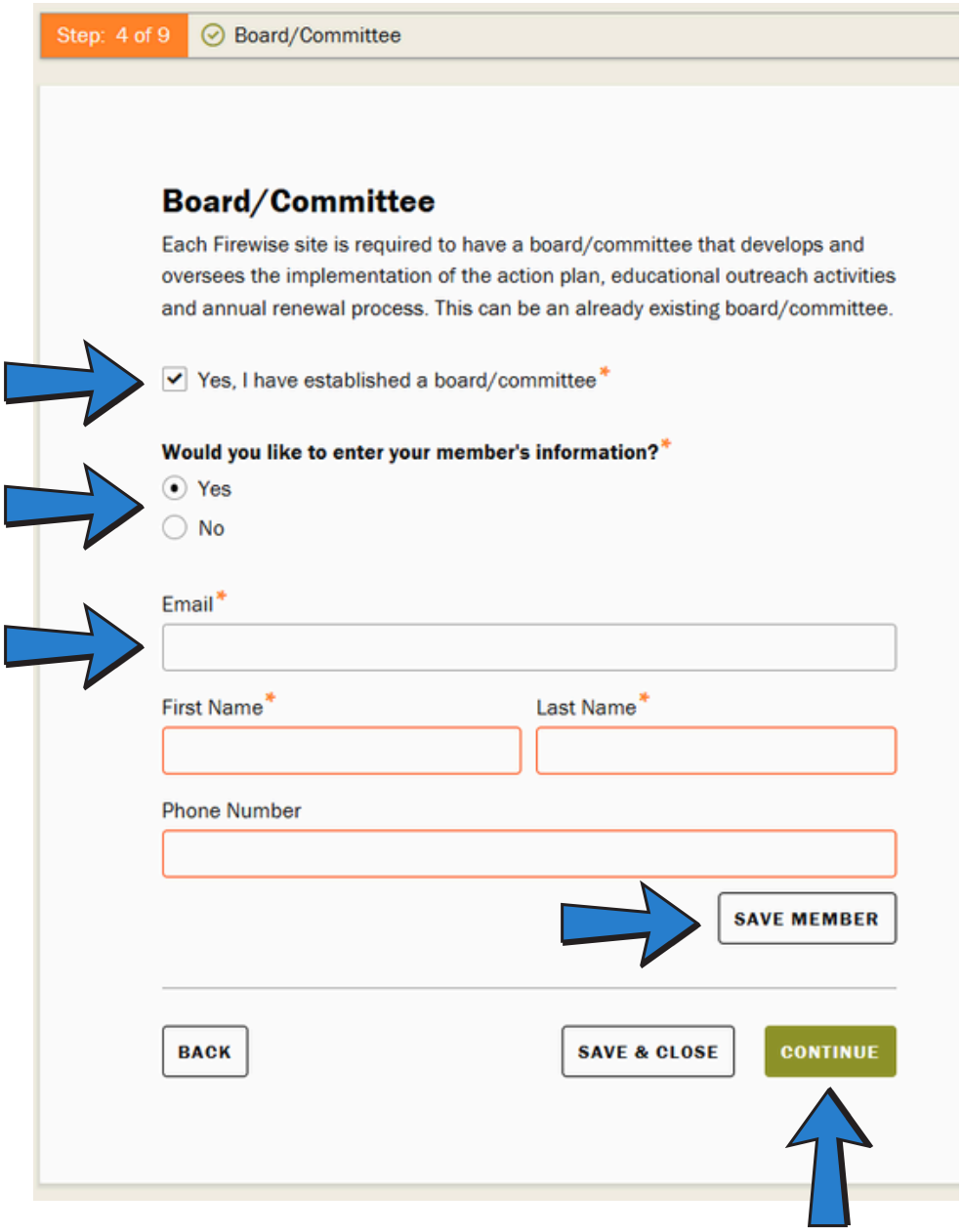
Once you have finished recapping your recommendations based on your summary, you can include any other recommendations your committee/board may have noticed for areas that need improvement, like a neighborhood park or common area.

STEP 5: BOARD/COMMITTEE

This is where you enter the information about your community's Board/Committee members. Your board/committee helps to develop the site action plan and monitor its progress. It is recommended to have at least two residents, a registered forester or fire safe council member, and the local fire department.

STEP INSTRUCTIONS

- Read and review the statement regarding Board/Committee requirements
- Check the "Yes, I have established a board/committee" check box
- If you have your board/committee contact information, enter that information into the fields that appear upon selecting the checkbox, saving each member as you go
- Once you have entered all member information, click the Continue button to move to the next step.



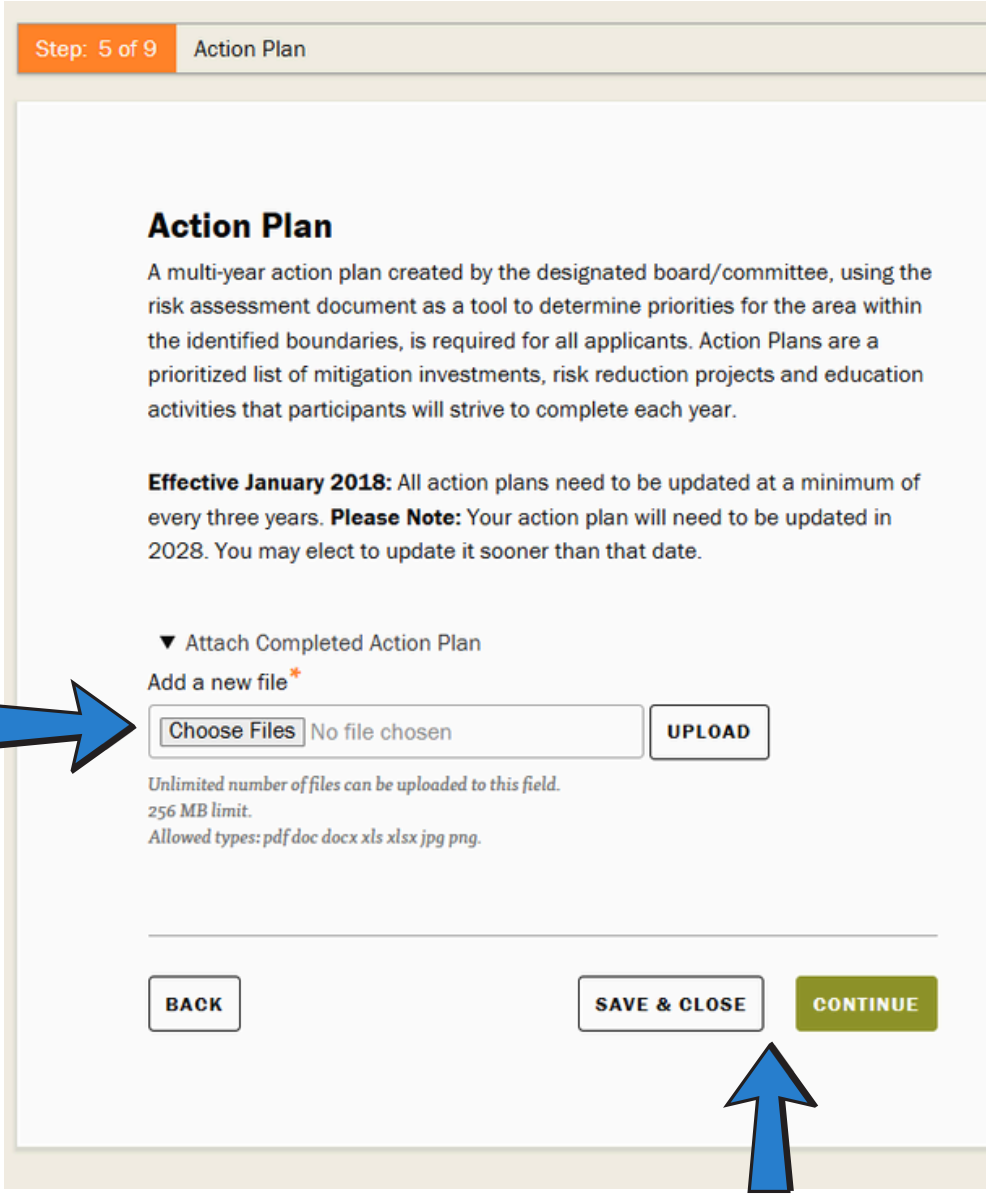
PRO TIP
At least two members of your board/committee should also be listed as a Resident Leader and have access to the community's portal.

STEP 6: ACTION PLAN

This step is for you to upload your completed action plan that your board/committee put together after completing the risk assessment.
Action Plans are a prioritized list of mitigation investments, risk reduction projects and education activities that participants will strive to complete each year. Action plans must be updated every three years.

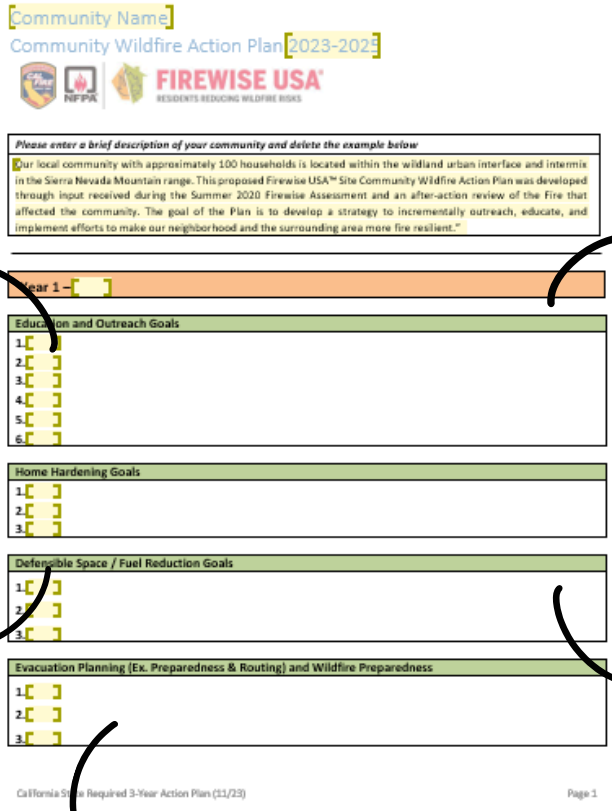
STEP INSTRUCTIONS

- Read and review the statement regarding the Action Plan
- Choose your your completed action plan file and click the Upload button
- If your Site has not yet completed the Action Plan, you may move on to other steps in the application process. However, you will not be able to submit the application until all steps have been completed
- Click the Continue button to move to the next step



PRO TIP: See Action Plan Example on page 33 and visit www.placer.ca.gov/firewise to watch the Action Plan video available.

TOP REASONS FOR ACTION PLAN REJECTIONS


Community Name
Community Wildfire Action Plan 2023-2025
FIREWISE USA
Please enter a brief description of your community and delete the example below
Our local community with approximately 100 households is located within the wildland urban interface and intermix in the Sierra Nevada Mountain range. This proposed Firewise USA™ Site Community Wildfire Action Plan was developed through input received during the Summer 2020 Firewise Assessment and an after-action review of the Fire that affected the community. The goal of the Plan is to develop a strategy to incrementally outreach, educate, and implement efforts to make our neighborhood and the surrounding area more fire resilient."
Year 1 –
Education and Outreach Goals
Home Hardening Goals
Defensible Space / Fuel Reduction Goals
Evacuation Planning (Ex. Preparedness & Routing) and Wildfire Preparedness
Page 1

Community Info

Risk Assessment, Action Plan, and Community Profile numbers don't match. The listed number of dwelling units and residents must be the same for each section.

Years

Please update the Year header for each section. This should match the years in the header section. Year 1 should be the next calendar year.

Template

It is a requirement that the approved California Action Plan template be used. If the template isn't used, the application will be sent back This should be uploaded as one document.

Goals

CAL FIRE prefers 3-5 goals listed per year, per category. The goals should build each year, not just repeat.

Header

When filling out the action plan header, you *must* include the name of your community and the years the plan cover. the first year of your action plan will be the year after. For example, if you are applying for recognition in 2025, the years on your action plan should be 2026-2028.

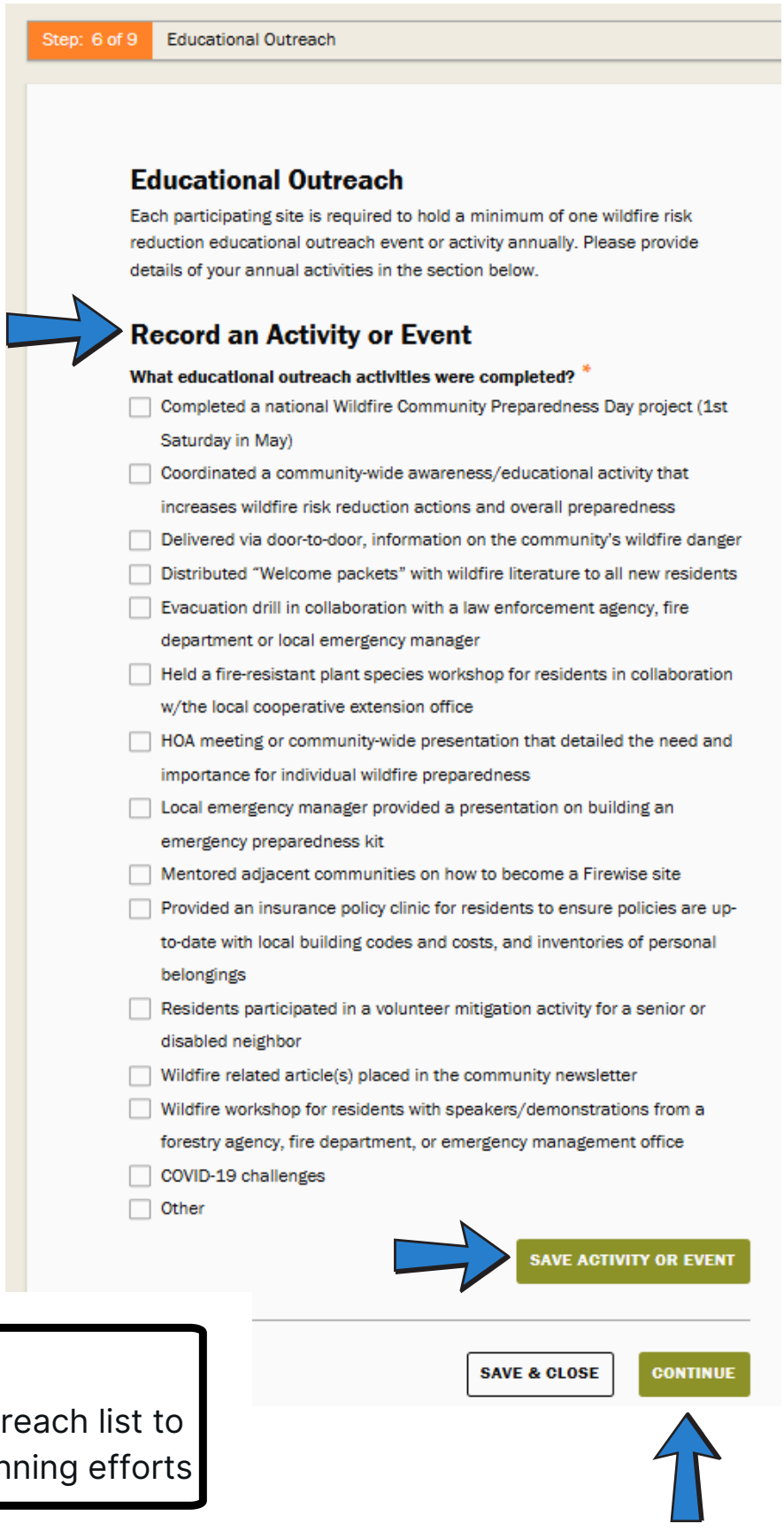
PRO TIP: Have the Placer County Firewise Regional Coordinator review your action plan before submission to NFPA. Contact us at fireready@placer.ca.gov

STEP 7: EDUCATIONAL OUTREACH

Each participating site is required to hold a minimum of one wildfire risk reduction educational outreach event or activity annually. You may track multiple activities and events over the year, or add them all at once.

STEP INSTRUCTIONS:

- From the list, select what educational outreach activities or events you completed.
- Describe your activity or event in the notes field.
- Select the "Save Activity or Event" button
- Click the Continue button to move to the next step



PRO TIP:
Use the Education Outreach list to guide future event planning efforts

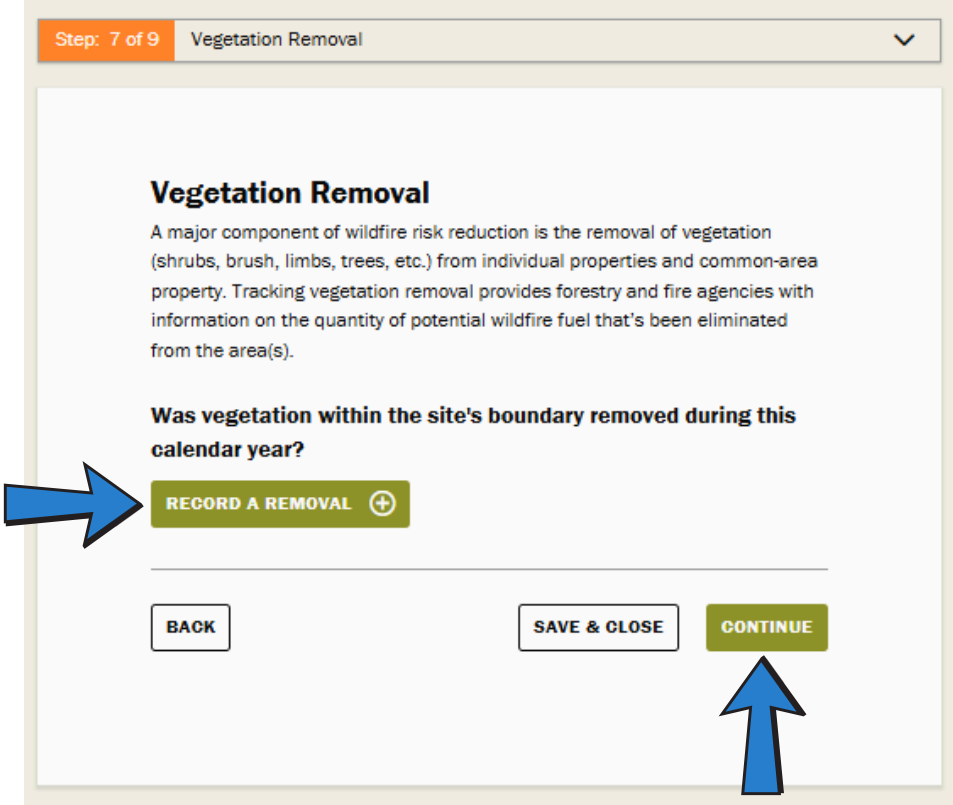
STEP 8: VEGETATION REMOVAL

This step is now a requirement by CAL FIRE for California communities. Please be sure to track your community's vegetation removal prior to completing the application. Common ways to remove vegetation include:

- green waste cans
- trucks/trailers
- contractor bags
- pile burning

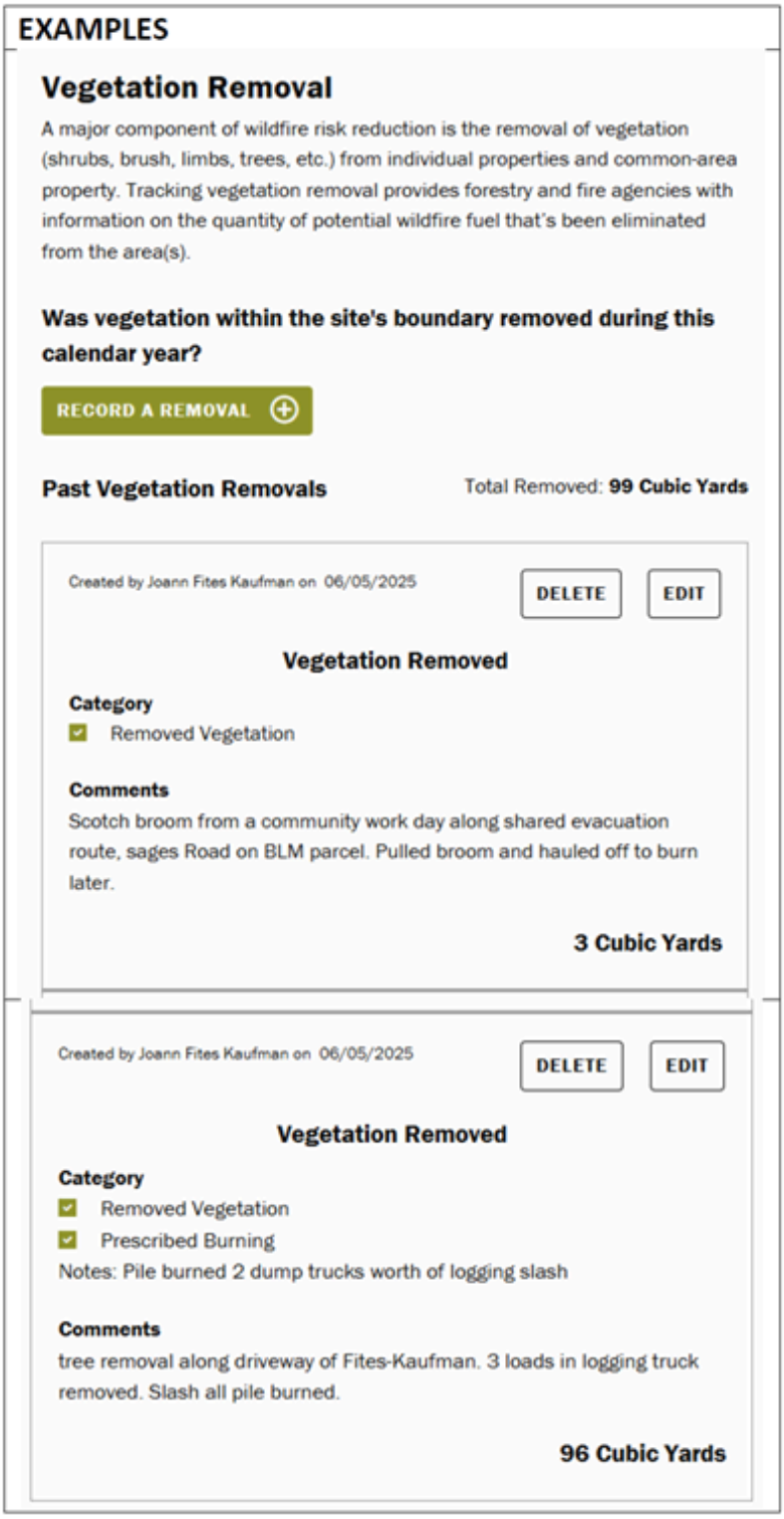
STEP INSTRUCTIONS:

- Click the Record a Removal button
- A new section will open with space for you to enter the removal information. Fill out the quantity of vegetation removed and click the Save Vegetation removal button when you are satisfied with your entry. Remember, one cubic yard is 3 feet long, 3 feet wide and 3 feet high.
- Click the Continue button to move to the next step.



STEP 8: VEGETATION REMOVAL

- All new communities need to have a minimum of **two** Vegetation Removal entries.
- This is now a requirement by CAL FIRE for California communities.
- Initial Application have been rejected because of this. See the examples on this page.



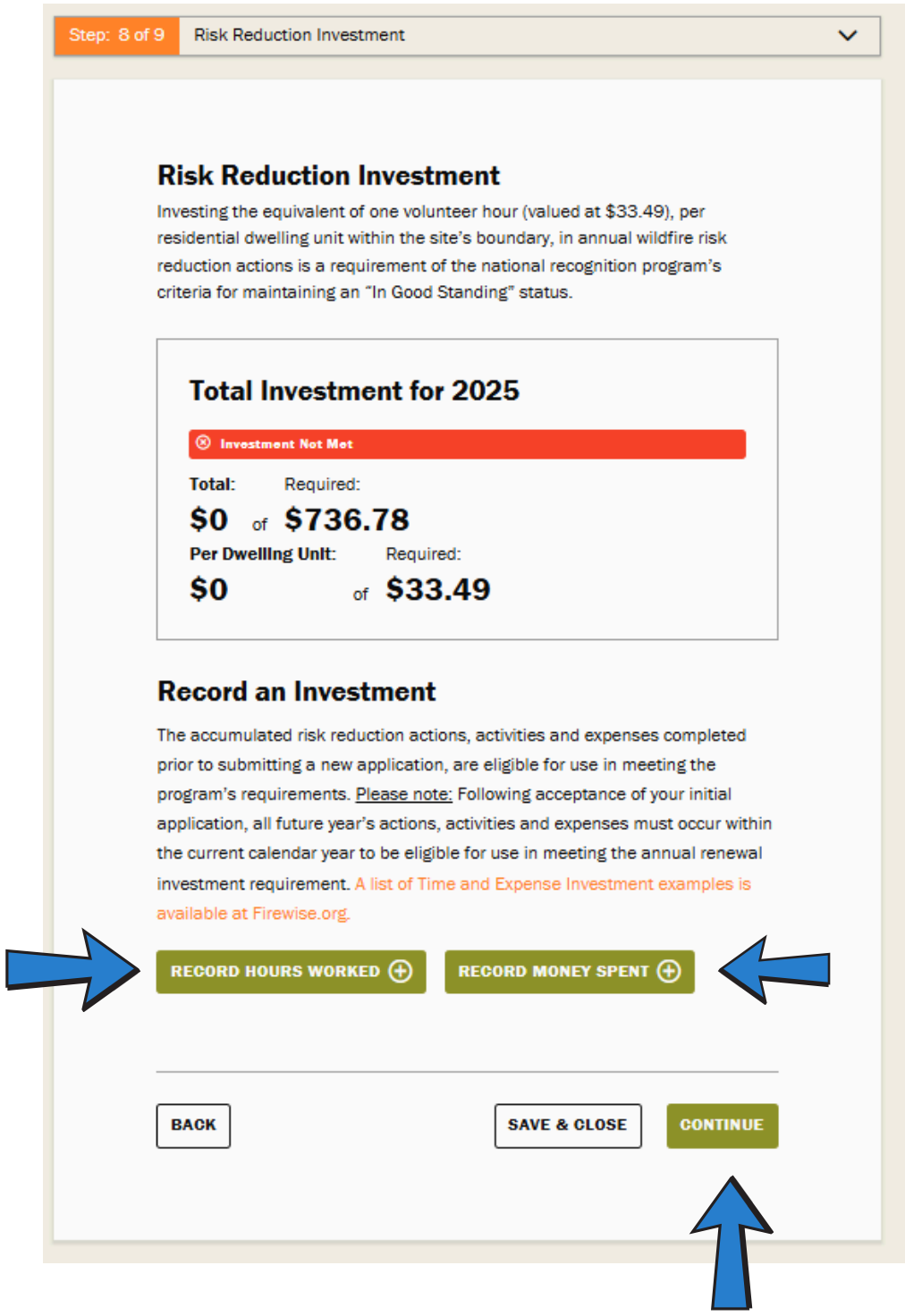
STEP 9: RISK REDUCTION INVESTMENT

Please use this step to record your community's risk reduction actions, activities, and expenses from this year.

STEP INSTRUCTIONS:

To begin, click either the Record Hours Worked button or the Record Money Spent button and enter your community's investments for this year. See next page for information on how to record investments.

When you are finished entering your investments, click the continue button.



STEP 9: RISK REDUCTION INVESTMENT *CONTINUED*

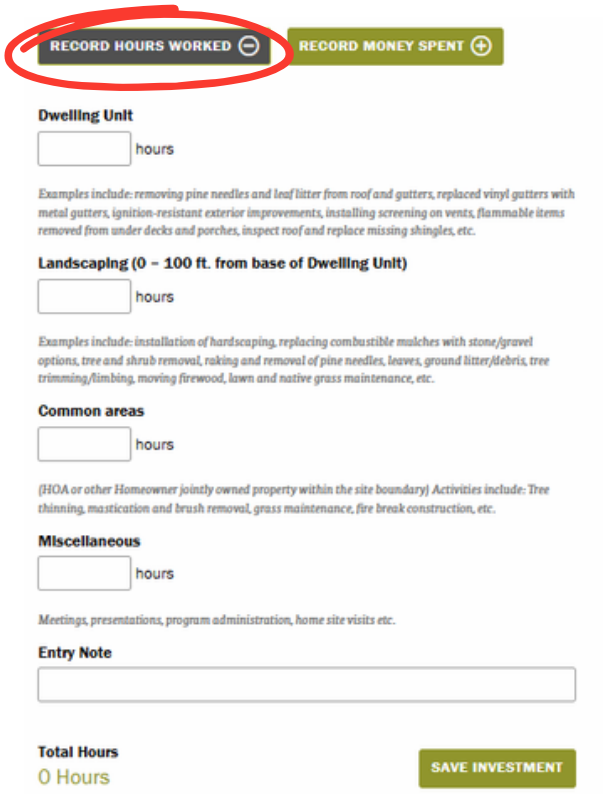
STEP INSTRUCTIONS:

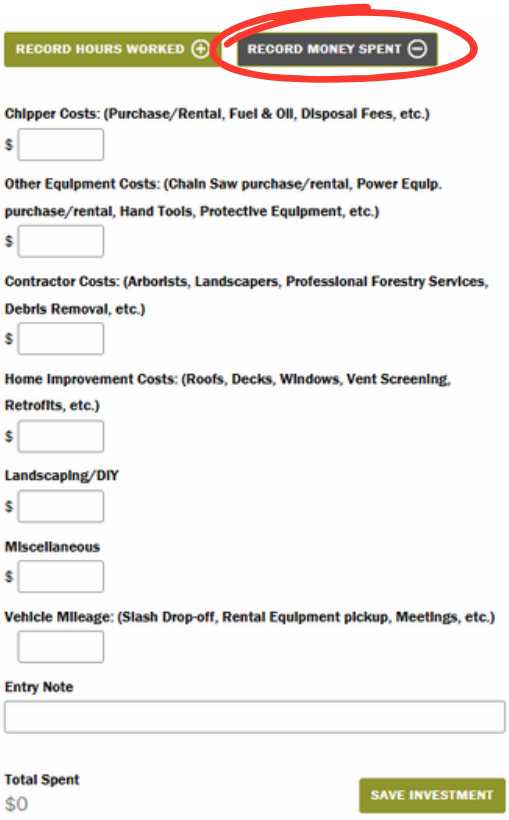
For Recording Hours Worked

- Click on the Record Hours Worked button
- Enter Hours Worked for the Following Categories: Dwelling Unit, Landscaping (up to 100ft from Dwelling Unit), Common Areas, and Miscellaneous
- Click the Save Investment button when you are finished entering the information to save your hours.

For Recording Money Spent

- Click on the Record Money Spent button
- Enter costs spent for the following categories: Chipper, Other Equipment, Contractor, Home Improvement, Landscaping, Miscellaneous, Mileage
- Click the Save Investment button when you are finished entering the information to save your money spent.

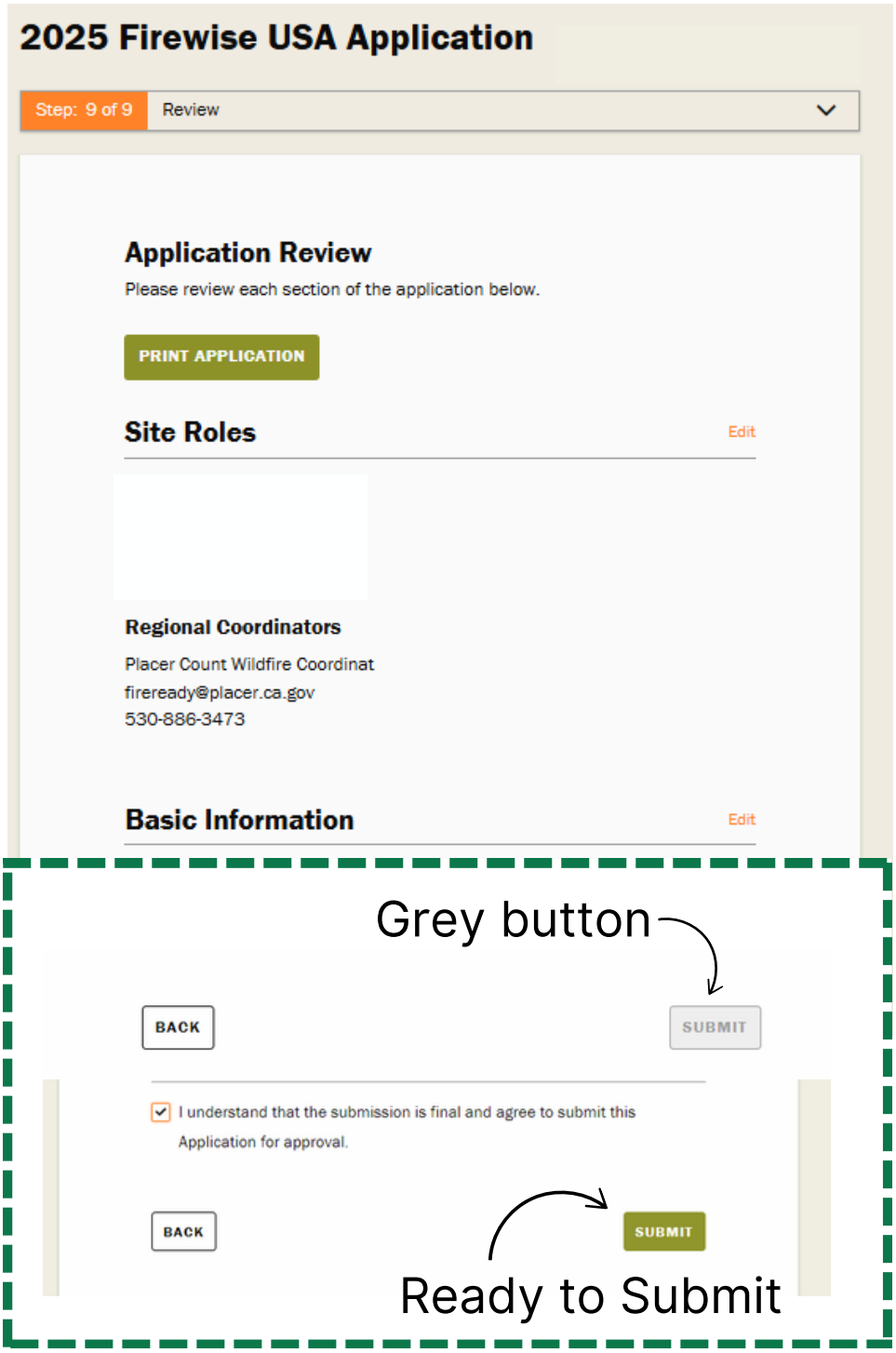




STEP 10: REVIEW

STEP INSTRUCTIONS:

This final step of the application is for you to review the information you entered and confirm everything is correct before it's submitted. After you complete and submit the application, it will go into the review queue. State liaisons and NFPA staff will check the applications to make sure all the criteria are met. If there are any questions or concerns, they'll send the application back with tips on what to do next. If everything checks out, it'll be approved, and you'll get an email notification with a link to your Certificate of Recognition.



PRO TIP:
You must click SUBMIT once you're satisfied with your application. If the button is grey, your community hasn't met the annual requirements—please complete any missing sections and check the agreement box to enable submission.

RISK ASSESSMENT SAMPLE

ACTION PLAN SAMPLE

ACTION PLAN EXAMPLES

ACTION PLAN EXAMPLES

Education and Outreach Goals	Home Hardening Goals	Defensible Space/Fuels Reduction Goals	Evacuation Planning Goals
Connect with local fire safe council and attend monthly meetings	Replace wood decks with noncombustible materials, as possible	Maintain emergency pull outs in the neighborhood	Discuss emergency ingress and egress with community
Host an annual outreach event	Replace wood siding with noncombustible siding, as possible	Maintain roadside clearance and overgrowth	Discuss go bags and family communication plans
Hand out Firewise materials to new neighbors	Replace wooden attachments on the home with metal attachments	Replace flammable shrubs with fire resistant foliage	Participate in the red flag warning sign program for the neighborhood
Develop an email and mailing list for the community	Perform home site visits as requested	Host a community work day to work on fuel reduction	Review evacuation warnings and what they mean with the community
Inform community of red flag days	Inspect siding for dry rot or warping and fix damaged areas	Hire Placer County chipper to chip branches limbed/collected	Encourage neighbors to sign up for Placer Alerts
Create a website or Facebook page to facilitate communication	Maintain clean gutters and litter free roofs	Trim large trees and remove ladder fuels	Hand out evacuation preparedness checklists
Provide links to information about fire preparedness	Inspect weather stripping and gaps in the home. Replace as needed.	Identify and remove risks in the 0-5 foot zone	Discuss go bags for pets with the community

ACTION PLAN EXAMPLES

Education and Outreach Goals	Home Hardening Goals	Defensible Space/Fuels Reduction Goals	Evacuation Planning Goals
Create a community newsletter to highlight successes	Inspect roof and repair lose or missing tiles/shingles	Explore community green waste options	Host an event with Placer County Animal Services to educate residents about livestock and animal evacuations
Hand out CAL FIRE's low cost retrofit flyer	Emphasize the importance of skirting under stairs and decks	Conduct defensible space assessments	Plan a work day to clear evacuation routes of vegetation
Host an annual neighborhood walk through	Conduct home hazard assessments	Limb up low hanging branches	Encourage residents to know their evacuation routes and do dry runs
Coordinate with local fire safe council to prioritize projects	Remove debris and combustible materials from under decks	Thin out trees and shrubs in Zones 1 and 2	invite local fire department out to talk about evacuation preparedness
Send emails in spring and fall with clean up tips	Remind residents to store firewood away from structures	Mow fields, abate weeds, and disc fields	Ensure emergency access points and fire access roads are accessible
Have residents utilize tracking form to report vegetation removal	Encourage replacement of bark within 5 feet	Create vertical clearance over roadways	Suggest residents complete a 15 min drill with their families
Develop signage/posters to promote Firewise at neighborhood common areas like mailboxes	Encourage homeowners to consider replacing windows with double paned/tempered glass	Review NFPA zones checklist and apply as needed	Create a list of neighbors who may need assistance during evacuations

ACTION PLAN EXAMPLES

Education and Outreach Goals	Home Hardening Goals	Defensible Space/Fuels Reduction Goals	Evacuation Planning Goals
Host a home hardening or defensible space workshop	Provide information about having a least a five foot metal buffer from the house to the fence	Assist elderly or disable neighbors with maintaining their defensible space	Provide community with evacuation guides
Create welcome packets/baskets for new neighbors with Firewise information	Share materials about soffits and mesh vents	Hand out Firewise zone map and checklist	Ensure home address numbers are visible for first responders
Invite Placer RCD out to speak about their chipper and prescribed fire programs	Hand out Tahoe RCD Home Hardening guide	Keep immediate area around the home free of dead or excess vegetation	Create a shared list of needs and assets for the neighborhood. (e.g. trailers, hoses, saws)
Host an event on Wildfire Preparedness Day (the first weekend in May)	Remove combustible items from outside the home when not in use or on vacation.	Remove pyrophytic plants from all zones	Invite local law enforcement to present on evacuation procedures
Partner with local companies for demonstrations on home retrofitting	Store garbage cans away from the home	Thin out dense vegetation including the greenway	Assist new neighbors with preparing go bags and creating plans
Partner with local companies for demonstrations on fire-smart landscaping	Replace attic vents with intumescent vents	Host a UC Master Gardener presentation on landscaping	Encourage residents with locked gates to install a Knox box

TIME INVESTMENT DOCUMENT

HOURLY WORKSHEET DOCUMENT

NOTES

LET'S WORK

TOGETHER

NFPA | FIREWISE USA®

RESIDENTS REDUCING WILDFIRE RISKS