



How To:

Write a Successful Action Plan

SUMMARY

A Three-Year Action Plan is required as a component of your initial Firewise Community recognition and is required to be renewed every three (3) years. Most importantly, the Three-Year Action Plan is your community's guiding document on what you want to focus on accomplishing each year on education, home hardening, fuel reduction and evacuation planning and wildfire preparedness.

STEPS

1. Familiarize yourself with the [Three-Year Action Plan form](#). It was devised by CALFIRE and will be reviewed by them, and if accepted, will be forwarded to the National Fire Protection Association's (NFPA) Firewise USA. The steps included here are directly from CALFIRE.

Goals for your Three-Year Action Plan must "tie back" to (include) the "Recommendations" you established on page nine (9) of your Firewise USA ® Risk Assessment document.

The action plan is where you will specify how you will accomplish the recommendations you included within your Risk Assessment. Here, you will be more specific about how you will accomplish your community's goals, specifying the actions you will take and your anticipated percentages and/or levels of effort to be applied that year. You can add action items that were not included in your Risk Assessment and must address those recommendations that you included.

Your second- and third-year action plans will build on the progress made during the prior year.

2. Double click in the page two (2) header area and enter the name of your Firewise Community and enter the three-year span this action plan will apply to.
3. Community description. Enter a brief description of your community. An example has been provided for you, but please replace it with your own community description.
4. In the Year banner, enter the year that will apply to the Year 1 efforts. Repeat this step for years 2 and 3, entering the consecutive years.

	<ol style="list-style-type: none">Utilizing the numbered points, enter the tasks that have been identified by your community to support each goal. You can add additional numbered tasks you have identified for your community; however, the Program Topics must be utilized.To add additional goals under each category, simply use the last, pre-identified numbered point, to add as necessary.The document will automatically expand as information is entered.Once the document is completed, and approved by your committee, it can be submitted to CALFIRE through the Firewise Portal. <p><u>Notes:</u></p> <p>If you do not achieve all the actions cited in your plan each year you will <u>not</u> lose your Firewise recognition status. The goal is to show progress; not to be perfect.</p> <p>If your Firewise Community develops new ideas or opportunities that are not in your original Three-Year Action Plan, you can rewrite the plan at any time to include these new actions.</p>
TIPS	<p>Choose actions that are achievable, yet imaginative and bold. You may be surprised by what you accomplish at the end of each year.</p> <p>Keep in mind that if you apply for a grant to achieve an action, it will need to be in your 3-Year Action Plan.</p> <p>Familiarize yourself with available instruction documents: Annual renewal information Firewise USA Building Firewise Communities: Wildfire Preparedness CAL FIRE</p>