**Outline for developing a Training Exchange:**

1. Identify purpose and need for a multi-objective training exchange focused on **implementation** of burns, skills **training** and **evaluation** and Integrated Fire Management **learning**.

1. What are the barriers to scaling up fire in the landscape and what opportunities are there to create solutions? For example, do we need to increase outreach by developing an event that will draw in the media? Or do we need to integrate both state and federal fire practitioners to increase overall coordination/cooperation in the future?
2. Who are the target audiences? Here are a few from past trainings, municipal fire departments, wildland firefighters, biologists, mangers, scientist as well as university students, private landowners, regulators, local/regional media (print , online, TV & radio), people who live in the community or other interested individuals.
3. When is the season we are most likely to succeed? Where are the places we need/can burn cooperatively? What are the dates we want to mobilize the training exchange burn crew and for how long? Two weeks is better than one.

2. Recruit an interdisciplinary planning team and determine logistical, planning and financial opportunities/challenges:

1. Determine what a host site and their partners can provide including:
* Lodging, meals and transportation, PPE and firefighting equipment, local ecological presentations, fire management field trips and other learning opportunities like working with a crew conducting fire effects monitoring or visiting a treatment area or dispatch office.
1. Participant salary, overtime or other employee compensation is not provided; it is the responsibility of the sending agency or organization. Volunteers are welcome and need to be signed up as volunteers with The Nature Conservancy or the lead hosting agency. Controlled burning will be conducted following NWCG standards, all participants serving in firefighter rolls must meet NWCG standards for RXCM or FFT2.
2. Determine what participants will need to provide:
* Engines and other equipment, PPE or even expert presentations
* We’ve learned it is very helpful if the host provides meals and lodging.
	+ However, some training exchanges ask participants to cover all of their own expenses
	+ Other training exchanges charge a tuition or fee to help offset the lodging and meal expenses the host is providing
	+ While still other training exchanges have financial support through local agency funds, from partnering agencies, local or national grants and other routine funding sources for land management projects.
1. Develop a budget (See examples
2. Solicit and identify supporters and sponsors or other funding opportunities
* Consider ways to minimize participant cost/expense- remember, you are counting on their two weeks of work and salary contribution as part of the beneficial outcomes to this training.
1. Consider modest registration fee to secure commitment from applicants

3. Develop Incident Management Team

1. Positions to consider: Coordinator, Incident Commander, Planning Section, Training, Operations (Burn Bosses/Taskforce leaders/ Module leaders), Logistics, Finance and Public Information Officer, others as appropriate to needs and opportunities
2. Develop position descriptions and expectations specific to the training exchange you intend to host:

\*\*Example duties of team members are included in Appendix A\*\*

 c. Solicit interest, select individuals and have organizational meetings

4. Training announcement and participant selection:

 a. determine training advertisement distribution area – local, geographic, national

 b. develop announcement and distribute

 c. develop selection criteria

 d. receive and manage incoming applications

 e. utilize IMT to rank and select applicants with alternates

 f. develop and send selection letters – verify participant acceptance

 g. develop Welcome letter indicating event information

 h. manage attendee list as it will change

5. Burn project sites:

 a. Work with rx burn host agencies on rx burn and training opportunities

 b. determine number, size and location of sites

 c. determine types of training opportunities and numbers for each burn

 d. work with agencies on liability needs (waivers, volunteer agreements, etc.), and start process to create if not available

6. Determine Base Camp location and Logistical needs:

 a. facility to house/camp/feed/park attendees and support personnel (location should have adequate toilet, housing, meeting, feeding, parking, adequate facilities for desired group size)

 b. acquire necessary supplies to support group

 c. How will you feed – caterer, meal vouchers, per diem, own meals, etc.

7. Periodically hold IMT meetings:

 a. determine progress

 b. assess needs

 c. mitigate challenges

 d. develop Go-No Go criteria for poor weather or other circumstances

e. incorporate specialists into planning calls (Wx Service, agency FMO’s etc.)

8. After Action Reviews (AAR):

 a. develop AAR questions

 b. send to IMT and partners then meet to discuss

 c. create Lessons Learned and incorporate in future events: change process as needed

\* When developing a training exchange agenda, curriculum or program, be sure to build with resilience to changing weather in mind. We’ve learned that having a wide variety of burn units allows the greatest chance of burning but you also need several field tips and trainings available when the weather conditions are poor. The first several no-burn days should be spent scouting, developing cohesiveness and training with equipment and local tactics,

Appendix A: Example duties of IMT members

* Coordinator & Incident Commander:
* develop IMT – provide duties and responsibilities
* overall management of planning and implementation of event
* determine IMT meeting frequency and agendas
* take notes and distribute to IMT and other partners
* develop alternative educational opportunities
* review PIO message and news releases as needed
* send out After Action Reviews and set meeting to review/discuss
* Operations (OPS):
* work with host agencies to coordinate burn units and resource needs, and training opportunities
* get burn plans for sites
* develop overview map of site locations
* organize modules and track modules and burn accomplishments
* coordinate with LOGS for needs
* coordinate with PLANS for each operational resource locations
* coordinate alternative educational opportunities if needed
* Logistics (LOGS):
* coordinate needs for base facilities – lodging/camping, parking, etc.
* determine and manage food vendor
* acquire and manage necessary supplies
* acquire and manage radio cache
* develop communications plan as needed
* develop medical plan as needed
* Planning Section (PLANS):
* develop IAP on daily basis and lead briefings
* check-in and demob attendees/resources
* Training Specialist:
* review participant qualifications and requested training and assign trainees and evaluators
* monitor and assist trainees with Positon Task Books
* Module leaders:
* overall responsibility of modules (accountability, liaison with host agencies)
* conduct After Action Reviews – document for Lesson Learned
* provide training and leadership support
* ensure trainee Task Books filled out prior to leaving site
* Public Information Officer (PIO):
* develop communications and outreach plan

 b. develop and distribute messages and news releases

 c. provide on site public supervision and education

 d. lead field trips for interested groups

 8. Safety Officer (SOF)

 a. provide daily safety message

 b. monitor/mitigate overall safety issues