**Community Wildfire Action Plan Guide**

Action Item Table Template

The **Action Plan** is one of the most important components of a Community Wildfire Protection Plan (CWPP). It outlines the specific, actionable steps your community will take to reduce wildfire risk and increase resilience over time. The **action items** that make up your plan are typically laid out in a table, making them more digestible for readers and easier to update in the future.

There are many ways to organize your **CWPP Action Item Table**, such as by goals, implementation timeline, prioritization, etc. Regardless of organization, the action items should address the following components of the mitigation strategies identified by your planning team partners and collaborators:

 A description of specific action items.

 Identification of alignment with broader/regional planning goals.

 The roles and responsibilities of the parties that are accountable for specific actions.  The timeline and milestones of actions.

 The priority or tier level of each action item (this is especially important for the fuel reduction projects identified in the plan, as it is required to prioritize these specific action items per HFRA).

 A note on the alignment of each action to other relevant efforts.  Funding mechanisms (current and potential).

 Monitoring measures and metrics for tracking progress.

# Why Use a Table Format?

Organizing your action items in a table format:

 Makes the content easier for stakeholders to understand and use.  Supports regular updates and ongoing monitoring.

 Streamlines the implementation process by clarifying responsibilities, timelines, and progress.

 Easily shows alignment with the Healthy Forests Restoration Act (HFRA) requirements to prioritize fuel reduction projects.

# How to Use This CWPP Action Item Template

There are many ways to organize your CWPP Action Item Table. Below are a few example templates for your team to get started. These examples are flexible and intended to be adapted to meet your community’s needs. Choose one that matches the structure of your CWPP document and aligns with what you wish to highlight the most. If you wish to understand the contents of the action plan more, and other action plan recommendations, please see the [**CWPP Action Plan Guide**](https://washingtonrcd.org/community-wildfire-protection-planning-cwpp/#action).

**Example Table 1:** Organized by aligning goal areas with associated action items.

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| **Example Action Items Table Template 1** |
| **Action Item Objective/Description** | **Priority Level (H/M/L)** | **Responsible Partners** | **Implementation Timeline/Status** | **Funding Sources** | **Evaluation/Monitor Plan** | **Integration into Relevant Plans** |
| **Goal 1: Integrated, Capable, and Sustainable Preparedness, Response, and Recovery Systems** |
| A.1.1 |  |  |  |  |  |  |
| A.1.2 |  |  |  |  |  |  |
| **Goal 2: Landscapes are Resilient in the Face of Wildland Fire.** |
| A.2.1 |  |  |  |  |  |  |
| A.2.2 |  |  |  |  |  |  |
| **Goal 3: Communities are Prepared and Adapted for Current and Future Wildland Fire Regimes.** |
| A.3.1 |  |  |  |  |  |  |
| A3.2 |  |  |  |  |  |  |
| **Goal 4: Response is Safe and Effective.** |
| A.4.1 |  |  |  |  |  |  |
| A.4.2 |  |  |  |  |  |  |

**Example Table 2:** Organized by the timeline and implementation phase associated with action items.

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| **Example Action Items Table Template 2** |
| **Action Item Objective/Description** | **Prioritization** | **Aligning Goals/Mitigation Strategy** | **Coordinating/Partner Organizations** | **Funding Sources** | **Evaluation/ Monitor Plan** | **Relevant Planning Integrations** |
| **Implementation Phase 1 (Projects to be integrated in the first 1-5 years of the plan)** |
| 1.1 |  |  |  |  |  |  |
| 1.2 |  |  |  |  |  |  |
| 1.3 |  |  |  |  |  |  |
| **Implementation Phase 2 (Projects to be integrated in the next review of the plan or by the end of the 10-year cycle of the CWPP)** |
| 2.1 |  |  |  |  |  |  |
| 2.2 |  |  |  |  |  |  |
| 2.3 |  |  |  |  |  |  |

**Example Table 3:** Organized by the mitigation strategy associated with action items (this template is aligned with the Fire Adapted Communities Network Framework).

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| **Example Action Items Table Template 3** |
| **Action Item Description** | **Prioritization** | **Aligning Goals/Plans** | **Timeline/Milestone** | **Coordinating/Lead Partner** | **Funding Sources** | **Evaluation/Tracking Monitoring** |
| **Prevention** |
|  |  |  |  |  |  |  |
| **Regulations, Policy, & Plans** |
|  |  |  |  |  |  |  |
| **Infrastructure & Business** |
|  |  |  |  |  |  |  |
| **Post-Fire Recovery** |
|  |  |  |  |  |  |  |
| **Life Safety & Evacuation** |
|  |  |  |  |  |  |  |
| **Wildfire Response** |
|  |  |  |  |  |  |  |
| **Resident Mitigation** |
|  |  |  |  |  |  |  |
| **Partners & Community Engagement** |
|  |  |  |  |  |  |  |
| **Landscape Treatments** |
|  |  |  |  |  |  |  |
| **Public Health** |
|  |  |  |  |  |  |  |