

PRESCRIBED BURN PLAN

File No: _____ Burn No. _____ Rural Fire Authority: _____

Forest: _____ Forest Compt / Block: _____

Burn Objectives: _____

Burn Location: _____

Grid Ref: _____ Area (ha's): _____ Fuel Type: _____

Preparation Method: _____

Topography: _____

Maps and/or aerial Photographs Prepared By: _____

Burn Plan Documentation Prepared By: _____

Date Plan Prepared: _____ Date RFA Fire Permit Issued: _____

Burn Plan Includes (tick):

- Communications Plan
- Command Structure/Personnel Plan
- Ignition/Light Up Plan

Map(s)/Appendix included (tick):

- Burn Area (including/not including Ignition/Light Up Plan)
- Ignition/Light Up Plan
- Other (specify) _____

BURN PLAN APPROVALS

Forest Operations Manager: _____ Date: _____

Protection Manager: _____ Date: _____

Principal Rural Fire Officer: _____ Date: _____

BURN PRESCRIPTION

Planned Burn Date(s): _____ Planned Light-up Time: _____

Preferred Range of Conditions:

Wind Direction: _____	Wind Speed: <u><10 kph</u>
Temperature: <u>18-25</u>	Relative Humidity: <u>45 - 60</u>
FFMC: <u>85 - 90</u>	BUI: <u>16 - 30</u>
DMC: <u>10-30</u>	ISI: <u>< 7</u>
DC: <u>101 - 175</u>	Fire Danger Class <u>< 13</u>

SURROUNDING VEGETATION

North	South	East	West
_____	_____	_____	_____
_____	_____	_____	_____

PERIMETER CONTROL LINES:

Date Formed:	North	South	East	West
Bulldozed	_____	_____	_____	_____
Hand Cut	_____	_____	_____	_____
Final Inspection By:	_____	_____	_____	_____
Date Inspected:	_____	_____	_____	_____

NEAREST WATER POINTS TO BURN

Location:	Distance (km)	Capacity (litres):
_____	_____	_____
_____	_____	_____
_____	_____	_____

Ignition Method and lighting pattern: (Map required)

Conditions that would preclude burning:

Timing Constraints: _____

Escape Routes: (map required) _____

Assembly Areas: (map required) _____

Potential Control Problems: _____

Weather Forecast Required By: _____(Time) _____(Date)

Special Conditions:

Ecological/Catchment Protection Issues: _____

Other Assets/Values Requiring Protection: _____

Smoke Management Measures Required: _____

Roads to be Closed: (map required)_____

Alternative Routes: (map required)_____

Erect Burn/Smoke Signs at: (map required)_____

Neighbours to Advise: _____

Others to Advise: NZFS,DOC,PumicelandsRFA
District Councils and Neighbouring Forestry
Companies_____

Fire Headquarters Located At: (map required)_____

RESOURCES REQUIRED

Personnel Planned

Burn Controller: _____ Deputy Burn Controller: _____

Lighting Up Ops: _____ Suppression Ops: _____

Crew/Sector Supervisors

(map required with sector leaders names and Call signs this is to be distributed at a planning briefing before the day of the burn)

1 _____ 2 _____

3 _____ 4 _____

Other Staff at burn: _____

Contractors at burn: _____

Equipment Required (numbers and Sector assignment)

Helicopters : _____

Bulldozers 1 _____ 2 _____

Excavators 1 _____ 2 _____

Fire Engines: _____ Water Carriers: _____ Portable Dams: _____

Volume Pumps: _____ Wajax Pumps: _____ HeliBuckets: _____

Hose 25mm: _____ Hose 41mm: _____ Hose 70mm: _____

Fire Trol: _____ Pump Fuel: _____ Alumagel: _____

Class A Foam _____ Aerial Burners: _____ Hand Burners: _____

Mobile Burners _____

Reserve Resources (Number and Locations)

Heli. Type and availability: _____

Heli Type and availability: _____

Monsoon Bkts capacity: _____

Bulldozers: _____ Excavators: _____

Crews: _____ Fire Engines: _____

Tankers: _____

Fire Trol: _____

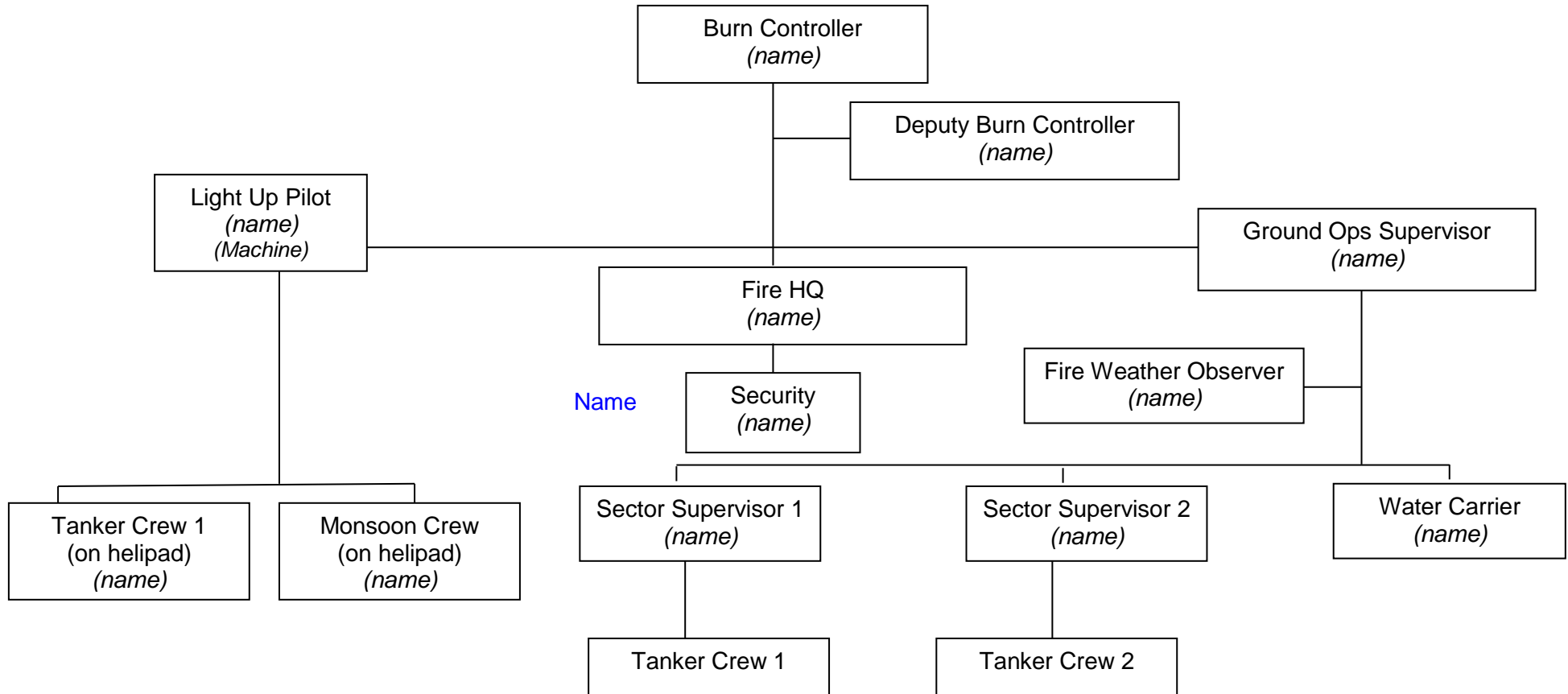
Class A Foam: _____

Incident Name		Operational Period		COMMUNICATIONS PLAN
		Date Time		
Radio Channels				
<i>Assigned To</i>	<i>Function</i>	<i>Channel</i>	<i>Frequency</i>	<i>System</i>
Telephone				
<i>Assigned To</i>	<i>Landline</i>	<i>Cell phone</i>	<i>Fax</i>	<i>Comments</i>
Other (eg email, Satphone, etc)				
Prepared by:				Date/Time

Controlled Burn Cost Analysis

RESOURCE	NUMBER	ESTIMATE	ACTUAL
Preparation			
Mechanical			
Aerial			
Manual			
Fire Breaks			
Staff			
Crews			
Helicopters			
Bulldozers			
Excavators			
Fire Engines			
Tankers			
PPE			
Fire Trol			
Foam			
Food			
Other			

Burn Command Structure/Personnel Plan (example)



Guidelines for Preparing Prescribed Burn Plans

Keep the Prescribed Burn Plan simple:

- One map (aerial photo preferable) showing:
 - i. Grid north
 - ii. Road names
 - iii. Reference points (must be visible on ground as well).
 - iv. Assembly area
 - v. Fire HQ
 - vi. Burn perimeter including sectors (if applicable)
 - vii. Water supplies
 - viii. Helipad
- Complete the required sections of the template.
- In addition to completing the Pumicelands Rural Fire Authority standard template you should also consider including:
 - i. One page showing the Command Structure
 - ii. One page detailing all resources and where they fit into the scheme of things
 - iii. Communications Plan including call signs
 - iv. Map showing proposed light up pattern.

References:

- Historical Prescribed Burn files
- *Forest Company specific Guidelines (or NZFOA Operational Guidelines for Fire Management [sec 8])*
- *Fire for Land Clearing – NZ Forest Service*
- *Prescribed Burning Learning Manual 3.17 and 4.25 – Australian Fire Authorities Council.*
- Read and take note of requirements laid out in section 6.33 Prescribed Burning of the Fire Plan for Pumicelands Rural Fire Authority

Fire Breaks:

- Wherever possible, firebreaks should be constructed so that they are drivable by a fully laden 4 x4 Class 2 fire appliance. It is good idea that you ensure the Protection Manager is happy with the firebreaks before you send the fire breaking machine on his way.

MAP/s

A detailed map or maps are to be prepared in colour for distribution to:

Sector leaders	The Management team
Radio Room	Fire Engines
Helicopters	Others as necessary

Map Content to include:

Area to be burnt	Fire Breaks
Sectors, sector call signs.	Escape routes
Assembly areas	Water Points.
Heli Pads.	Light up pattern
Preferred Wind direction	Topography

Guidelines for Carrying out Briefings for Prescribed Burning Operations

Briefings are a mandatory requirement for the effective and safe management of any incident. With regard to prescribed burning operations, it is recommended that the following briefings are carried out:

1. Planning Briefing

A Planning briefing is to be held for the Management Team including Sector Supervisors at least one day before the burn to allow for individual preparation.

Agenda

Safety Briefing: (additional safety briefing to be held on day of burn, on site, two hours before light up to allow perimeter inspection etc)

Safety: (Maps distribution, Assembly areas, escape routes, PPE, drinking water, food etc)

The Prescribed Burn Plan: (location, purpose, areas at risk etc.)

Light up Patterns (strategies)

Command Structure

Communications Plan: (Channels, switch position for portables)

Sector responsibilities: (names and call signs to be allocated before this meeting)

Resource allocation (by sector)

2. Safety Briefing (at burn site on day of burn about 2 hrs before light up)

This final briefing should be to everyone directly involved with the prescribed burn (including crew members) and should be carried out at the burn Assembly Area and only when everyone is present. Subsequent to the Burn Controller giving a final briefing, other overhead and crew leaders should carry out their own briefings to their personnel.

Burn Controller Briefing Guidelines:

Identify Self:

- Who you are
- What is your role/responsibility

Burn Plan:

- Explain objectives and strategy of burn (why are we doing it?)
- Define area of burn, control lines, access routes (map or equivalent means of illustrating the layout of the burn area)
- Explain light up method (aerial/hand/both) and light up pattern
- Identify HQ (logging in/out of burn/T-cards), assembly area, helipad, monsoon bucket filling points, tanker and fire appliance refilling points.
- Define organisation/command structure and communication (roles, who your responsible to and for)
- Communications (channels)
- Identify areas of greatest risk & value
- Weather forecast

Contingency Plans:

- What if things don't go according to Plan (jumps, spotting etc)?
- What areas are of greatest concern?

Personal Safety:

- Safety is Number 1 – no exceptions!
- Responsible for own safety & safety of our work mates
- Is everyone “fit for purpose” – no injuries?
- PPE
- Hydration

- Hazards:
 - Smoke inhalation
 - Radiant heat
 - Entrapment – what to do?
- LACES
- Use of vehicles (eg. Lights on)
- Use of machinery (keep well away, don't stand directly downhill and don't turn back on machine)
- Helicopters (keep clear)
- Safety Briefing delivered by person supervising assignment
 - LACES
 - Fire Orders
 - Watchouts
 - Hazards

Allocate assignments:

- Explain who goes where.
- Explain location of water points

Questions?
Carry out Radio Check

Burn Controller Check List

Prior to Briefing:

- Burn Plan - sufficient copies for Crew Leader up
- Briefing check list
- LACES cards (pink cards)
- On-site weather recorder with Kestrel and record sheets
- Communications Plan/Portable repeater set up
- Check points/traffic control (is entry onto fire ground adequately controlled?)
- Traffic Management Plan
- HQ Caravan /Trailer with T-Cards
- First Aid/ Medical Plan
- Updated weather forecast (Met Service/Met Connect forecast)
- Consider what can go wrong and have a contingency plan.

At conclusion of Briefing:

- Laces covered and pink cards issued?
- T-Cards issued? Logging in/out procedures covered?
- Water points (fire fighting) covered?
- Command Structure covered?
- Have all the "What if?" scenarios been covered?
- Does each individual know what to do?
- Each unit leader to carry out a radio check

....Remember, the average fire fighter just wants to know:

- *Where do I go?*
- *What do I do?*
- *What's expected of me?*

