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## **Appendix L: Prescribed Fire Plan Template (2008)**

A standardized, reproducible template form for the Prescribed Fire Plan development process is included in this appendix. A standardized format is provided for the Prescribed Fire Plan in PDF. An electronic version editable in Word is also available. Users should prepare the plan using the electronic version.

### **PRESCRIBED FIRE PLAN**

**ADMINISTRATIVE UNIT(S):** \_\_\_\_\_

**PRESCRIBED FIRE NAME:** \_\_\_\_\_

**PREPARED BY:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

*Name & Qualification/Currency*

**TECHNICAL REVIEW BY:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

*Name & Qualification/Currency*

**COMPLEXITY RATING:** \_\_\_\_\_

**MINIMUM RXB REQUIREMENT:** \_\_\_\_\_

**APPROVED BY:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

*Agency Administrator*

**ELEMENT 2: AGENCY ADMINISTRATOR GO/NO-GO PRE-IGNITION  
APPROVAL CHECKLIST**

Instructions: The Agency Administrator’s GO/NO-GO Pre-Ignition Approval is the intermediate planning review process (i.e. between the Prescribed Fire Complexity Rating System Guide and Go/No-Go Checklist) that should be completed before a prescribed fire can be implemented. The Agency Administrator’s Go/No-Go Pre-Ignition Approval evaluates whether compliance requirements, Prescribed Fire Plan elements, and internal and external notifications have been or will be completed and expresses the Agency Administrator’s intent to implement the Prescribed Fire Plan. If ignition of the prescribed fire is not initiated prior to expiration date determined by the Agency Administrator, a new approval will be required.

YES	NO	KEY ELEMENT QUESTIONS
		Is the Prescribed Fire Plan up to date? <i>Hints: amendments, seasonality.</i>
		Will all compliance requirements be completed? <i>Hints: cultural, threatened and endangered species, smoke management, NEPA.</i>
		Is risk management in place and the residual risk acceptable? <i>Hints: Prescribed Fire Complexity Rating Guide completed with rational and mitigation measures identified and documented?</i>
		Will all elements of the Prescribed Fire Plan be met? <i>Hints: Preparation work, mitigation, weather, organization, prescription, contingency resources</i>
		Will all internal and external notifications and media releases be completed? <i>Hints: Preparedness level restrictions</i>
		Will key agency staff be fully briefed and understand prescribed fire implementation?
		Are there any other extenuating circumstances that would preclude the successful implementation of the plan?
		Have you determined if and when you are to be notified that contingency actions are being taken? Will this be communicated to the Burn Boss?
		Other:

Recommended by: \_\_\_\_\_ Date: \_\_\_\_\_  
FMO/Prescribed Fire Burn Boss

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_  
Agency Administrator

Approval expires (date): \_\_\_\_\_

**ELEMENT 2: PRESCRIBED FIRE GO/NO-GO CHECKLIST**

<p><b>A.</b> Has the burn unit experienced unusual drought conditions or does it contain above normal fuel loadings which were not considered in the prescription development? If <u>NO</u> proceed with checklist below, if <u>YES</u> go to item B.</p>	<p><b>YES</b></p>	<p><b>NO</b></p>
<p><b>B.</b> Has the prescribed fire plan been reviewed and an amendment and technical review been completed; or has it been determined that no amendment is necessary? If <u>YES to any</u>, proceed with checklist below, if <u>NO</u>, STOP.</p>		

YES	NO	QUESTIONS
		Are ALL pre-burn prescription parameters met?
		Are ALL smoke management specifications met?
		Has ALL required current and projected fire weather forecast been obtained and are they favorable?
		Are ALL planned operations personnel and equipment on-site, available, and operational?
		Has the availability of ALL contingency resources been checked and are they available?
		Have ALL personnel been briefed on the project objectives, their assignment, safety hazards, escape routes, and safety zones?
		Have all the pre-burn considerations identified in the Prescribed Fire Plan been completed or addressed?
		Have ALL the required notifications been made?
		Are ALL permits and clearances obtained?
		In your opinion, can the burn be carried out according to the Prescribed Fire Plan and will it meet the planned objective?

**If all the questions were answered "YES" proceed with a test fire. Document the current conditions, location, and results**

\_\_\_\_\_

Burn Boss

\_\_\_\_\_

Date

### ELEMENT 3 COMPLEXITY ANALYSIS SUMMARY

<b>PRESCRIBED FIRE NAME</b>			
<b>ELEMENT</b>	<b>RISK</b>	<b>POTENTIAL CONSEQUENCE</b>	<b>TECHNICAL DIFFICULTY</b>
1. Potential for escape			
2. The number and dependence of activities			
3. Off-site Values			
4 On-Site Values			
5. Fire Behavior			
6. Management organization			
7. Public and political interest			
8. Fire Treatment objectives			
9 Constraints			
10 Safety			
11. Ignition procedures/ methods			
12. Interagency coordination			
13. Project logistics			
14 Smoke management			

<b>COMPLEXITY RATING SUMMARY</b>	
	<b>OVERALL RATING</b>
<b>RISK</b>	
<b>CONSEQUENCES</b>	
<b>TECHNICAL DIFFICULTY</b>	
<b>SUMMARY COMPLEXITY DETERMINATION</b>	
<b>RATIONALE:</b>	

## **ELEMENT 4: DESCRIPTION OF PRESCRIBED FIRE AREA**

### **A. Physical Description**

1. Location:
2. Size:
3. Topography:
4. Project Boundary:

### **B. Vegetation/Fuels Description:**

1. On-site fuels data
2. Adjacent fuels data

### **C. Description of Unique Features:**

## **ELEMENT 5: OBJECTIVES**

### **A. Objectives:**

1. Resource objectives:
2. Prescribed fire objectives:

## **ELEMENT 6: FUNDING:**

### **A. Cost:**

### **B. Funding source:**

## **ELEMENT 7: PRESCRIPTION**

### **A. Environmental Prescription:**

### **B. Fire Behavior Prescription:**

## **ELEMENT 8: SCHEDULING**

**A. Ignition Time Frames/Season(s):**

**B. Projected Duration:**

**C. Constraints:**

## **ELEMENT 9: PRE-BURN CONSIDERATIONS AND WEATHER**

**A. Considerations:**

1. On Site:
2. Off Site

**B. Method and Frequency for Obtaining Weather and Smoke Management Forecast(s):**

**C. Notifications:**

## **ELEMENT 10: BRIEFING**

**Briefing Checklist:**

- Burn Organization
- Burn Objectives
- Description of Prescribed Fire Area
- Expected Weather & Fire Behavior
- Communications
- Ignition plan
- Holding Plan
- Contingency Plan

- Wildfire Conversion
- Safety and Medical Plan
- Aerial Ignition Briefing (if Required)

### **ELEMENT 11: ORGANIZATION AND EQUIPMENT**

**A. Positions:**

**B. Equipment:**

**C. Supplies:**

### **ELEMENT 12: COMMUNICATION**

**A. Radio Frequencies**

1. Command Frequency(s):
2. Tactical Frequency(s):
3. Air Operations Frequency(s):

**B. Telephone Numbers:**

### **ELEMENT 13: PUBLIC AND PERSONNEL SAFETY, MEDICAL**

**A. Safety Hazards:**

**B. Measures Taken to Reduce the Hazards:**

**C. Emergency Medical Procedures:**

**D. Emergency Evacuation Methods:**

**E. Emergency facilities:**

## **ELEMENT 14 TEST FIRE**

**A. Planned location:**

**B. Test Fire Documentation:**

1. Weather conditions On-Site:
2. Test Fire Results:

## **ELEMENT 15: IGNITION PLAN**

**A. Firing Methods (including Techniques, Sequences and Patterns):**

**B. Devices:**

**C. Ignition Staffing:**

## **ELEMENT 16: HOLDING PLAN**

**A. General Procedures for Holding:**

**B. Critical Holding Points and Actions:**

**C. Minimum Organization or Capabilities Needed:**

## **ELEMENT 17: CONTINGENCY PLAN**

**A. Trigger Points:**

**B. Actions Needed:**

**C. Additional Resources and Maximum Response Time(s):**

## **ELEMENT 18: WILDFIRE CONVERSION**

- A. Wildfire Declared By:**
- B. IC Assignment:**
- C. Notifications:**
- D. Extended Attack Actions and Opportunities to Aid in Fire Suppression:**

## **ELEMENT 19: SMOKE MANAGEMENT AND AIR QUALITY**

- A. Compliance:**
- B. Permits to be Obtained:**
- C. Smoke Sensitive Receptors:**
- D. Potential Impacted Areas:**
- E. Mitigation Strategies and Techniques to Reduce Smoke Impacts:**

## **ELEMENT 20: MONITORING**

- A. Fuels Information Required and Procedures:**
- B. Weather Monitoring (Forecasted and Observed) Required and Procedures:**
- C. Fire Behavior Monitoring Required and Procedures:**
- D. Monitoring Required To Ensure That Prescribed Fire Plan Objectives Are Met:**
- E. Smoke Dispersal Monitoring Required and Procedures:**

## **ELEMENT 21: POST-BURN ACTIVITIES**

### **Post-Burn Activities That Must Be Completed:**

## **APPENDICES**

- A. Maps: Vicinity and Project**
- B. Technical Review Checklist**
- C. Complexity Analysis**
- D. Agency Specific Job Hazard Analysis**
- E. Fire Behavior Modeling Documentation or Empirical Documentation (unless it is included in the fire behavior narrative in Element 7; Prescription)**

**A: MAPS**

**1. Vicinity Map:**

## **2. Project Map:**



## **C: COMPLEXITY ANALYSIS**

## **D: AGENCY SPECIFIC JOB HAZARD ANALYSIS**

**E: FIRE BEHAVIOR MODELING DOCUMENTATION OR EMPIRICAL DOCUMENTATION**