

RX Burn Notification Checklist

Today's Date _____

Name of Burn Project(s) _____ Project Leader _____

- 1) **Copy of Burn Plan** received and posted at FTC.
- 2) Burn Boss sends a RX Burn Report form at least one day before proposed ignition.
- 3) Enter proposed RX burn info into **Sit Report** (Planned RX Tab) day before planned ignition.
- 4) **File** electronic notification in:
K:\eco\5100_fire_mgmt\5130_ftc\5140_RXFire\!RX_Burn_Notifications\year
- 5) **Review/Edit** notification as needed for correct information and format.
(VOR's/Lat-Long/Legal/Acres, etc...)
- 6) **E-mail** notification to: RX Burn mailing list (DMS E-Mail group #10).
- 7) **Print** and **fax** notification to RX Burn Notification List (Fax one touch #9)
- 8) **Post** RX notification on FTC Status Board.
- 9) **Email & Fax follow-up notifications each day that smoke may be seen.**
Update Sit Report as needed in both Planned RX and Daily summary sections.

Day of Burn _____ Burn Boss _____

Record time in the checklist blank

__:__ Send **Page** to "**RX Notification**" group when test burn is complete and Rx Burn(s) is determined to be a "GO" (Broadcast burns only).

__:__ Time ignitions ceased. _____ Acres accomplished.

__:__ Update **SIT Report** with acres.

__:__ This page **filed** with hard copy notification & any Spot Wx forecasts.