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## **APPENDIX E, PART 18: Prescribed Fire Plan Template**

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.

In the electronic Word version, the Project Name and/or Unit Name should be entered in the document's header which will automatically appear on each following page of the plan.

To insert information into the document's header:

1. Double-click in the header region (upper region of each page displayed on the screen).
2. Type Project and/or Unit information.
3. Double-click *outside* the header region in the body of the document.

You may also access the header under **View > Headers and Footers**. This will open the header region for edits automatically. After entering the information, go again to **View > Headers and Footers** which will return you to being able to enter information into the body of the document.

## PRESCRIBED FIRE PLAN

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

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

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

Name & Qualification

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

Name & Qualification

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

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

Agency Administrator

Project Name: \_\_\_\_\_

Unit Name: \_\_\_\_\_

**ELEMENT 2: AGENCY ADMINISTRATOR PRE-IGNITION APPROVAL CHECKLIST**

Instructions: The Agency Administrator's 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 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): \_\_\_\_\_

**Project Name:** \_\_\_\_\_

**Unit Name:** \_\_\_\_\_

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

<p><b>A.</b> Has the burn unit experienced unusual drought conditions or contain above normal fuel loadings which were not considered in the prescription development? If <u>NO</u> proceed with checklist., if <u>YES</u> go to item B.</p>	<b>YES</b>	<b>NO</b>
<p><b>B.</b> If <u>YES</u> have appropriate changes been made to the Ignition and Holding plan and the Mop Up and Patrol Plans? If <u>YES</u> proceed with checklist below, if <u>NO</u> STOP.</p>		

<b>YES</b>	<b>NO</b>	<b>QUESTIONS</b>
		Are ALL fire prescription elements 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

**Project Name:** \_\_\_\_\_

**Unit Name:** \_\_\_\_\_

### 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>	

**Project Name:** \_\_\_\_\_

**Unit Name:** \_\_\_\_\_

**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: GOALS AND OBJECTIVES**

**A. Goals:**

**B. Objectives:**

1. Resource objectives:
2. Prescribed fire objectives:

**ELEMENT 6: FUNDING:**

**A. Cost:**

**B. Funding source:**

**Project Name:** \_\_\_\_\_

**Unit Name:** \_\_\_\_\_

**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**

**A. Considerations:**

1. On Site:
2. Off Site

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

**C. Notifications:**

**Project Name:** \_\_\_\_\_

**Unit Name:** \_\_\_\_\_

**ELEMENT 10: BRIEFING**

**Briefing Checklist:**

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

**ELEMENT 11: ORGANIZATION AND EQUIPMENT**

**A. Positions:**

**B. Equipment:**

**C. Supplies:**



**Project Name:** \_\_\_\_\_

**Unit Name:** \_\_\_\_\_

**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:

**Project Name:** \_\_\_\_\_

**Unit Name:** \_\_\_\_\_

**ELEMENT 15: IGNITION PLAN**

**A. Firing Methods:**

**B. Devices:**

**C. Techniques:**

**D. Sequences:**

**E. Patterns:**

**F. 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):**

**Project Name:** \_\_\_\_\_

**Unit Name:** \_\_\_\_\_

**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 Areas/Receptors:**

**D. Impacted Areas:**

**E. Mitigation Strategies and Techniques to Reduce Smoke Impacts:**

**ELEMENT 20: MONITORING**

**A. Fuels Information (forecast and observed) Required and Procedures:**

**B. Weather Monitoring Required and Procedures:**

**C. Fire Behavior Monitoring Required and Procedures:**

**D. Monitoring Required To Ensure That Prescribed Fire Plan Objectives Are Met:**

**Project Name:** \_\_\_\_\_

**Unit Name:** \_\_\_\_\_

**E. Smoke Dispersal Monitoring Required and Procedures:**

**ELEMENT 21: POST-BURN ACTIVITIES**

**Post-burn Activities That Must be Completed:**

**Project Name:** \_\_\_\_\_

**Unit Name:** \_\_\_\_\_

**APPENDICES**

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

**Project Name:** \_\_\_\_\_

**Unit Name:** \_\_\_\_\_

**A: MAPS**

**1. Vicinity Map:**

**Project Name:** \_\_\_\_\_

**Unit Name:** \_\_\_\_\_

**2. Project Map:**

Project Name: \_\_\_\_\_

Unit Name: \_\_\_\_\_

**C. TECHNICAL REVIEWER CHECKLIST**

PRESCRIBED FIRE PLAN ELEMENTS:	S /U	COMMENTS
1. Signature page		
2. GO/NO-GO Checklists		
3. Complexity Analysis Summary		
4. Description of the Prescribed Fire Area		
5. Goals and Objectives		
6. Funding		
7. Prescription		
8. Scheduling		
9. Pre-burn Considerations		
10. Briefing		
11. Organization and Equipment		
12. Communication		
13. Public and Personnel Safety, Medical		
14. Test Fire		
15. Ignition Plan		
16. Holding Plan		
17. Contingency Plan		
18. Wildfire Conversion		
19. Smoke Management and Air Quality		
20. Monitoring		
21. Post-burn Activities		
Appendix A: Maps		
Appendix B: Complexity Analysis		
Appendix C: JHA		
Appendix D: Fire Prediction Modeling Runs		
Other		

S = Satisfactory

U = Unsatisfactory

Recommended for Approval:

Not Recommended for Approval:

\_\_\_\_\_  
Technical Reviewer\_\_\_\_\_  
Qualification and currency (Y/N)\_\_\_\_\_  
Date

Approval is recommended subject to the completion of all requirements listed in the comments section, or on the Prescribed Fire Plan.



**Project Name:** \_\_\_\_\_

**Unit Name:** \_\_\_\_\_

**C: COMPLEXITY ANALYSIS**

**Project Name:** \_\_\_\_\_

**Unit Name:** \_\_\_\_\_

**D. JOB HAZARD ANALYSIS**

**Project Name:** \_\_\_\_\_

**Unit Name:** \_\_\_\_\_

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

