Complete this form when you’re planning a complex land clearing burn, to ensure all factors have been considered. The burn plan details what, where and when you are burning as well as the mitigations that are in place to help prevent fire escapes and to control an escape if it does occur.

You should ask Fire and Emergency New Zealand for advice as you prepare your burn plan. Notwithstanding any advice or assistance provided by Fire and Emergency:

* you remain responsible for your burn, the content and implementation of your burn plan, and your duties in relation to fire in open air under the Fire and Emergency New Zealand Act 2017
* Fire and Emergency New Zealand’s regulatory, enforcement and emergency response functions and powers are unaffected
* A fire permit is still required when a burn plan has been developed and or advice has been received, unless the area is in an open season

If your burn area map or light-up plan (see Part A) contains information specified in this form, you can reference these documents, rather than replicating the information.

For guidance on planning and carrying out a prescribed burn refer to: https://fireandemergency.nz/assets/Documents/Farms-rural-properties/FALMT-Land-clearing-burns.pdf

This form also contains templates to capture fire and weather observations on the day of and during the burn.

This plan includes the following sections (not all sections may be applicable for your burn):

|  |  |  |
| --- | --- | --- |
| * Part A: Plan contents * Part B: Approvals * Part C: Contact and property details * Part D: Burn details * Part E: Surrounding vegetation * Part F: Perimeter control lines | * Part G: Nearest water points * Part H: Light-up details * Part I: Special conditions Part J: Personnel resources required * Part K: Equipment required * Part L: Reserve resources | * Appendix A: Communications Plan * Appendix B: CIMS incident command structure * Appendix C: Fire and weather behaviour pre-burn observations * Appendix D: Fire weather observations during burning |

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| Part A | | Plan contents | | |
| Ensure you have completed the following information as part of your burn plan. | | | | |
| Burn plan includes: | Communications plan (see Appendix A for template)  Command structure/personnel plan (see Appendix B for template)  Ignition/light-up plan (complete Part H or attach light-up plan, provide map)  Resource locations (complete relevant parts and provide map)  Escape routes and access (complete relevant parts and provide map) | | | |
| Maps/appendix included: | Map of burn area and any other items, e.g. ignition/light-up plan, escape routes, assembly areas, roads to be closed, alternate routes, location of burn/smoke signs, fire command location, resource locations, etc.  Other (specify): | | | |
| Maps/aerial photos prepared by: |  | | | |
| Burn plan prepared by: |  | | Date: |  |

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| Part B | | Approvals | | |
| Land owner/occupier: |  | | Date: |  |
| Person responsible for burn |  | | Date: |  |
| Principal Rural Fire Officer\*: *(or delegate)* |  | | Date |  |
| Date fire permit issued (if applicable): | | |  |

\* The PRFO approval of the burn plan is not the approval of a fire permit. This does not affect Fire and Emergency’s discretion to determine any fire permit application.

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| Part C | | Contact and property details | | |
| This section contains details of the contact person for the burn and the property details. | | | | |
| Land owner/occupier: |  | | | |
| Person responsible for the burn: |  | | | |
| Phone: |  | | Fax: |  |
| Mobile: |  | | Email: |  |
| Postal address: |  | | | |
| Legal description: |  | | Tenure: |  |

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| Part D | | Burn details | | |
| This section contains details of the burn. | | | | |
| Name of burn: |  | | | |
| Planned burn date(s): |  | | Planned light-up time: |  |
| Burn objectives: | Land clearing  Pasture enhancement  Fuel reduction  Other | | | |
| Detail of objectives: |  | | | |
| Burn location: |  | | | |
| Grid reference/map name: |  | | Area (hectares): |  |
| Fuel type: | Bracken  Brown top grass  Trees  Fern  Other (specify): | | | |

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| Part D continued | | Burn details |
| Preparation method: | Natural  Crushed  Desiccated  Cut  Piled/stacked  Other | |
| Type of burn: | Block burn  Patch burning | |
| Topography: |  | |
| Prevailing slope(s): | North  East  South  West | |

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| **Part E** | | **Surrounding vegetation** |
| This section contains information on the vegetation types around the burn area. | | |
| **North:** |  | |
| **East:** |  | |
| **South:** |  | |
| **West:** |  | |

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| Part F | | | Perimeter control lines | | |
| This section contains information on the method used to form the perimeter control lines and the dates they were formed.  Instruction: Enter the date each perimeter control line was formed beside the relevant method. Then enter the date the perimeter control lines were inspected and who completed the inspection. | | | | | |
| Date formed: | North | East | | South | West |
| Bulldozed: |  |  | |  |  |
| Hand cut: |  |  | |  |  |
| Natural/other: |  |  | |  |  |
| Final inspection by: |  |  | |  |  |
| Date inspected: |  |  | |  |  |

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| Part G | | Nearest water points | | | | | |
| This section contains information on the nearest water points to the burn, that can be used to suppress the fire.  If the burn is complete, pilots and tanker drivers should be made familiar with these points.  Instruction: Enter the location (description or GPS coordinates), how far away they are from the burn, and their capacity.. | | | | | | | |
| Location (description or GPS coordinates) | | | | Distance (km) | | Capacity (litres) |
|  | | | |  | |  |
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| **Part G *continued*** | **Nearest water points** | | | | | |
| This section contains information on the nearest water points to the burn, that can be used to suppress the fire.  If the burn is complete, pilots and tanker drivers should be made familiar with these points.  Instruction: Enter the location (description or GPS coordinates), how far away they are from the burn, and their capacity.. | | | | | | |
| **Location (description or GPS coordinates)** | | | **Distance (km)** | | **Capacity (litres)** | |
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| Part H | | Light-up details | | | |
| This section contains information on the light-up.  Instruction: If your light-up plan contains information specified in this section, you can reference this document, rather than replicating the information. Otherwise complete each field. Include the latest date and time a weather forecast is required, for you to make a decision on whether to proceed with the burn or not.  Produce a map to support this section, showing the lighting patter, escape routes and assembly area. | | | | | |
| Ignition method and lighting pattern:  (include map of lighting pattern) |  | | | | |
| Weather conditions that could preclude burning:  (See preferred range of conditions below) |  | | | | |
| Timing constraints: |  | | | | |
| Escape routes:  (include map showing escape routes) |  | | | | |
| Assembly areas:  (include map showing assembly areas) |  | | | | |
| Potential control problems: |  | | | | |
| Weather forecast required by: |  | | am/pm | Date: |  |

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| **Part H *continued*** | | **Light-up details** | | | |
| This section contains information on the light-up.  Instruction: If your light-up plan contains information specified in this section, you can reference this document, rather than replicating the information. Otherwise complete each field. Include the latest date and time a weather forecast is required, for you to make a decision on whether to proceed with the burn or not.  Produce a map to support this section, showing the lighting patter, escape routes and assembly area. | | | | | |
| Preferred range of conditions  (To be completed by the Rural Fire Officer) | | | | | |
| Wind direction: |  | | Wind speed: | |  |
| Temperature: |  | | Relative humidity (R/H): | |  |
| Fine fuel moisture code (FFMC): |  | | Build up index (BUI): | |  |
| Duff moisture code (DMC): |  | | Initial spread index (ISI): | |  |
| Drought code (DC): |  | | Fire danger class: | |  |
| Relevant weather information sources: | [www.metservice.com](http://www.metservice.com) | | | <http://www.metvuw.com/> | |
| <https://fireweather.niwa.co.nz/> | | | <https://www.windy.com> | |

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| **Part I** | | **Special conditions** |
| This section contains information on any special conditions that apply to the burn.  Instruction: Complete any fields that are relevant. If you complete a field that indicates a map is required, produce a map that supports the information. | | |
| **Ecological/catchment protection issues:** |  | |
| **Other assets/values requiring protection:** |  | |
| **Smoke management measures required:** |  | |
| **Roads to be closed:**  (include map showing roads) |  | |

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| **Part I continued** | | **Special conditions** | | |
| This section contains information on any special conditions that apply to the burn.  Instruction: Complete any fields that are relevant. If you complete a field that indicates a map is required, produce a map that supports the information. | | | | |
| Alternative routes:  (include map showing alternative routes) |  | | | | |
| Erect burn/smoke signs at:  (include map showing where signs will be located) |  | | | | |
| Neighbours to advise: |  | | | | |
| Others to advise:  Department of Conservation, District Councils, neighbouring forestry companies |  | | | | |
| Fire and Emergency Communication Centre for light-up location: | Northern 09 486 7949 | | Central 04 801 0812 | Southern 03 341 0266 | |
| Fire command located at:  (include map showing where fire command located) |  | | | | |

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| Part J | | Personnel resources required | |
| This section contains information on the personnel required for the burn. These roles can be part of the CIMS structure (see Appendix B). | | | |
| Burn controller: |  | Deputy burn controller: |  |
| Lighting-up operators: |  | Suppression operators: |  |
| Crew/sector leaders  Map required with sector leaders’ names and call signs, to be distributed at a planning briefing before the day of the burn. | | | |
| Sector 1: |  | Sector 2: |  |
| Sector 3: |  | Sector 4: |  |
| Other staff at burn: |  | | |
| Contractors at burn: |  | | |

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| Part K | Equipment required |

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| This section contains information on the equipment required for the burn.  Instruction: Complete any fields that are relevant with the number of items assigned to each sector. | | | | | |
| Helicopters: | |  | | |
| Bulldozers: | 1: |  | 2: |  |
| Excavators | 1: |  | 2: |  |
| Fire engines: | |  | Water carriers: |  |
| Smoke chasers: | |  | Spray units: |  |
| Portable dams: | |  | Volume pumps: |  |
| Wajax pumps: | |  | HeliBuckets: |  |
| Hose 25mm: | |  | Hose 41mm: |  |
| Hose 70mm: | |  | Fire retardant: |  |
| Pump fuel: | |  | Alumagel: |  |
| Class A foam: | |  | Aerial burners: |  |
| Hand burners: | |  | Mobile burners: |  |
| Hand tools: | | Shovels  Beaters  Knapsacks  Chainsaw | | |

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| Part L | | Reserve resources (number and locations) | | |
| This section contains information on any reserve resources available for the burn.  Instruction: Complete any fields that are relevant with the number and location of items. | | | | |
| Heli type and availability: |  | | | |
| Monsoon buckets capacity: |  | | | |
| Bulldozers: |  | | Excavators: |  |
| Crews: |  | | Fire engines: |  |
| Tankers: |  | | | |
| Fire retardant: |  | | | |
| Class A foam: |  | | | |

# Appendix A: Communications plan

The communications plan contains information on how contact will be made during the burn.

|  |
| --- |
| Communications plan |

|  |  |
| --- | --- |
| Name of burn: |  |
| Operational period (date and time): |  |
| Prepared by (date and time): |  |
| In event of emergency, ring: |  |

|  |
| --- |
| Radio channels |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Assigned to | Function | Channel | Frequency | System |
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| --- |
| Telephone |

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| --- | --- | --- | --- | --- |
| Assigned to | Landline | Cell phone | Fax | Comments |
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| Other (e.g. email, Satphone, etc.) |

|  |  |  |
| --- | --- | --- |
| Assigned to | Details | Comments |
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# Appendix B: CIMS incident command structure

The Coordinated Incident Management System (CIMS) structure is used to command and control the burn.

Instruction: Build/draw your structure and fill in the positions, names and radio call signs (RC) or mobile numbers.

*Tip: There are text boxes on the diagram below that you can complete – these are able to be seen if you show paragraph marks.*

|  |
| --- |
| CIMS incident command structure (if applicable) |
|  |

|  |
| --- |
| Operational tasking |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Sector | Resource | Task | Grid | Tasked (time) |
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# Appendix C: Fire and weather behaviour pre-burn observations

The fire and weather behaviours table contains information on fire and weather behaviours on the day of the burn before light-up.

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| --- |
| Fire and weather behaviour pre-burn observations |

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| --- | --- | --- | --- | --- | --- |
| Name of burn: |  | | | | |
| Observe weather on the burn site using handheld or portable weather stations | | | | | |
| Wind speed: |  | | Direction: |  | |
| Temperature: |  | | Slope: |  | |
| R/H: |  | ISI: |  | BUI: |  |
| Fuel type: |  | | | | |
| Fuels outside of burn area: | | | | | |
| North: |  | | | | |
| East: |  | | | | |
| South: |  | | | | |
| West: |  | | | | |
| Estimated fuel load: |  | | | | |
| Maximum rate of spread (ROS):  Flats/Slope |  | | | | |
| Intensity:  (t/ha x ROS/2) |  | | | | |

# Appendix D: Fire weather observations during burning

The fire weather observation table is used to capture weather information during the burn. Alternatively, a fire log can be used.

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| Fire and weather observations |

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Burn number: |  | | Location: | |  | | | Plot number: | |  | |
| Start time: |  | | Finish time: | |  | | | Assessors: | |  | |
| Fuel type: |  | | | | Plot photo time and number: | | |  | | | |
| Yesterday’s observations (fireweather.niwa.co.nz) | | | | | | | | | | | |
| FFMC: |  | DMC: | |  | | DC: |  | | BUI: | |  |

|  |
| --- |
| Observations |

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  |  |  | Wind | |  |  |  |  |
| Time | Temp. (°C) | R/H (%) | Speed (km/h) | Direction | Cloud Cover (%) | FFMC | ISI | FWI |
| 1200 |  |  |  |  |  |  |  |  |
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