A publication of the
**National Wildfire
Coordinating Group**

NWCG Prescribed
Fire Plan Template

PMS 484-1 December 2021

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The *NWCG* *Prescribed Fire Plan Template* is supplemental to the *Interagency Prescribed Fire Planning and Implementation Guide*, PMS 484. The plan is the site-specific legal implementation document that provides the agency administrator the information needed to approve the prescribed fire plan and the prescribed fire burn boss the information needed to implement the prescribed fire plan.

The *Interagency Prescribed Fire Planning and Implementation Procedures Guide*, PMS 484, [https://www.nwcg.gov/publications/484](https://www.nwcg.gov/publications/484e), establishes national interagency standards for the planning and implementation of prescribed fire.

Digital Signature Instructions: This template contains several required signature fields. These can be signed in multiple ways; please follow agency and local unit policies and procedures. If you encounter technical issues, please consult with your information technology (IT) resources, as agency systems and programs often vary.

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# Element 1: Signature Page

**PRESCRIBED FIRE PLAN**

**ADMINISTRATIVE UNIT NAME(S):**

**PRESCRIBED FIRE NAME:**

Prescribed Fire Unit (Ignition Unit):

**PREPARED BY:**

Name (print): Qualification/Currency:

Signature: Date:

**TECHNICAL REVIEW BY:**

Name (print): Qualification/Currency:

Signature: Date:

**COMPLEXITY RATING**:

**MINIMUM BURN BOSS QUALIFICATION**:

**APPROVED BY:**

Name – Agency Administrator (print):

Signature – Agency Administrator: Date**:**

# Element 2A: Agency Administrator Ignition Authorization

Instructions: The Agency Administrator Ignition Authorization must be completed before a prescribed fire can be implemented. If ignition of the prescribed fire is not initiated prior to expiration date determined by the agency administrator, a new authorization will be required.

Prior to signature the agency administrator should discuss the following key items with the fire management officer (FMO) or Prescribed Fire Burn Boss (RXB). Attach any additional instructions or discussion documentation (optional) to this document.

# Key Discussion Items

1. Has anything changed since the Prescribed Fire Plan was approved or revalidated?

*Such as drought or other climate indicators of increased risk, insect activity, new subdivisions/structures, smoke requirements, Complexity Analysis Rating.*
2. Have compliance requirements and pre-burn considerations been completed?

*Such as preparation work, NEPA mitigation requirements, cultural, threatened, and endangered species, smoke permits, state burn permits/authorizations.*
3. Can all of the elements and conditions specified in Prescribed Fire Plan be met?

*Such as weather, scheduling, smoke management conditions, suitable prescription window, correct season, staffing, and organization, safety considerations, etc.*

D. Are processes in place to ensure all internal and external notifications and media releases will be completed?

E. Have key agency staffs been fully briefed about the implementation of this prescribed fire?

F. Are there circumstances that could affect the successful implementation of the plan?
 *Such as preparedness level restrictions, resource availability, other prescribed fire, or wildfire activity*

G. Have you communicated your expectations to the Burn Boss and FMO regarding if and when you are to be notified that contingency actions are being taken?

H. Have you communicated your expectations to the Burn Boss and FMO regarding decisions to declare the prescribed fire a wildfire?

Implementation Recommended by:

FMO or RXB: Date:

I am authorizing ignition of this prescribed fire between the dates of and . It is my expectation that the project will be implemented within this time frame and as discussed and documented and attached to this plan. If the conditions we discussed change during this time frame, it is my expectation you will brief me on the circumstances and an updated authorization will be negotiated if necessary.

Additional Instructions or Discussion Documentation attached (Optional): Yes [ ]  No[ ]

Ignition Authorized by:

Agency Administrator Signature and Title: Date:

# Element 2B: Prescribed Fire Go/No-Go Checklist

| **Preliminary Questions** | **Circle YES or NO** |
| --- | --- |
| 1. Have conditions in or adjacent to the ignition unit changed (for example: drought conditions or fuel loadings) which were not considered in the prescription development?If **NO** proceed with the Go/NO-GO Checklist below, if **YES** go to item B.
 | YES NO |
| 1. Has the prescribed fire plan been reviewed and an amendment been approved; or has it been determined that no amendment is necessary?

If **YES**, proceed with checklist below.If **NO, STOP: Implementation is not allowed. An amendment is needed.** | YES NO |
| **GO/NO-GO Checklist** | **Circle YES or NO** |
| Have ALL permits and clearances been obtained? | YES NO |
| Have ALL the required notifications been made? | YES NO |
| Have ALL the pre-burn considerations and preparation work identified in the prescribed fire plan been completed or addressed and checked? | YES NO |
| Have ALL required current and projected fire weather forecast been obtained and are they favorable? | YES NO |
| Are ALL prescription parameters met? | YES NO |
| Are ALL smoke management specifications met? | YES NO |
| Are ALL planned operations personnel and equipment on-site, available, and operational? | YES NO |
| Has the availability of contingency resources applicable to today’s implementation been checked and are they available? | YES NO |
| Have ALL personnel been briefed on the project objectives, their assignment, safety hazards, escape routes, and safety zones? | YES NO |

If all the questions were answered **YES** proceed with a test fire. Document the current conditions, location, and results. If any questions were answered **NO**, DO NOT proceed with the test fire: Implementation is not allowed.

After evaluating the test fire, in your judgment can the prescribed fire be carried out according to the prescribed fire plan and will it meet the planned objective? **Circle: YES or NO**

Burn Boss Signature: Date:

# Element 3: Complexity Analysis Summary and Final Complexity

Replace this page with the signed:

*Summary and Final Complexity Worksheet*

*PMS 424-1*

The worksheet is a separate file that needs to be copied and pasted from *Summary and Final Complexity Worksheet*, PMS 424-1, <https://www.nwcg.gov/publications/424-1>. On the completed worksheet, highlight the entire worksheet area to be copied, right click, and choose Copy. On this page, delete this text, right click, choose Picture as a paste option, and resize as necessary to fit to page.

An alternate solution is to print the *Summary and Final Complexity Worksheet*, 424-1, and insert into the final plan.

Fill out Elements 4 through 21 based on the guidance provided in the *Interagency Prescribed Fire Planning and Implementation Procedures Guide*, PMS 484.

# Element 4: Description of Prescribed Fire Area

## A. Physical Description

1. Location**:**
2. Size:
3. Topography:
4. Project area:
5. Ignition units:

## B. Vegetation/Fuels Description:

1. On-site fuels data:
2. Adjacent fuels data:
3. Percent of vegetative type and fuels model(s):

## C. Description of Unique Features, Natural Resources, Values:

## D. Maps–Attach in Appendix A

1. Vicinity (Required)
2. Project/Ignition Unit(s) (Required)
3. Values (Optional): [ ]  Included [ ]  Not Included
4. Significant or Sensitive Features (Optional): [ ]  Included [ ]  Not Included
5. Fuels or Fuel Model(s)(Optional): [ ]  Included ☐ Not Included
6. Smoke Impact Area (Optional): [ ]  Included [ ]  Not Included

# Element 5: Objectives

## A. Resource Objectives:

## B. Prescribed Fire Objectives:

# Element 6: Funding

## A. Cost:

## B. Funding Source:

# Element 7: Prescription

## A. Prescription Narrative:

1. Describe how fire behavior will meet objectives

## B. Prescription Parameters:

1. Environmental or fire behavior (or both)
2. Fire Modeling or empirical documentation (or both)

# Element 8: Scheduling

## A. Implementation Schedule:

1. Ignition Time Frames or Season(s) (or both)

## 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

## A. Briefing Checklist; including, but not limited to: (additional items may be added)

* Burn organization and assignments
* Prescribed Fire objectives and prescription
* Description of prescribed fire project area
* Expected weather and fire behavior
* Communications
* Ignition plan
* Holding plan
* Contingency plan and assignments
* Wildfire declaration
* Safety and medical plan
* Aerial ignition briefing (if aerial ignition devices will be used)

# Element 11: Organization and Equipment

## A. Positions:

## B. Equipment:

## C. Supplies:

# Element 12: Communication

## A. Radio Frequencies:

1. Command frequency(ies):
2. Tactical frequency(ies):
3. Air operations frequency(ies):

## B. Telephone Numbers:

# Element 13: Public and Personnel Safety, Medical

## A. Safety Hazards:

## B. Mitigation: 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:

1. Techniques, sequences, and patterns

## B. Devices:

## C. Minimum 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

## Management Action Points or Limits:

(Optional MAP Table Format)

| **Management Action Point–Documentation Element**  | **Management Action Point Narrative**  |
| --- | --- |
| Designator and Description: |  |
| Condition: |  |
| Management Intent: |  |
| Recommended Action(s) to Consider: |  |
| Recommended Resources: |  |
| Time Frame: |  |
| Describe the consequences of not taking the recommended action(s) (Optional): |  |
| Responsibility: |  |
| Date Each Action is Initiated (Optional): |  |

(if you need to include more MAPs, copy, and paste the above template)

## B. Actions Needed:

## C. Minimum Contingency Resources and Maximum Response Time(s):

# Element 18: Wildfire Declaration

## A. Wildfire Declared By:

## B. IC Assignment:

## C. Notifications:

## D. Extended Attack Actions and Opportunities to Aid in Fire Suppression (Optional):

# 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

## A. Post-Burn Activities that must be Completed:

# Prescribed Fire Plan Appendices

**Appendix A:** Maps: Vicinity, Project or Ignition Units (or both), Optional: Significant or Sensitive Features, Fuels or Fuel Model, Smoke Impact Areas

**Appendix B:** Technical Reviewer Checklist

**Appendix C:** Complexity Analysis

**Appendix D:** Agency-Specific Job Hazard Analysis or Risk Assessment

**Appendix E:** Fire Behavior Modeling Documentation or Empirical Documentation

**Appendix F:** Smoke Management Plan and Smoke Modeling Documentation (Optional)

## Appendix A: Vicinity Map

Insert your vicinity maps here. Refer to Element 4D in the *Interagency Prescribed Fire Planning and Implementation Procedures Guide*, PMS 484, to fill out this appendix.

## Appendix A: Project (Ignition Units) Maps

Insert your project (ignition unit) map(s) here. Refer to Element 4D in the *Interagency Prescribed Fire Planning and Implementation Procedures Guide*, PMS 484, to fill out this appendix.

## Appendix A: Optional Maps (Fuels, Significant or Sensitive Features/Values, Smoke Receptors, etc.)

Insert your significant or sensitive values and or feature map(s) here. Refer to Element 4D in the *Interagency Prescribed Fire Planning and Implementation Procedures Guide*, PMS 484, to fill out this appendix.

## Appendix A: Fuels or Fuel Model: (Optional) Maps

Insert your fuel or fuel model map(s) here. Refer to Element 4D in *the Interagency Prescribed Fire Planning and Implementation Procedures Guide*, PMS 484, to fill out this appendix.

## Appendix A: Smoke Impact Areas: (Optional) Maps

Insert your significant or sensitive feature map(s) here. Refer to Element 4D in *the Interagency Prescribed Fire Planning and Implementation Procedures Guide*, PMS 484, to fill out this appendix.

## Appendix B: Technical Reviewer Checklist

Fill out this checklist based on the guidance provided in the Technical Review section in the *Interagency Prescribed Fire Planning and Implementation Procedures Guide*, PMS 484. Rate each element in the following table with an “S” for Satisfactory or “U” for Unsatisfactory. Use Comment field as needed to support the element rating.

|  **PRESCRIBED FIRE PLAN ELEMENTS** | **RATING** |  **COMMENTS** |
| --- | --- | --- |
| 1. Signature Page
 |  |  |
| 1. A. Agency Administrator Ignition Authorization
 |  |  |
| 1. B. Prescribed Fire GO/NO-GO Checklist
 |  |  |
| 1. Complexity Analysis Summary
 |  |  |
| 1. Description of Prescribed Fire Area
 |  |  |
| 1. Objectives
 |  |  |
| 1. Funding
 |  |  |
| 1. Prescription: Prescription Narrative and Prescription Parameters
 |  |  |
| 1. Scheduling
 |  |  |
| 1. Pre-Burn Considerations and Weather
 |  |  |
| 1. Briefing
 |  |  |
| 1. Organization and Equipment
 |  |  |
| 1. Communication
 |  |  |
| 1. Public and Personnel Safety, Medical
 |  |  |
| 1. Test Fire
 |  |  |
| 1. Ignition Plan
 |  |  |
| 1. Holding Plan
 |  |  |
| 1. Contingency Plan
 |  |  |
| 1. Wildfire Declaration
 |  |  |
| 1. Smoke Management and Air Quality
 |  |  |
| 1. Monitoring
 |  |  |
| 1. Post-Burn Activities
 |  |  |
| Appendix A: Maps |  |  |
| Appendix C: Complexity Analysis |  |  |
| Appendix D: Agency-Specific Job Hazard Analysis or Risk Assessment |  |  |
| Appendix E: Fire Behavior Modeling Documentation or Empirical Documentation |  |  |
| Appendix F: Smoke Management Plan and Smoke Modeling Documentation (Optional) |  |  |
| Other |  |  |

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

[ ]  **Recommendation for approval is not granted**. Prescribed Fire Plan should be re-submitted for technical review subject to the completion of all requirements listed in the comments section, or on the Prescribed Fire Plan.

Technical Reviewer Signature:

Qualification and Currency:

Date Signed:

## Appendix C: Complexity Analysis

Please refer to Element 3: Complexity Analysis Summary in the *Interagency Prescribed Fire Planning and Implementation Procedures Guide*, PMS 484, and the procedures in *the Prescribed Fire Complexity Analysis Rating System Guide*, PMS 424, to fill out this appendix.

## Appendix D: Agency-Specific Job Hazard Analysis or Risk Assessment

Please refer to your specific agency guidance to fill out this appendix.

## Appendix E: Fire Behavior Modeling Documentation or Empirical Documentation

Refer to Element 7: Prescription, in the *Interagency Prescribed Fire Planning and Implementation Procedures Guide*, PMS 484, to fill out this appendix.

## Appendix F: Smoke Management Plan and Smoke Modeling Documentation

**(OPTIONAL**)

Refer to the *NWCG* *Smoke Management Guide for Prescribed Fire*, PMS 420-2, and Appendix A. Basic Smoke Management Practices in the *Interagency Prescribed Fire Planning and Implementation Procedures Guide*, PMS 484, to fill out this appendix.

The *NWCG Prescribed Fire Plan Template* is developed and maintained by the Fire Use Subcommittee (FUS), under the direction of the Fuels Management Committee (FMC), an entity of the National Wildfire Coordinating Group (NWCG).

Previous editions: 2018, 2017, 2014.

While they may still contain current or useful information, previous editions are obsolete. The user of this information is responsible for confirming that they have the most up-to-date version. NWCG is the sole source for the publication.

This publication is available electronically at <https://www.nwcg.gov/publications/484-1>.

Submit comments, questions, and recommendations to the appropriate agency program manager assigned to the FUS using the NWCG Publication Review Form, <https://www.nwcg.gov/publications/publication-review-form>. View the complete roster at <https://www.nwcg.gov/committees/fire-use-subcommittee/roster>.

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