

Module 9: Pre-burn Timetable

Check	Description
12 Months Prior to the burn	
	Develop the burn plan
	Follow up with any legal requirements (including: Insurance policies, resource consents etc)
	If required, develop a smoke management plan
	Identify and develop fire breaks to contain your fire
	Remove dead trees and scrub within 6m of the fire break
	Scout and identify any hazard concerns for staff (i.e. terrain, fences, bees, etc)
	Develop a fire escape contingency plan
	Develop a safety plan

3 Months prior to the burn	
	Notify adjacent landowners/neighbours of intent to conduct a prescribed burn
	Consider co-ordinate your burn with adjacent landers to share resources
	Arrange for additional staff and equipment needed
	Obtain necessary permits. you may need a permit to burn
	Review all plans (burn, smoke, safety)
	Have a contingency plan in case things don't go as planned.

1 Months prior to burn	
	Clear any vegetation around access points for vehicle entry to burn area

1 week prior to the burn	
	Check weather forecast for a suitable burn window
	Check the fire season status for any restrictions or temporary prohibitions. If the season has changed, you may need a permit to burn. During the restricted fire season, you will need a permit. You cannot light any open fire during a total fire ban.
	Implement public notification

1-2 days prior	
	Continue to check weather forecast for a suitable burn window
	Notify adjacent landers/neighbours with your intent to burn
	Drive around site to check fire breaks and access points
	Test to ensure that all burn equipment is functioning properly
	Test suppression equipment to ensure that it is functioning properly
	Check that you have suitable clothing for the burn
	Shift livestock, equipment, pets and washing if needed
	Contact the appropriate authority if power and telephone lines are nearby.
	Check the long-range weather forecast for the following 48 hours and make sure no strong winds are forecast

Day of burn	
	Check the weather forecast for the day and next 48 hours
	Review pre-burn checklist prior to ignition
	Close windows and doors
	Notify FENZ comms and your local fire officer
	Conduct a preburn safety briefing with your staff
	Keep a record of your burn events (weather, fire behaviour, how successful, what worked well, what didn't go so well).
	Consider best time for lighting your fire when the weather is generally more stable
	The fire should only be lit with wind blowing away from any shelter belt, trees, fences, buildings or other combustible material.
	Be ready to put the fire out at the first sign of a change in weather or other conditions that could move the fire out of your control.
If the fire moves outside the area, dial 111 and ask for the Fire Service.	

Post burn	
	Walk around the burn area and ensure your fire is fully extinguished
	Notify FENZ comms and your local officer that the operation has ended, and the fire is fully extinguished.
	Conduct an AAR/debrief with your staff involved
	Check your pile in the days and weeks following burning to ensure it is cold in the centre. Turn the pile and, if possible, apply water to cool it down.
	Strong winds can fan a fire back into life and shift embers, creating unwanted fires. Piles of burnt vegetation can hold heat for months after burning.