



LAKE COUNTY FOREST PRESERVES
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Preservation, Restoration, Education and Recreation

DATE: September 3, 2015

MEMO TO: S. Michael Rummel, Chair
Finance and Administrative Committee

FROM: James L. Anderson, Director
Natural Resources

SUBJECT: Revisions to Controlled Burn Management Procedures

RECOMMENDATION: Approve revisions to the Controlled Burn Management Procedures of the Controlled Prescribed Fire Policy.

BACKGROUND: In 2001, the Lake County Forest Preserve District Board approved the Controlled Prescribed Fire Policy, which included approval of procedures for implementation of the program. The policy authorized the Finance and Administrative Committee to approve revisions to the procedures associated with the policy. In February 2012 the Finance and Administrative Committee approved revisions to the procedures as a result of changes to state regulations and District staffing. The approved procedures must once again be updated as a result of the District's staff re-organization. The attached draft procedures reflect changes to job titles and responsibilities. There are no other changes in these procedures.

REASON FOR RECOMMENDATION: Committee recommendation and Board approval are required in accordance with District policy.

REVIEW BY OTHERS: Chief Operations Officer, Director of Finance

FINANCIAL DATA: There is no Financial Impact for this recommendation

PRESENTER: Jim Anderson

Approve revisions to the Controlled Burn Management Procedures of the Controlled Prescribed Fire Policy
09/03/2015

APPROVED:

	YEA	NAY
<hr/> S. Michael Rummel, Chair	<input type="checkbox"/>	<input type="checkbox"/>
<hr/> Linda Pedersen, Vice Chair	<input type="checkbox"/>	<input type="checkbox"/>
<hr/> Steve Carlson	<input type="checkbox"/>	<input type="checkbox"/>
<hr/> Bill Durkin	<input type="checkbox"/>	<input type="checkbox"/>
<hr/> Sandra Hart	<input type="checkbox"/>	<input type="checkbox"/>
<hr/> Aaron Lawlor	<input type="checkbox"/>	<input type="checkbox"/>
<hr/> Audrey Nixon	<input type="checkbox"/>	<input type="checkbox"/>

CONTROLLED BURN MANAGEMENT PROCEDURES

The terminology and titles listed below are utilized throughout the Controlled Burn Management Procedures. Each italicized term or title is followed by a definition for that term or position. Position definitions identify the roles, responsibilities, and required burn training of the positions involved in the Controlled Burn Management Program.

Terms

Controlled Burn - A fire implemented in a skillful manner to vegetative fuel in woodlands, grasslands, wetlands, and savannas at specific locations for specific ecological purposes and under exacting weather and fuel conditions to achieve ecological and management goals.

Wildfire - Any unplanned ignition of fuels that requires active or passive containment or suppression.

Internal Incident - An event during a controlled burn when fire burns outside of the intended burn unit(s) and requires the Burn Boss or Crew Boss to reallocate resources or people to control the fire. If an internal incident occurs it is by definition outside of the intended burn plan. Internal incidents may or may not threaten public safety or property. Internal incidents may or may not be containable by District staff.

Burn Plan - A detailed prescription that identifies the burn units in a preserve, the weather parameters, any preserve hazards, preferred wind directions, preferred burn method, smoke management, access, ecologically sensitive areas, ecological goals of burn management, any special conditions, preserve map and a list of local or county authorities and homeowners to be contacted.

Burn Unit - A District preserve or unit of a preserve delineated to receive burn management.

Position Descriptions

Burn Crew - All of the individuals that are required to work together to safely and efficiently implement a controlled burn.

Burn Boss - District staff that is the main contact for communication on a controlled burn and is responsible for:

- Implementation of burn plan operations, including smoke management, pattern of ignition, adjustment of burn breaks, mop-up operations
- General management of burn crew and communications liaison
- Monitoring and recording of burn weather data
- Delegation of work to Burn Crew members
- Notifying mandatory and discretionary contacts pre- and post-ignition and recording contact name and time of contact.
- Using Burn Boss checklist
- Assessing fire behavior during controlled burn
- Determining if a controlled burn requires monitoring overnight
- Distribution of resources and equipment during a controlled burn
- Communication of overtime needs during burn
- Providing input on seasonal burn priorities
- Communication during the burn season with the Burn Planning Coordinator to determine burn unit selection
- Preparation of post burn reports
- Preparation of incident and PDRMA reports
- Preparation of accident reports
- Determination that a controlled burn is completed and release of burn crew members and communication liaison
- Contacting the Burn Operations Coordinator and Ranger Police shift supervisor when crews have safely left the burn site
- Mentoring new Burn Bosses and Crew Bosses

The Burn Boss communicates directly to the Burn Operations Coordinator during a controlled burn. The Burn Boss communicates directly with the local emergency response units before, during, and after controlled burns.

Burn Bosses must be a Certified Prescribed Burn Manager as licensed by the state of Illinois. Minimum training required for a person to be a Burn Boss also includes: National Wildfire Coordinating Group S-130 Firefighter Training, S-190 Introduction to Fire Behavior, S-131 Advanced Firefighter Training, and has shown proficiency as a Crew Boss in thirty- five burns.

Crew Boss - District staff members who are responsible for:

- Supervising a burn crew on a burn line
- Ensures safety of burn crew members
- Assesses burn crew member needs
- Assessing fire behavior on their line and communicating to the Burn Boss
- Assigning crew member roles (anchor, ignition, water pack carriers, etc.)
- Implementing burn plan for assigned lines
- Communication of the status of assigned lines, including fire behavior, smoke behavior and weather changes and problems, or safety concerns directly to the Burn Boss.
- Assisting with mop-up operations
- Mentoring new Crew Bosses

Minimum training required for a person to be a Crew Boss is successful completion of National Wildfire Coordinating Group S-130 Firefighter Training, S-190 Introduction to Fire Behavior, S-131 Advanced Firefighter Training or successful completion of the Midwest Ecological Prescription Burn Crew Member Training, and has shown proficiency as a Crew member in fifteen burns.

Burn Crew Member - Any District staff members or District volunteers who assist with a controlled burn. Burn crew members are overseen by the Burn Boss and respective Crew Boss during a controlled burn. Burn Crew Members are responsible for:

- Carrying out the requirements of the respective assignments once assigned by the Burn Boss or Crew Boss
- Paying attention to their surrounding conditions and communicating and concerns to the Crew Boss
- Properly maintaining and insuring possession of their equipment
- Setting up and packing up fire equipment before and after a burn
- Setting up signage as directed by the Burn Boss
- Assisting with mop-up operations
- Staying at the controlled burn until release by the Burn Boss
- Maintaining good physical condition (e.g., hydration) during a controlled burn

Minimum training required for a person to be a burn crew member is successful completion of National Wildfire Coordinating Group S-130 Firefighter Training & S-190 Introduction to Fire Behavior or successful completion of the Midwest Ecological Prescription Burn Crew Member Training.

Burn Operations Coordinator - District staff in the Operations and ~~Public Safety~~[Infrastructure](#) Department who is responsible for:

- Coordination and allocation of personnel resources and equipment for implementation of controlled burns
- Communication with District Public Safety ~~Operations~~ staff and other District staff if internal or external burn incidents occur that involve threat to public safety or property
- Communicates overtime need to ~~Director of Operations and Public Safety~~[Director of Operations and Infrastructure](#) for approval
- Oversight of equipment maintenance and purchase of burn program equipment
- Supervision of installation and scheduling of pre-burn season preparation work
- Identifying burn training opportunities for Operations [and Infrastructure](#) Department staff
- Sending electronic burn notifications on the day of a burn
- Providing input on burn priorities
- Reviews, edits and signs off on all newly developed or updated controlled burn plans
- Completing all field reviews of burn incidents and final review of incident and PDRMA reports
- Leading post burn meetings
- Daily communication during the burn season with the Burn Planning Coordinator to determine burn unit selection
- Tracks and maintains required training and experience of burn crew members, crew bosses and burn bosses in the Operations and ~~Public Safety~~[Infrastructure](#) Department

The Burn Operations Coordinator communicates directly to the Director of ~~Operations and Safety~~[Operations and Infrastructure](#). Burn Operations Coordinator experience requirements are equivalent to the Burn Boss.

Burn Planning Coordinator - The District staff in the Natural Resources ~~Division of the Planning, Conservation and Development~~ Department who is responsible for:

- Coordination of the burn program annual planning
- Development and updating of burn plans and units
- Establishment of annual burn priorities
- Coordination and development of priorities for pre-season burn preparation
- Securing state and local burn permits
- Sending out written burn season notifications to private and public landowners in coordination with Public Affairs
- Preparation of annual Controlled Burn Management Program summary report

- Establishing wildfire response plans with local fire departments
- Identifying burn training for the ~~Planning Conservation and Development Department~~
Department of Natural Resource staff
- Liaison for the District to the Illinois Prescribed Fire Council
- Responds to public complaints or questions
- Communicates daily during the burn season with the Burn Operations Coordinator to determine burn unit selection
- Preparing and submission of annual burn summary report to IEPA
- Tracks and maintains required training and experience of burn crew members, crew bosses and burn bosses in the ~~Planning, Conservation and Natural Resources~~
DepartmentDepartment of Natural Resources
- Tracks and maintain required training and experience of volunteers through the District's Land Management Technician responsible for the Volunteer Stewardship Program

The Burn Planning Coordinator communicates directly to the ~~Manager~~Director of Natural Resources. Burn Planning Coordinator experience requirements are equivalent to the Burn Boss.

~~Director of Operations and Public Safety~~Director of Operations and Infrastructure - The ~~Director of Operations and Public Safety~~Director of Operations and Infrastructure is responsible for:

- Approval of union employee overtime
- Informing appropriate District Directors, the Executive Director, Risk Manager, and Commissioners of any internal or external burn incidents.
- Assists in evaluation of burn incidents and necessary program improvements to prevent future incidents.
- Annual budgeting for Controlled Burn Management Program equipment, temporary hires, and overtime.
- Responds to public complaints or questions as needed

~~Natural Resource Manager~~Director of Natural Resources - The ~~Natural Resource~~
ManagerDirector of Natural Resources is responsible for:

- Approval of controlled burn plans
- Approval of burn units
- Approval of seasonal burn priorities
- Assists in evaluation of burn incidents and necessary program improvements to prevent future incidents
- Communicating with local fire departments to improve communications with the District on Wildfire Response
- Responds to public complaints or questions as needed

- Liaison with Chicago Wilderness on regional controlled burn management initiatives
- Informs appropriate District Directors and the Executive Director of the status of the Controlled Burn Management Program, annual achievements and program improvements.

Communications Liaison / First Responder - District emergency response staff in the ~~Operations and~~ Public Safety Department who is responsible for:

- Responding to public complaints
- Providing traffic control support to Burn Crews
- Providing, as necessary, field assessment of overnight complaints following a controlled burn
- Communicating directly with Burn Boss in the case of an overnight complaint
- Communicating directly with local and county emergency personnel
- Communicating any wildfire incident to the appropriate Public Safety ~~Division~~ [Department](#) Supervisor and the Burn Operations Coordinator.
- Preparation of Loss of Property and Police reports with assistance from Burn Boss

~~Database Technician~~ *GIS Analyst* - The ~~Database Technician~~ [GIS Analyst](#) is responsible for:

- Inputting post burn reports into the District's Ecological Database
- Updating and maintaining burn history in geographic information systems
- Providing program summary statistics as requested

Incident Commander (IC) – The individual responsible for oversight and coordination of actions during an emergency response. IC ensures that the incident is managed safely, effectively, and efficiently through the framework of the Incidental Command System. The IC authorizes incident objectives and strategies that collectively delineate a course of action. Typically the IC is the first responder to an incident, such as the [Crew Boss, Burn Boss](#), fire department, local police ~~or the District's Public Safety staff, or the Operations and Public Safety staff.~~

The IC has control of the incident until the incident has been declared resolved, a more qualified responder arrives on scene and command is relinquished, or the IC appoints another individual as IC.

PROGRAM PROCEDURES

Burn Planning

Burn Plans

Each burn unit shall have a written burn plan that is approved by the ~~Natural Resource Manager~~ [Director of Natural Resources](#) prior to implementing burn management within a burn unit (Attachment A). Burn Plans shall include: Emergency Assistance Contacts, Pre-Ignition Notification, Permits, Description of Prescribed Fire Area, Goals and Objectives, Burn Prescription (Weather Conditions and Fuel moisture, etc.), Smoke Management and Sensitive Areas, Firebreak Preparations, Ignition Plan, Holding Plan and Hazards, Contingency Plan, Mop-Up, Pre-Burn Checklist and Crew Briefing Checklist.

Burn plans shall be prepared and updated by the Burn Planning Coordinator and the Burn Operations Coordinator with input from Burn Bosses and Natural Resource Division staff. Burn plans shall be updated, as needed before each burn season as new conditions develop, such as new notifications, new development adjacent to the unit or within the unit, etc. Burn plans include a Day of Implementation Plan (include emergency and notification contacts, unit maps, smoke sensitive areas, weather report, and burn boss check list) and a Preserve Burn Plan (includes information about fuel types, burn management goals and other site level information). All burn plans shall have sign off by the Burn Planning Coordinator and the Burn Operations Coordinator prior to review and approval by the ~~Manager~~ [Director](#) of Natural Resources. The Burn Operations Coordinator shall provide updated Burn Day Implementation Plans and the Preserve Burn Plans to Burn Bosses. All burn plans will be made available to local fire departments.

Permits

Burn Planning Coordinator shall secure all required permits, including an open burn permit from the Illinois Environmental Protection Agency and any local fire departments or municipalities permits where the District may implement a controlled burn before the fall burn season of each year. The Burn Planning Coordinator shall provide copies of these permits to the Burn Operations Coordinator. The Burn Operations Coordinator shall provide copies the permits to the Burn Bosses. The ~~Burn Management~~ Burn Planning Coordinator shall provide an annual controlled burn summary to IEPA.

Seasonal Public Notifications

Written notifications shall be sent out to private and public landowners within ¼ mile of preserves where a burn is planned 2 to 4 weeks before the start of each burn season, fall and spring. The Burn Planning Coordinator is responsible for arranging the printing and mailing of the notification in coordination with Public Affairs. The notification shall be approved by the ~~Natural Resource Manager~~ [Director of Natural Resources](#) prior to mailing.

Schools and other smoke sensitive institutions and businesses within 1 mile of a preserve shall be sent a letter every one to three years as a means of updating the burn plan contact list with current contact information. The Burn Planning Coordinator is responsible for preparing and mailing of the letter in coordination with Public Affairs and Outreach and Education. The letter

shall be approved by the ~~Natural Resource Manager~~ Director of Natural Resources prior to mailing.

Complaints or questions about the controlled burn program shall be handled by the Burn Planning Coordinator, whenever feasible. -and-a Staff shall forward any complaints or questions they receive, or responses they provide to the Burn Planning Coordinator for tracking. All inquiries shall be tracked in a seasonal controlled burn public inquiry log. A pre-burn season press release shall be provided to the media and posted on the District's website by Public Affairs. The Burn Planning Coordinator shall work with the District's ~~Environmental Education and~~ Public Affairs Department as necessary, to develop and revise publications, notifications and brochures to educate and notify the public about the Controlled Burn Management Program.

Burn Priority List

A list of burn units that require burn management in a given season shall be developed by the Burn Planning Coordinator with input from the District's Natural Resource ~~Division-Department and Operations and Infrastructure Department~~ ~~Assistant Superintendent of Natural Resource Operations, and Natural Resource Crew~~. The annual list of burn units is approved by the ~~Natural Resource Manager~~ Director of Natural Resources and a working list is provided to the Burn Operations Coordinator by August 15th of each year.

The list shall include a GIS file showing the geographic locations of the units and a ranking of priority (e.g., Must Burn, High, Medium, Low Priority and Do Not Burn). The priority list is considered a working document and depending on seasonal conditions or unexpected conditions, priority units may be added or removed from the list and re-ranked as needed.

Pre-season Burn Preparation

Based on the Burn Priority List, the Burn Operations Coordinator shall work with the Burn Planning Coordinator and Burn Bosses to identify units that require burn preparation prior to the burn season, including installation of mowed burn breaks. The Burn Planning Coordinator shall approve the location and method of installation of all pre-season burn preparation. The Burn Operations Coordinator shall oversee the implementation of approved preparations. Once complete and prior to the burn season, the Burn Operations Coordinator shall provide the Burn Planning Coordinator with the locations of where preparations have been made in a GIS format so the preparations can be added to burn plans.

The Burn Operations Coordinator is responsible for overseeing the organization, maintenance, and preparation of all burn equipment, including communication devices and safety gear, prior to the start of the season, ensuring that sufficient equipment is in safe and effective working order.

Burn Unit Selection during the Burn Season

The Burn Operations and Burn Planning Coordinators (Burn Coordinators) shall communicate the day before each likely burn day and discuss potential weather conditions, resource availability, and possible burn units to burn. On the morning of a burn day the Burn Coordinators shall determine, with input from the Burn Bosses and Burn Crew Members, which units to burn and the number of burn crews needed. The Burn Planning Coordinator will review the units to be burned with the ~~Natural Resource Manager~~ Director of Natural Resources.

The Burn Operations Coordinator, in consultation with the Burn Bosses, shall determine the necessary burn crew size for each burn unit and allocate resources and equipment for each burn

unit. The Burn Operations Coordinator is responsible for preparing maps of each burn unit and assigning Burn Bosses and crew members to each burn team.

The Burn Operations Coordinator will communicate the final preserves to be burned and the Burn Boss contact information to District staff, Commissioners and Volunteer Stewards through an email announcement. Additionally, the Burn Operations Coordinator will notify the public of preserves to be burned by updating on a daily basis the District's website to list the preserve locations for controlled burns before the burns are started. Notification shall be updated by the Burn Operations Coordinator if burn crews change to different units or preserves during the day.

Equipment Resources

The types of firefighting equipment and vehicles available within the District include, but are not limited to the following:

Fire Trucks with pumper units	Leaf Rakes
Portable Water Backpacks	Pulaski
ATV's with portable pumper units	Leaf Blowers
Drip Torches	Fire Flappers
Fire Rakes	Chainsaws

Personnel Safety Equipment

All Burn Crew Members shall have and wear the following safety equipment during a controlled burn:

Leather Boots	Burn Helmut
Leather Gloves	Communications Radio
Eye-protection	Map of the Burn Unit
Nomex Fire Suit	

Pre-Ignition

A Burn Boss shall be present while any controlled burn is being conducted on District lands.

Pre-Burn Reconnaissance

It is the responsibility of the Burn Boss to assess the conditions of the burn unit to verify unit boundaries, survey combustible fuels, verify local weather conditions and to look for any unexpected conditions or hazards that might alter the ignition plan for the unit or require last minute preparation.

Pre-ignition Notifications

The Burn Boss is responsible for ensuring all local notifications are made prior to ignition on the morning of any controlled burn. Notification via phone call shall be made to the following entities:

- Local Fire Department(s)
- County Sheriff Dispatcher
- Local Law Enforcement
- Hospitals, schools, private landowners with health concerns or any other entity listed in the burn plan

Public Safety Position Presence

It is at the discretion of the Burn Boss that a member of the Public Safety staff be present during a burn to assist with traffic control and Burn Crew safety on roadways. The request for a Public Safety staff member shall be made to the Burn Operations Coordinator. The ~~Ranger Police Officer~~ [Public Safety staff member](#) shall take direction from and coordinate with the Burn Boss. ~~The Officer~~ [and](#) shall have constant communication with the Burn Boss.

Pre-burn Meeting

The Burn Boss shall hold a pre-burn meeting with all burn crew members prior to starting a burn. The pre-burn meeting should cover the goals of the burn, unit boundaries, location of firebreaks, safety zones, escape routes, potential hazards, description of fuels, ignition plans, holding plans, fire line sequencing, contingency plan, and communication methods and protocol. The Burn Boss is responsible for using the Burn Boss checklist as a reminder of all topics to cover during the burn meeting.

Methods of Communication

The Burn Boss shall have a mobile phone at all times in order to be in contact with local authorities. All crew members shall have a functioning communication device that allows them to communicate with the Burn Boss and all other crew members. Proper radio communication procedures shall be used at all times during the controlled burn.

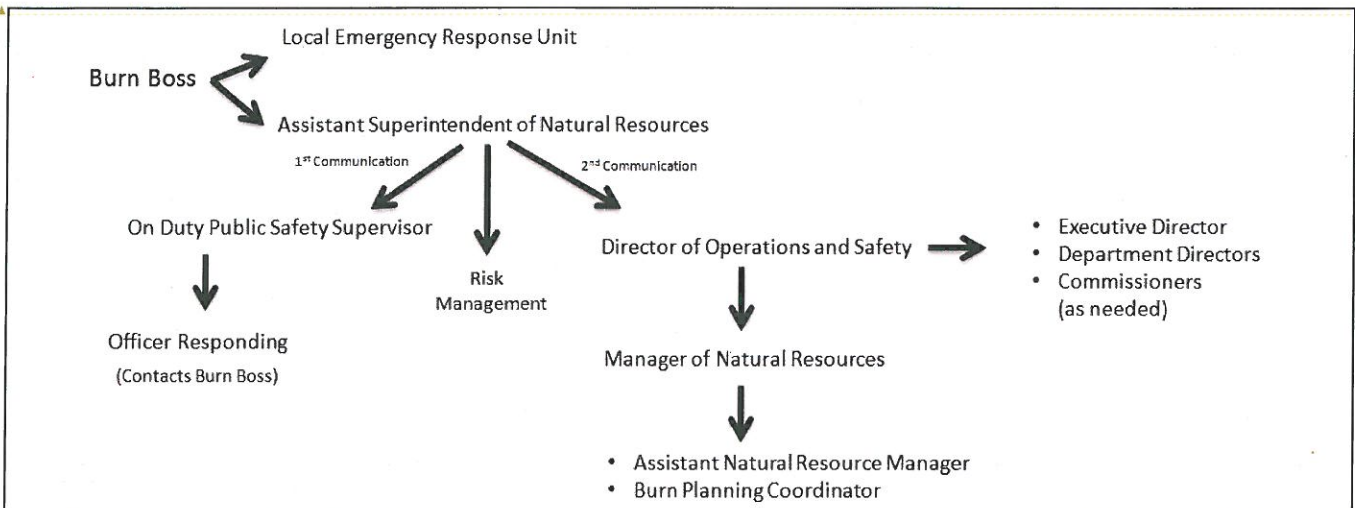
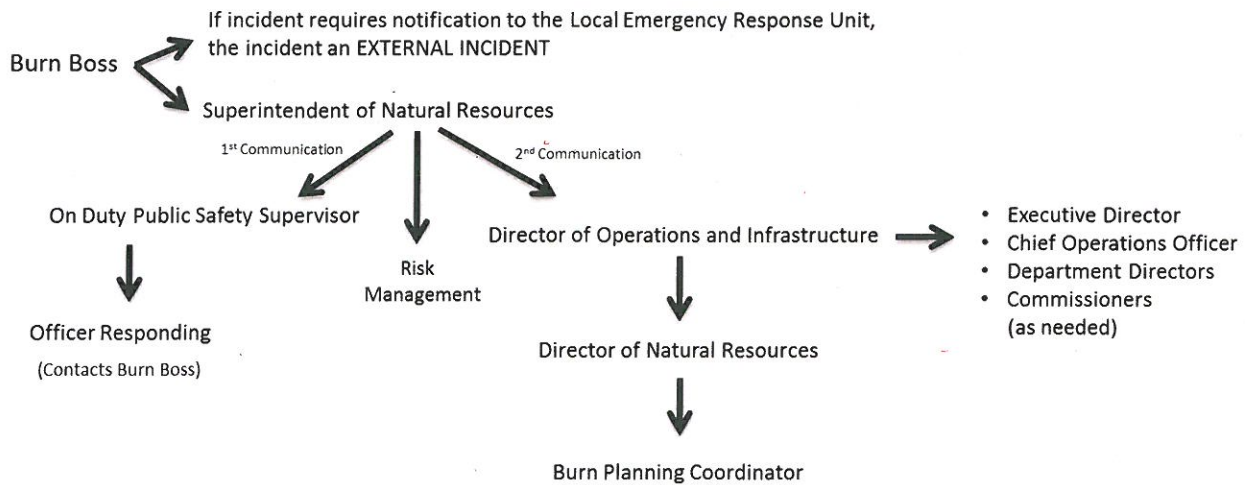
Hazard Assessment and Public Safety

The Communications Liaison/ First Responder (if requested to be on preserve by the Burn Boss via the Burn Operations Coordinator) shall be assigned by the District's Public Safety shift supervisor and shall be responsible for the following:

- Be able to communicate with all Burn Crew Members and be in constant communication with the Burn Boss
- Shall handle all on-preserve public questions and insure that visitors do not enter the burn unit or smoky areas
- Shall notify proper emergency authorities if directed by the Burn Boss
- Shall assist Burn Boss in determining any smoke hazards
- Shall assist/coordinate any traffic control that is required
- Shall direct emergency authorities to proper staging areas as noted in the burn plan and direct them to the Burn Boss
- Shall coordinate with media representatives or photographers/videographers at a burn.

Internal Incident Emergency Assistance

If during a controlled burn fire escapes the intended burn unit *and* requires significant reallocation of resources or a change to the burn plan it is at the discretion of the Burn Boss to call the fire department. Any incident requiring an emergency response will be consistent with the District's Emergency Response Procedures. If imminent threats or incident of damage of property (public or private), harm to human life, traffic or safety issues occur, the Burn Boss will initiate the following communications at first need of assistance or at the first safe opportunity:



In the above communication chain, the ~~Director of Operations and Public Safety~~ Director of Operations and Infrastructure will contact the ~~Executive Director~~ Chief Operations Officer immediately following notification of an internal incident. If the ~~Executive Director~~ Chief Operations Officer is unavailable, the ~~Director of Operations and Public Safety~~ Director of Operations and Infrastructure shall contact the ~~Deputy Executive Director~~ Executive Director.

Internal Incident Reporting

The following reports shall occur after an internal incident:

- If a minor injury results (requires medical attention but not emergency medical attention) from the incident the Burn Boss shall contact Risk Management immediately to notify them of the injury. If a major injury results from the incident (requires emergency medical attention or hospitalization) the Burn Boss shall contact Risk Management as soon as possible to notify them of the injury. Further, if any injury occurs during a controlled burn, the Burn Boss shall prepare an accident report and submit that report to the Burn Operations Coordinator. The Burn Operations Coordinator will provide a copy of the report to Risk Management, the Director ~~of~~ of

~~Operations and Safety~~Operations and Infrastructure and the ~~Natural Resource Manager~~Director of Natural Resources. The Burn Boss shall also prepare a PDRMA report to be submitted to Risk Management.

- If property damage or loss of property occurs, the Reporting Officer shall prepare a police report or loss of property report and submit to Risk Management for compensatory purposes within 12 hours of the incident.

Overtime Request

The Burn Boss shall notify the Burn Operations Coordinator by 2:00 PM if he is requesting weekday overtime for Burn Crew Members. The Burn Operations Coordinator shall relay this request to the ~~Director of Operations and Public Safety~~Director of Operations and Infrastructure for approval.

For weekend or holiday overtime approval, the Burn Operations Coordinator shall contact the Director of Operations and Infrastructure no later than 2:00pm the last regular work day preceding the weekend or holiday day for which approval is being requested.

The Director of Operations and Infrastructure shall notify the Chief Operations Officer of any overtime approvals related to the burn program.

Post-ignition

The Burn Boss is responsible for using the Burn Boss checklist as a reminder of all items and issues to address during post burn procedure.

Mop-up

The Burn Boss will determine the amount and extent of mop up procedures. After completion of the controlled burn crews shall check the burn unit for any hazards. At the minimum, all material within 100 feet of any fire line shall be extinguished or moved away from the fire line to a safe distance. Any standing trees that are burning or smoldering shall be felled to the ground and the burning portion isolated. Some fuels, such as large logs or stumps, may be left burning or smoldering as long as they are lying on the ground in an area where other fuels have been completely consumed and are beyond 100 feet of a fire line. The Burn Boss may request, through the Burn Operations Coordinator, that a member of the Public Safety staff check the burn unit that evening if a burn unit has fuels that are left burning or smoldering overnight.

Perimeter Check

After mop-up is complete, the Burn Boss shall check the burn unit perimeter for hazards, ground fire, burning stumps or logs in view of roadways, chimney fires, etc. Before leaving the burn unit the Burn Boss shall verify that burn unit is secure and any remaining fire is safely contained within the perimeter of the unit.

Post-burn Notifications

After completion of the prescribed burn, the Burn Boss shall notify the local emergency agency responsible for response, ~~and~~ the Burn Operations Coordinator and the ~~Ranger Police~~Public Safety shift supervisor that the controlled burn has been completed and that all crew members have safely left the site.

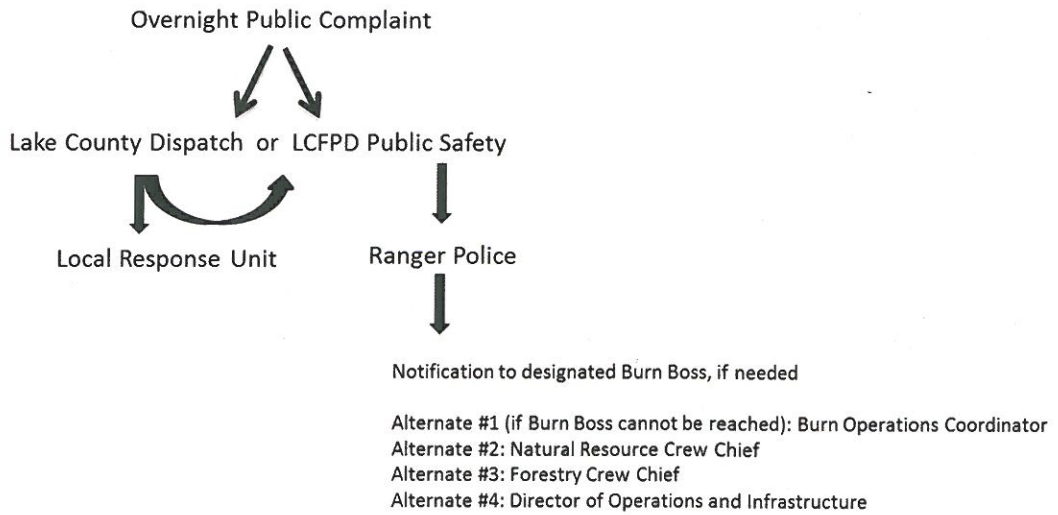
The Burn Operations Coordinator shall notify the Director of Operations and Infrastructure upon the completion of any burn activity requiring overtime.

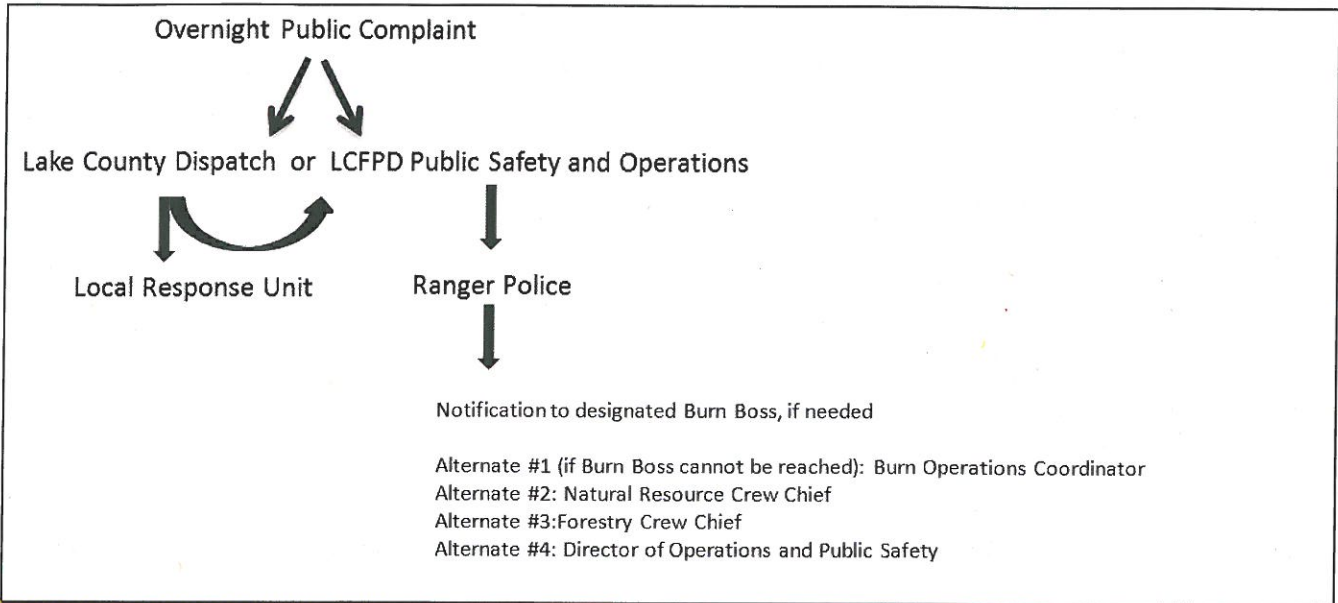
Signage

Burn signage may be left at a unit overnight but shall be removed from a preserve by 10 am the morning following the burn.

Overnight Complaints

If the local fire or police department requests a follow up visit to a recently burned unit after burn crews have left a preserve the Communications Liaison will dispatch a Ranger Police Officer to the burn unit in question and determine whether the Burn Boss should be notified. The following communication chain shall be followed as needed:





Post Burn Reporting

At the end of each burn day, each Burn Boss will fill out a post burn report for each unit burned and attach the Burn Day Implementation Plan. The report packet shall be sent to the Burn Planning Coordinator via the Burn Operations Coordinator to be entered by the ~~Database Technician~~ [GIS Analyst](#) into the District's Ecological database.

Post Burn Meeting

Every morning following a burn day, all burn teams will congregate for a post burn meeting, lead by the Burn Operations Coordinator, to discuss the previous days burns, identify any problems, resource issues, new conditions observed on the preserve, etc. Issues identified in the meeting will be followed-up by the [Burn](#) Operations and Burn Planning Coordinators.

Wildfire Assistance and Communication Procedures

Wildfire response is a reactionary event as it is an ignition of fuels not initiated by the District that requires active or passive containment or suppression. As such, the responses can be different in each instance and requires adaptability and critical thinking on the part of first responders. Most frequently the response is initiated from a wildfire reported to public safety personnel from a preserve user, someone driving by a preserve or a preserve neighbor. The initial report may be to the local fire protection agency, the Lake County Sheriff or to Forest Preserve staff. The National Incident Management System (NIMS) will guide wildfire response regardless of which agency or department is the first to arrive at the scene.

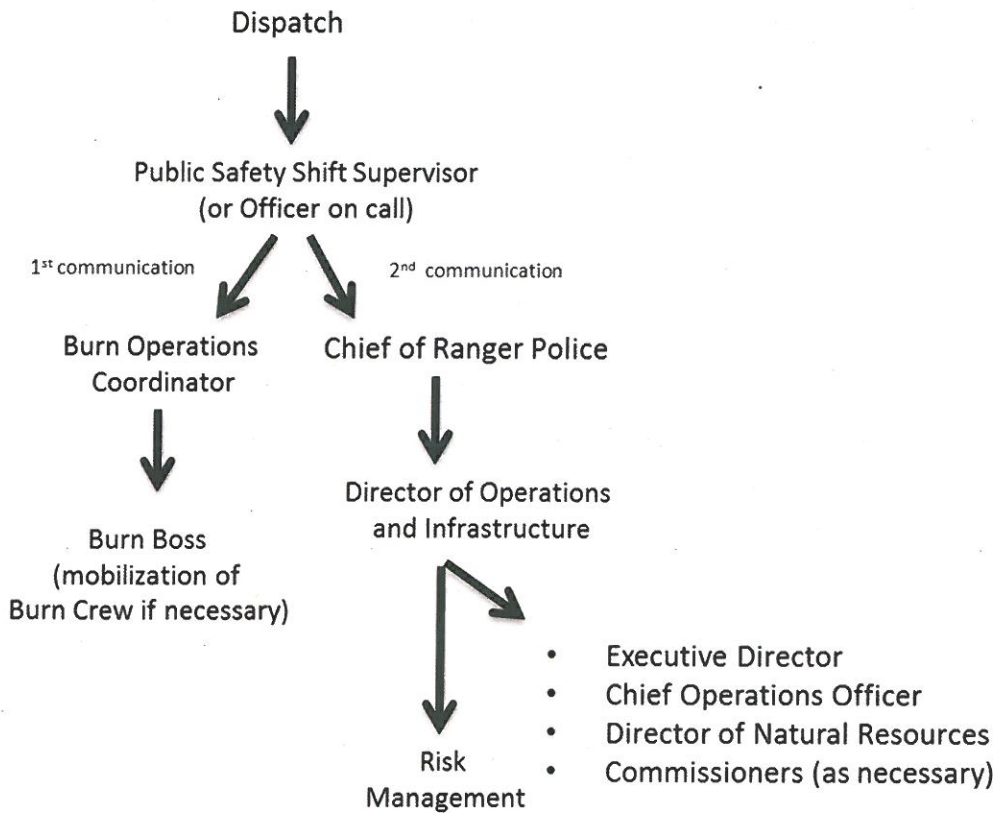
If a wildfire is reported to District staff by the public or if any staff member discovers a wildfire, 911 shall be called immediately. When a Ranger Police shift supervisor is notified of a wildfire, an Officer will be dispatched to the area in question to secure the preserve and ensure the safety of people. Any

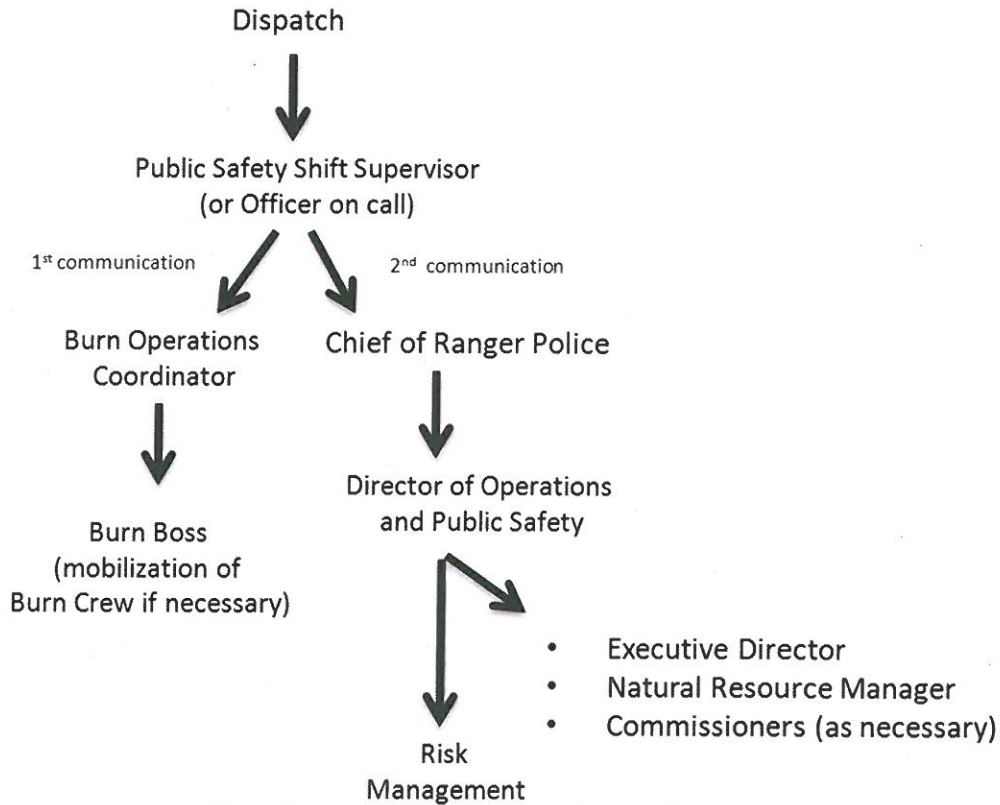
incident requiring and emergency response will be consistent with the District's Emergency Response Procedures. The Burn Operations Coordinator is responsible for allocation of appropriate burn crew resources to the preserve in coordination with the IC. Any District staff reporting to a wildfire should first report to the local fire protection district Incident Commander (IC) on site and provide support as directed. Ranger Police should provide security as directed. Fire crews should provide suppression activities as directed by IC.

If a wildfire occurs while the District is conducting controlled burns at other sites, the Burn Operations Coordinator shall determine what resources are available to assist with control of the wildfire in coordination with the IC. If crews are requested from the controlled burns, the Burn Boss shall determine which, if any, crew members can be released. The Burn Boss shall insure that the controlled burn site is secure before releasing crew members.

Internal Communication of a Wildfire Event

Internal communication tree for a wildfire incident on District lands:





In the above communication chain, the ~~Director of Operations and Public Safety~~ Director of Operations and Infrastructure will contact the ~~Executive Director~~ Chief Operations Officer immediately following notification of a wildfire incident. If the ~~Executive Director~~ Chief Operations Officer is unavailable, the ~~Director of Operations and Public Safety~~ Director of Operations and Infrastructure shall contact the ~~Deputy Executive Director~~ Executive Director.

Post Wildfire Reporting

A member of the Public Safety staff shall be responsible for completing an incident report and PDRMA report, and follow up on any issues that may involve investigations or violations of law after the wildfire incident. The Burn Operations Coordinator is responsible for completing a Wildfire/Escape Incident report and map within 48 hours of the event and forwarding the information to Risk Management, ~~Director of Operations and Public Safety~~ Director of Operations and Infrastructure, ~~Natural Resource Manager~~ Director of Natural Resources, and the Burn Planning Coordinator. The Director of Operations and Infrastructure shall forward the report on to the ~~Executive Director~~ Chief Operations Officer. The Burn Planning Coordinator shall forward the report to the ~~Database Technician~~ GIS Analyst to be entered by into the District's Ecological database.