

The following checklist may be used to help confirm compliance with TNC requirements for participation in fire management activities. It is NOT mandatory and is provided for the convenience of TNC fire staff. Likewise, it should not be used as a substitute for review of the Fire Management Manual.

- Section I applies to all fire management activities by TNC, including wildfire suppression.
- Section II lists additional requirements for fire management activities on TNC lands or led by TNC staff or TNC contractors on third party lands (“Conservancy Burns”).
- Section III lists requirements for when TNC burns on third party lands.
- Section IV lists requirements for when TNC engages in fire management activities with partners, including wildfire suppression.

If you have questions, please consult with your Fire Manager, the Director of Fire Management or your assigned TNC Attorney.

TNC Preliminary Fire Checklist

Name and Title of Person Completing this Form: _____

Name of Fire Manager: _____

Name of Fire Planner: _____

Name of Burn Boss: _____

I.	<i>Requirements for Participation by TNC Staff, TNC Contractors, or TNC Volunteers in Fire Management Activities</i>
A.	<u>TNC Staff</u>
_____	All participating TNC staff pass their annual physical fitness exam.
_____	All participating TNC staff complete the annual fireline safety refresher training.
_____	Each TNC staff-person has the qualifications they need for their particular assignment.
_____	<i>For prescribed burns:</i> The burn is led by a qualified burn boss .
B.	<u>Use of Volunteers</u> [<i>If no TNC volunteers, skip this section</i>]
_____	All TNC volunteers sign a Release of Liability form. (Participant) (Observer)
_____	All TNC volunteers pass their annual physical fitness exam (unless only observing).
_____	All TNC volunteers complete the annual fireline safety refresher training (unless only observing).
_____	Each TNC volunteer has the qualifications they need for their particular assignment.
C.	<u>Use of a Contractor</u> [<i>If TNC is not hiring a contractor, skip this section</i>]
_____	A fully executed contract is in place with the Contractor, which contract includes:

Note that all forms referenced above, as well as guidance on these topics are available on the Fire Management Page of legal connect [site](#)

<p>_____ A completed conflict disclosure form;</p> <p>_____ A provision in which the Contractor agrees to indemnify TNC for liability arising from the fire management activities, or if Contractor is a governmental entity, they agree to a release of claims against TNC.</p> <p>_____ A provision which confirms that the Contractor has at least US \$1 million in liability insurance and agrees to name TNC as an additional insured, and agrees that the Contractor’s insurance will be primary; or, if Contractor is a governmental entity, a TNC Attorney confirms that the governmental entity’s program of self-insurance is acceptable.</p> <p>_____ The contractor’s qualifications are reviewed and approved by the TNC Fire Manager.</p> <p>_____ If the Contract is for the use of a young adult work crew, the Memo on Use of Young Adult Work Crews (e.g. AmeriCorps) is consulted.</p>
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<p>II. Additional Requirements for Fire Management Activities on TNC Lands or led by TNC Staff or TNC Contractors on Third Party Lands (“Conservancy Burns”)</p>
<p>A. Review of Laws</p> <p>_____ A survey is completed of applicable laws and regulations controlling wildland fire practices in the state and county in which the burn will be conducted. Surveys of state burn laws are available on the Fire Management Page of Connect.</p> <p>_____ All required burn permits are obtained.</p> <p>_____ All required air quality permits are obtained.</p>
<p>B. Conservation Planning</p> <p>_____ The need for and use of fire management at this location is described in an appropriate conservation plan, or if not, there is an exemption justification in the Burn Plan.</p>
<p>C. Burn Unit Plan</p> <p>_____ A Prescribed Burn Unit Plan is completed and approved.</p> <p>_____ The Burn Plan is current (each Plan is valid for 5 years unless a new plan is indicated by a change in conditions).</p> <p>_____ If the Burn Plan is prepared by a private Contractor, it is approved by the relevant Fire Manager.</p> <p>_____ If the Burn Plan is prepared by a governmental Contractor, either the Burn Plan is approved by the relevant Fire Manager, or the governmental entity’s standards for planning prescribed burns are approved by the relevant Fire Manager.</p>

Note that all forms referenced above, as well as guidance on these topics are available on the Fire Management Page of legal connect [site](#)

_____ If a non-TNC burn plan template is used, a TNC [Prescribed Burn Screening Form](#) is completed and approved to document screening for Conflicts of Interest, Private Benefit and Consequence Analysis.

D. Consequence Analysis

_____ A [Consequence Analysis](#) is completed and approved for this burn unit. (Note: A Consequence Analysis is valid for life of burn plan unless there are changes in the burn that would shift the burn to a high consequence burn (i.e. drought conditions, significant new development in the area, etc.))

_____ If it is a High Consequence Burn, OU Director is briefed.

E. Incident Response Protocol

_____ A [Fire Incident Response Protocol](#) has been prepared for the Operating Unit's Fire Management Activities (optional, but highly recommended).

F. Burn Preparedness

_____ An assessment is made regarding any unusual conditions that could increase the potential reputational risk from the burn (e.g. burn ban, recent wildfire impacts to local community, recent escape from a controlled burn, etc.).

_____ Burn Boss completes and signs a [Go/No-Go Checklist](#) to ensure completion and to document items such as:

- A professional weather forecast is obtained the day of the burn that predicts appropriate weather as defined in the Burn Plan;
- Fire breaks are prepared as defined in the Burn Plan;
- Burn unit and fuels are as described in the Plan;
- Notifications are completed to relevant officials and neighbors;
- Equipment required by the Burn Plan is present and functional;
- Number and qualifications of crew members as required by the Burn Plan are present and qualified;
- All personnel have appropriate Personal Protective Equipment, including current generation fire shelters (unless exempted within the Burn Plan) and head lamps if operations have the potential to continue after dusk;
- Appropriate communications equipment, such as radios and/or cell phones, are available and functioning as defined in the Burn Plan;
- Emergency phone numbers are available to on-site personnel;
- Off-site and contingency resources, such as backup water are confirmed available for the day of burn.

_____ Prior to ignition, a [briefing](#) is completed for all personnel using the [Go/No-Go Checklist](#), including: burn unit size and maps; crew organization and assignments; hazards and safety issues; current and forecast weather; expected fire and smoke behavior; purpose of the burn; operational plans for ignition, holding and mop-up; contingency plans for escaped fire, smoke, and medical emergencies; communications with officials and the public; and other items

identified in the Burn Plan.

_____ A [test fire](#) is completed prior to start of burn to confirm behavior of fire and smoke.

G. Post Burn Follow-up

_____ [Reporting](#) has been completed for any fire-related incidents, including: injury accidents, significant equipment damage, fire off managed property or requiring emergency assistance to contain, or smoke related incidents.

_____ A Post-Burn [Critique](#) or After Action Review (AAR) has been completed by Burn Boss and crews to discuss the day's operations for the purpose of continuous learning and improvement.

_____ All fire is [monitored](#) until completely out. Burn Boss determines when it is safe to dismiss personnel from the burn site, and uses criteria included in the Burn Plan for monitoring the site multiple days post-burn.

III. Additional Requirements When Burning on Third Party Private Lands

A. Waivers for Burns on Non-TNC Private Land

_____ The Landowner signs a permission to enter and/or a waiver form.

[Permission to Burn](#)

[Burn Unit Waiver](#)

[Limited Waiver](#)

[Waiver with Full Indemnification](#)

[Waiver with Full Indemnification and Insurance](#)

_____ If a joint burn with another agency and a non-TNC waiver form is used, TNC is specifically included in any indemnification or release in the waiver.

_____ If a TNC waiver is used, it includes the handout entitled: Important Information for Landowners About Risks from Prescribed Burn Activities (is attached to each of the waiver forms above).

_____ The waiver includes a map that clearly showed the boundaries of the burn unit.

_____ If the Landowner refuses to sign a waiver, a TNC attorney is consulted.

B. Conflict of Interest and Private Benefit Review for Burns on Non-TNC Private Land

_____ If TNC is leading the burn, the landowner completes and signs TNC's [Conflict Disclosure Form](#). (NA when burn area of non-TNC private land is less than 10% of total burn area)

a. If the landowner refuses to complete TNC's form, a TNC attorney is consulted and an

alternative conflict review is performed.

- b. If a conflict is identified, the conflict is reviewed and approved by the Conflict Committee.

_____ An [analysis](#) is performed to confirm that there is no private benefit (i.e. any benefit to the landowner is incidental to the conservation outcome) (*NA when burn area of non-TNC private land is less than 10% of total burn area*)

(*See list below for situations that may raise private benefit concerns*)

- Non Broadcast burns (ex. brush piles) unless conservation is an equally important objective in conducting the burn.
- Burn conducted on an isolated parcel of land, not connected to overall conservation management plan for the area.
- Primarily initiated at the landowner's request or by the landowner's offer of a donation.
- No charge (or nominal/reduced rate) by TNC in a developed/competitive burn market or where TNC customarily charges fees.
- Desired by the landowner for purposes of meeting government farm program requirements or converting land into valuable, income generating property (limited harvest seed income should only be an incidental benefit).

IV. Additional Requirements When Burning With Partners

A. Joint Fire Management with Third Party(ies)

_____ A written [agreement](#) is in place between TNC and the other parties regarding the fire management activities (TNC legal review required).

_____ If another entity requires an unlimited indemnification from TNC, [approval](#) is obtained from the OU Director and Division Director, as required (consult your TNC Attorney). For Central U.S. see limited [delegation](#) from Rob McKim to the OU Directors.

_____ If TNC will be paid or reimbursed for expenses by a governmental entity, the relevant TNC Attorney and TNC Grants Specialist are consulted.

B. Cross-Jurisdictional Activities

_____ If Conservancy staff will be engaging in fire management activities on non-TNC lands outside their OU, written notice is given to the OU Director for the OU where the fire activities will occur, as well as the Fire Managers for both areas. See [Fire Management SOP](#).