

Pre Burn-Season Checklist

Wildlife Unit/Park/Forest: _____

Burn Unit Name: _____

- Write Burn Plan
- Write Smoke Management Plan
- Document that the Burn Plan has been reviewed and approved
- Pre Burn-Season Notification completed
 - Adjacent Landowners
 - Smoke-Sensitive Sites
 - Environmental Services Field Office
- Identify participating staff
- Verify that staff are trained to Fire Policy standards
- Verify that staff have appropriate personal protective equipment
- Verify that fire equipment and tools are functional

Reminder: Bi-annually, at the end of June and November, submit **Iowa Prescribed Fire Report Form** or Spreadsheet (*Attachment I*) to the Forestry Bureau – Fire Supervisor.

Pre Burn-Season Notifications

The DNR shall provide pre burn-season notification to adjacent land owners and smoke sensitive sites in the area. The DNR shall determine the best notification method for the affected area and shall establish how far in advance the pre burn-season notification shall occur.

- Methods may include, but are not limited to: press releases, radio or TV announcements, newsletter articles (electronic or hard-copy), website postings, in-person notification, phone notification, USPS notification, e-mail notification or hand-delivered notification.
- The DNR shall also coordinate to the extent practicable with the immediate Environmental Services Division (ESD) Field Office to notify the field office prior to the burn. This notification ensures that field office staff is knowledgeable of the burn and can work cooperatively with the burn crew and the public if the field office receives complaints.

Example of Pre Burn-Season Notification:

The following is intended as an example of a **direct mailing to neighbors and holders of easements on DNR lands** preceding a prescribed burn. This is intended only as an example and can be modified as necessary. These direct mailings should be issued roughly 30 days prior to the planned date of the burn.

Using DNR Letterhead

Name

Address1

Address2

City, State Zip

Date

Re: Department of Natural Resource Prescribed Fire Activity – Spring 2017

Dear Sir or Madam:

The purpose of this letter is to inform neighbors and holders of easements on Department lands that the Department plans to conduct management activities, including the use of prescribed (i.e., Controlled) fire, at the following locations this spring:

Location name/description

If you have any questions or concerns you may contact the area manager:

Area manager contact information

DNR Fire Policy- Attachment A

Sincerely,

The following is intended as an example of a **press release** preceding a prescribed burn. This is intended only as an example and can be modified as necessary. The press release should be issued at least 5 days prior to the planned date of the burn.

The Iowa Department of Natural Resources will be conducting a prescribed burn on *(date)* at *(name of site)*. The site is located *(give a general description that the general public will understand such as 4 miles north of Manchester and 1 mile east of Highway 13)*. They plan to begin the burn at *(time)* and should finish by *(time)*. The purpose of the burn is to *(brief description of the reason for burning this particular site)*. Should weather conditions be unfavorable for a burn it will be postponed *(if an alternate burn date is known it can be included here)*. If you have any questions about the prescribed burn you can contact the DNR at *(your phone number)*.

Example of Environmental Services Field Office Pre-Burn Season Notification:

The ESD field office that covers the county in which the prescribed burn will take place must be notified prior to the burn season with a list of planned burns for the upcoming season. If there are any questions regarding the notification contact the appropriate Field Office <http://www.iowadnr.gov/fieldoffice>.

Note: You may list all of the burn units that you have planned and scheduled for the season that are located in the field offices jurisdiction.

Please include the following information in your field office notification:

Date:

Contact Name:

Work Unit:

Phone: (office) (cell)

Wildlife Unit/Park/Forest:

Burn Unit Name:

County:

Location (Section, Township, Range):

Planned Acres:

Approx. Burn Date(s):