

## REVIEW OF INCIDENTS / ESCAPES FROM PLANNED BURNING OPERATIONS TEMPLATE AND GUIDE

This template is intended to provide guidance for reporting on planned burning operations where there has been an unintended consequence. Such operations may include those where formal 'Prescribed Fire Plans' have been developed or 'Permits to Burn' have been issued. The format of this template may also be useful where burning operations have been conducted outside of such official parameters.

Whilst the template is a guide, it is envisaged that it will provide consistency across organisations, allowing the sharing of lessons learned and identifying common contributing factors that lead to improved risk management.

It may not be necessary to complete every field in a report based on this template, nor is it considered that the prompts are a comprehensive list that would add value to identify potential contributing factors and treatments.

This is the official template utilised by the Office of Bushfire Risk Management (OBRM) for independent reviews of planned burning operations.

OBRM is committed to continuous improvement and any feedback in relation to the template is welcome. Should any assistance be required in conducting a review using this template, please contact OBRM via email at [obrm@dfes.wa.gov.au](mailto:obrm@dfes.wa.gov.au)

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## TEMPLATE

**REVIEW OF PRESCRIBED FIRE PLAN / PERMIT TO BURN INCIDENT ON:** (Date of incident)

**LOCAL GOVERNMENT / ORGANISATION:**

**BURN IDENTIFICATION / PERMIT NUMBER:**

### PREAMBLE

Describe:

- local government area. (and/or organisation's region/district)
- mandate/system/process/policy for conducting burn operations
- organisational structure for burn planning/permit issuing
- general description of the locality of the burn
- relevant sections of legislation under which the operation was undertaken.

### BACKGROUND

Describe:

- actions/events in regard to planning the burn (e.g. permit conditions)
- objectives
- general description of what happened leading up to the "incident".

### CONTEXT OF (THE BURN)

Include:

- Why was the burn being conducted? (What was to be achieved?)
- What was being burnt?
- the size of the burn (Ha)
- location of the burn
- assets within the burn
- assets adjacent to the burn
- weather conditions leading up to the burn
- weather conditions on the day.

In adding the context of the burn, the Review should include the following attachments:

- map of burn location
- a copy of Prescribed Fire Plan/Permit.

### RISK MANAGEMENT

How was risk assessed before the burn and managed prior and during the burn?

- Permit conditions and/or
  - If applicable note an "Observation" concerning the suitability of the conditions or if other conditions could have been applied.
- Risk Assessment and Risk Treatments within a Prescribed Fire Plan
  - If applicable note an "Observation" concerning the suitability of the risk assessment or if other risk treatments could have been applied.
- Resources required for the burn
- Was a contingency plan implemented? For example: What was planned to happen if the burn was:
  - not meeting its objectives?
  - there was an escape?
  - The conditions and risk treatments that were unable to be applied?
- Was an operational plan prepared for the actual conduct of the burn? For example:
  - traffic management
  - smoke management
  - lighting sequence/pattern
  - operational map.

- If applicable, note an “Observation” concerning whether any item may have assisted in better meeting the burn objectives or limiting the likelihood or consequences of an escape.

## **CONDUCT OF THE BURN**

Describe the sequence of events on the day of the burn leading up to the actual ignition. For example:

- location of resources
- weather conditions, and fuel conditions.

### Ignitions

What was the lighting sequence and:

- actual fire behaviour
- details affecting the burn e.g. fuel moisture content
- any items of note?

### Burn security

- Location and conditions of breaks on the day
- How the burn was monitored
- Edging
- Containment of hop-overs
- Any weaknesses on the boundary that were identified
- Any unburnt pockets that needed attention
- Mop up activities.

List any observations concerning the conduct of the burn, for example:

- Were permit conditions complied with?
- Were the planned risk treatments applied?
- Were there sufficient resources for the containment of the burn?
- Describe any fire behaviour that was unexpected.
- Any action that was not previously identified that may have assisted with a more effective burn operation.
- Weaknesses in the documentation, systems or processes.

## **CIRCUMSTANCES OF (THE INCIDENT/ESCAPE)**

Outline the:

- specific details as to how the incident occurred; and
- Summarise the subsequent response to the incident. (Full details of the response/suppression should be contained within a separate report.)

## **CONCLUSION, OBSERVATIONS AND RECOMMENDATIONS**

Provide:

- A summary, noting impediments (if any, in relation to compiling the report)
- A list of observations previously identified and others not yet included in the report
- A list of recommendations arising from the observations. The recommendations should be specific actions to address/correct any deficiencies in the systems, processes and/or documentation
  - Follow up actions such as infringements may be recorded here.
- Position title of the person(s) compiling the report.

### Attachments

*Note: personnel should be referred to by position title rather than by name. For example, the Permit issuing officer, Permit holder, Fire Control Officer, Burn Controller etc. Where names are required for internal reporting requirements, they should be redacted if the report is circulated further.*