

8100 PROCEDURE 810

Live Fire Use – Approval/Notification

(June 2011)

[\(See Policy 8181 – Live Fire Use Approval/Notification\)](#)
[\(See FC-400 - Live Fire Use – Approval/Notification Form\)](#)
[\(See HB 8100 Exhibit - Go/No Go Checklist\)](#)

This procedure is for the approval and notification process of all CAL FIRE live fire use projects. For hazard reduction pile burning, see [HB 8100p811 - Live Fire Use - Hazard Reduction Pile Burning](#).

The use of live fire is an essential tool for training, fuel reduction, and vegetation management. Activities using live fire need to be conducted with proper planning, adequate supervision and with notice to appropriate levels of the organization.

Each Live Fire Use will have a planning, review, and approval process as described in Policy 8181.

RESPONSIBILITIES AND ACTION

Fires Requiring Region Approval

Fires requiring Region approval are projects that require both Unit Duty Chief and Region Duty Chief approval as defined in Policy 8181. The Live Fire Use – Approval/Notification Form (FC-400) is the process to be used for approvals and notifications.

- Including Academy Training Off Site – Region or Unit Level

Unit ECC:

1. Receives the Unit-approved FC-400 and vicinity map from submitting party at least 48 hours prior to the proposed burn.
2. Review the FC-400 for completeness.
3. Email the FC-400 and vicinity map to the Region Duty Officer.

Region OCC:

1. Receives FC-400 and vicinity map from Unit ECC.
2. Enter tentative burn into the Live Fire and Aircraft Use Calendar.
3. Review requested resources listed on FC-400.

- If aircraft are listed, ensure Aircraft Use Authorization Worksheet is submitted. ([See HB 8100p408 – Aircraft Use Authorization for Non-Emergency Incident/Event](#))
4. Email FC-400 and vicinity map to the Region Duty Chief and Region VMP Coordinator.

Region Duty Chief

1. Review the FC-400 and all attachments.
2. Evaluates the proposal and other factors including weather, available resources, and incident activity. The Region Duty Chief may discuss the project with the Unit Duty Chief or project contact person.
3. Approve or deny the project. Provide a response to the Region Duty Officer within 24 hours.

Region OCC:

1. Receive the approved or denied FC-400 from the Region Duty Chief.
2. Forward the FC-400 to the Unit ECC via email.
3. Update The Live Fire and Aircraft Use Calendar.

Fires Requiring Region Notification Only

Fires requiring notification only are projects that do not need Region approval, only Unit Duty Chief approval as defined in Policy 8181. The FC-400 is the process to be used for notifications.

Unit ECC:

1. Receive the Unit-approved FC-400 and vicinity map from submitting party.
2. Review the FC-400 for completeness.
3. Email the FC-400 and vicinity map to the Region Duty Officer.

Region OCC:

1. Receive FC-400 and vicinity map from Unit ECC.
2. Enter burn information into the Live Fire and Aircraft Use Calendar.
3. Review requested resources listed on FC-400.

- If aircraft are listed, ensure Aircraft Use Authorization Worksheet is submitted.
4. Email FC-400 and vicinity map to the Region Duty Chief and Region VMP Coordinator for notification purposes only.

Fires Requiring Sacramento CC Notification (Academy Training - lone)

Fires requiring notification to Sacramento CC are broadcast burns conducted by the CAL FIRE Academy.

- Excludes all structure training burns

Academy - lone

1. Submit the FC-400 and vicinity map to Academy Administrator for approval.
2. FC-400 is reviewed for completeness.
3. If approved, email the FC-400 and vicinity map to the Sac CC at least 48 hours prior to the proposed burn.

Sacramento CC

1. Receive FC-400 and vicinity map from Academy Administrator
2. Forwards FC-400 and vicinity map to Sacramento Duty Chief and Northern Region Duty Officer for notification only.
 - a. If Sacramento Duty Chief has concerns for the burn they will contact the Academy Administrator to discuss.

Region OCC:

1. Receive FC-400 and vicinity map from Sacramento CC.
2. Enter burn information into the Live Fire and Aircraft Use Calendar.
3. Review requested resources listed on FC-400.
 - If aircraft are listed, ensure Aircraft Use Authorization Worksheet is submitted.
4. Email FC-400 and vicinity map to the Region Duty Chief and Region VMP Coordinator for notification purposes only.
 - If Region Duty Chief has concerns for the burn they will contact the Sacramento Duty Chief to discuss.

The Day of the Burn - Prior to Live Fire Use

Unit Field Personnel

1. Complete the Go/No Go Checklist and determine if the burn shall proceed.
2. Notify the Unit ECC, prior to burning.
3. Upon departure from the project site, advise Unit ECC of the status of the current burn operation.
 - a. Still active
 - i. Transfer of responsibility to stakeholder or sponsor
 - ii. If the burn pile(s) need to be checked, identify time/date and by whom
 - b. Extinguished
 - c. Other pertinent information

Any CC

1. Receive notification that the Go/No Go Checklist has been completed and the burn is commencing or not.
2. Notify Unit Duty Chief and Region Duty Officer when burning begins and when it is completed/transitioned.

Region OCC

1. Upon notification from Unit ECC, notify Region Duty Chief.

Academy - lone

1. Instructor responsible for the burn will complete the Live Fire Use – Go/No Go Checklist and submit the results to the Academy Administrator.
2. The Academy Administrator will approve or deny the use of live fire.
3. The Go/No Go Checklist will be forwarded to the Sacramento CC upon approval of live fire use.
4. The Academy will advise Amador-El Dorado Unit ECC at the beginning and conclusion of burning.

Sacramento CC

1. Upon notification from Academy, notify Sacramento Duty Chief and Region Duty Officer.

Region OCC

1. Upon notification from Sacramento CC, notify Region Duty Chief.

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