Indiana DNR Certified Prescribed Burn Manager

Task Book

Individuals seeking the Indiana Certified Prescribed Burn Manager (CPBM) certification must lead two prescribed burns (one in each of the major fuel groups; grass and timber litter) as an apprentice under the supervision of an CPBM or an NWCG RXB1 or RXB2. The performance of individuals seeking certification must be critically evaluated and accurately recorded by each evaluator. All tasks in this task book must be completed by the apprentice and evaluated prior to being considered for certification. The apprentice is responsible for demonstrating satisfactory completion of all tasks.

In some cases, not all tasks will be completed during each burn. Additional apprentice burns to complete the task book may be necessary. If additional burns are necessary to complete all tasks, attach additional pages to the task book.

Evaluators will be responsible for accurately evaluating and recording performance. Each evaluator will complete the evaluation record. Satisfactory performance shall be documented by initialing completion of the task. Unsatisfactory performance shall be documented in the evaluation record.

The apprentice will submit a signed and completed copy of the task book to the Indiana Department of Natural Resources Division of Forestry for consideration as a CPBM and will keep the original task book in their personal records.

Apprentice Information

Apprentice Name: _____

Address: _____ City, St, Zip Code: _____

Phone #: _____ Email Address: _____

Apprentice Signature _____ **Date** _____

Task Evaluation – (TO BE COMPLETED BY EVALUATOR)

Apprentice Task	Burn #1 *Evaluator's Initials*	Burn #2 *Evaluator's Initials*
Preparation		
Reviewed burn plan, prescription, and objectives		
Arranged for adequate personnel and equipment for the burn		
Had adequate maps of the burn unit		
Ensured fire weather and drought indices are within burn plan parameters		
Ensured smoke dispersal forecasts are within burn plan parameters		
Ensured the holding/contingency plan adequately addressed conditions		
Identified fuel characteristics which affect fire behavior and mitigate any issues		
Notifications are made as specified in the burn plan		
Obtained any permits or local authorizations required		
Reconned burn unit and inspected firebreaks prior to the burn		
Pre-Burn Briefing & Safety		
Crew members received clear assignments		
Escape routes and safety zones identified		
Verified that all crew members have appropriate equipment and PPE		
Identified any crew with health concerns		
Identified & mitigated hazards and critical safety concerns before the burn		
Conducting the Burn		
Made Go/No-Go decision based on current and expected conditions		
Verified expected fire behavior with a test fire		
Monitored weather and smoke conditions throughout the burn		
Employed good strategy and timely decisions		
Communicated clearly with burn crew		
Ensured tasks were understood, supervised		
Provided clear, concise instructions and allowed time for feedback		
Identified, documented, and responded to notable events/changes during the burn		
Lead and directed burn personnel to complete assignments safely		

Apprentice Name: _____

Post-Burn Activities		
Ensured no fire activity threatened firebreaks		
Ensured mop-up was conducted as described in the plan		
Ensured that all staff/equipment was accounted for		
Evaluated the accomplishment of burn objectives		
Debriefed and dismissed burn crew		
Notified local dispatch of burn completion		
Trainee Conduct		
Effectively assigned resources to meet objectives		
Communicated clearly		
Used proper radio etiquette/protocols		
Maintained situational awareness before, during, and after the burn		
Ensured the safety of personnel, observers, and the public		

Prescribed Burn #1

Name of Burn: _____

Date: _____ Location (include city/county): _____

Number of acres: _____ Fuel Model: _____ ☐ Grass Fuel ☐ Timber Litter Fuel

Evaluator Information

Evaluator Name: _____

Evaluator Address: _____

Evaluator Phone Number: _____

Evaluator Email: _____

Evaluator Comments: _____

_____

_____

Evaluator's Recommendation

☐ The tasks initialed by me on the task book have been performed under my supervision in a satisfactory manner. I recommend the trainee be considered for certification.

☐ The tasks initialed by me on the task book have been performed under my supervision in a satisfactory manner. However, not all required tasks were completed or additional training, guidance, or experience is recommended.

Evaluator Signature: _____ Date: _____

Apprentice Name: _____

Prescribed Burn #2

Name of Burn: _____

Date: _____ Location (include city/county): _____

Number of acres: _____ Fuel Model: _____ ☐ Grass Fuel ☐ Timber Litter Fuel

Evaluator Information

Evaluator Name: _____

Evaluator Address: _____

Evaluator Phone Number: _____

Evaluator Email: _____

Evaluator Comments: _____

_____

_____

Evaluator's Recommendation

☐ The tasks initialed by me on the task book have been performed under my supervision in a satisfactory manner. I recommend the trainee be considered for certification.

☐ The tasks initialed by me on the task book have been performed under my supervision in a satisfactory manner. However, not all required tasks were completed or additional training, guidance, or experience is recommended.

Evaluator Signature: _____ Date: _____