**PUC Underburn Process**updated 09/10/2019

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| **Phase** | **Responsible Party** | **Task** |
| Application | Landowner | Submit application to PUC  Fill out Preliminary Assessment Form |
| Initial Visit | PUC representative and/or Coordinator | Visit property |
| Make recommendations for site preparation |
| Review procedures and responsibilities with landowner |
| Burn Day Preparation | Landowner | Obtain necessary permits (CalFire LE5 and/or LE7 and Air Quality) |
| Prep land for underburn |
| Designate a burn boss |
| PUC Coordinator | Re-Inspect Site  Write burn plan |
| Facilitate permits/agency inspections |
| Ready to Burn | PUC Coordinator & Landowner | Set date and time (and backup dates) |
| PUC Coordinator | Contact PUC members for RSVPs |
| Contact dispatch centers/fire response agencies |
| Burn Day | PUC Coordinator | Designate person to administer release forms and sign-in/out  Hand out IAP and Maps |
| Burn Boss | Determine “go/no go”  Briefing |
| Burn Completion | Burn Boss | After Action Review |
| Landowner | Patrols fire lines as necessary (at least twice a day, morning and afternoon) depending on weather and fuels conditions. |