

FORM A: PLAN & PREPARE

DATE: _____ SITE: _____

NAME: _____

MENTOR: _____

SHADOW the workday process with your mentor from start (planning) to finish (reporting) at your site.

This form is intended to give you an overview of all the various components that go into producing a workday. Complete the checklist below by marking off completed items with an "X" or "N/A" for not applicable.

ADVANCED PLANNING**1**

Review the workday planning process with your mentor. Learn what goes into a successful workday.

____ Review the work plan, including site, activity, and volunteer needs

____ Use management schedule and seasonality to determine task priorities that are safe, doable, and practical. Have a backup plan to accommodate changes in site, weather, volunteers, and leadership.

____ Assess leadership needs and volunteer capabilities

____ Assess tool and supply needs – check inventory, order supplies or loaners from FPCC if needed

____ Assess task specific roles (herbicide, chainsaw)

____ Request FPCC support (leadership, chipping)

____ Schedule your workday with the FPCC using the Form to Request Schedule Slots and Weekly Workday Schedule process

____ Recruit volunteers for workday

DAY-BEFORE PLANNING**2**

____ Confirm that other leaders are coming and able to fill their assigned role(s). Assign task specific roles to other leaders (herbicide, chainsaw, burn boss)

____ Adjust workday tasks based on site, weather, and/or volunteer participation

____ Pack supply items including waivers, emergency contact list, burn permits and call sheets, herbicide license, snacks, water, first aid kit, tools, gloves, safety glasses (can be done day-of)

____ Optional. Send workday reminder to registered volunteers

DAY-OF**3**

Shadow and observe your mentor

____ Review the workday plan one last time and make any necessary adjustments

____ Walk the site to evaluate any hazards

____ Work with other leaders on placing signage, pre-burn calls, brush pile placement, determine timing of chainsaw use, herbicide, etc.

____ Obtain waivers from volunteers

____ Observe Mentor's welcome, safety and technique talk

____ Continually observe safety and volunteer management throughout workday

____ Observe use of break time, interpretive moments, volunteer encouragement and appreciation

POST WORKDAY**4**

____ Mop Up! Extinguish fire, herbicide, collect signage, make post-burn calls

____ Return tools and supplies

____ Review process for reporting group hours on Online Volunteer System (OVS)

____ Review administrative tasks; waivers, incident reports, burn call sheets, herbicide logs, tool repair form, etc.

____ Review workday with mentor

FIELD NOTES *Jot down your ideas and observations*