**Section 1565.60 Records and Reporting**

a) After each prescribed burn, a prescribed burn report shall be completed by the certified prescribed burn manager for the burn, or his or her designee, and provided to the landowner upon request and to any apprentice. The certified prescribed burn manager or his or her employer shall maintain a file of all prescribed burn prescriptions and prescribed burn reports for completed burns for a period of not less than five years after the completion of a burn. This file shall be made available to the Department upon request.

b) A prescribed burn report shall include:

1) a copy of the prescribed burn prescription;

2) a map showing the area actually burned, control lines, wind direction, fire mosaic and other features specific to the execution of the burn;

3) the date and time the prescribed burn took place, including ignition time, time of significant events and final mop up time;

4) an evaluation of the burn, including a discussion of meeting burn objectives, changes or deviations from the prescribed burn prescription, injuries or damage to property if any, any emergency actions taken and other significant events;

5) an evaluation of the performance of any apprentice prescribed burn manager that served on the burn;

6) the pre-ignition weather factors and any other weather observations collected to verify conditions were within the burn prescription;

7) the number of burn personnel involved;

8) documentation of all notifications and permits obtained;

9) information on any fire, paramedic and police emergency agencies that were requested and arrived on scene;

10) name, certificate number and contact information for the certified prescribed burn manager; and

11) a dated signature of the certified prescribed burn manager and any apprentice prescribed burn manager serving at the burn.

c) If there are any injuries that require professional medical attention or damage to public or private property in excess of $500, or if the prescribed burn becomes an escaped fire, the certified prescribed burn manager shall supply a copy of the prescribed burn report to the landowner, responding emergency agencies and, within 45 days after completion of the prescribed fire, to the Illinois Department of Natural Resources, Attention: Prescribed Fire Reports, One Natural Resources Way, Springfield IL 62702-1271.