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## UHSP Fire Pit Policies and Procedures - Interim

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## Policy Timeline

Initial Effective Date:

Frequency of Review:

Semiannually (twice per year)

Annually

Biennially (every two years)

Other: \_\_\_\_\_

Date(s) Revised: September 19, 2024

## Policy Overview

The purpose of this policy is to establish the methods and accountability for fire protection and safety with regards to use of the fire pit at student events at University of Health Sciences and Pharmacy in St. Louis.

## Applies to: (examples—Faculty, Staff, Students, etc)

All students, student groups, their guests, and faculty and staff.

## Policy Details

If a fire pit event is requested on University property or in connection with a University-sponsored or supported event, a review of the plans will be conducted. Primary responsibility for the fire pit fire and the safety of the participants, spectators, and others will remain with the sponsoring organization or group. The review by the University will be to assist the sponsor in carrying out their responsibilities and to coordinate the activities of interested parties. University officials will monitor

weather conditions and general conduct surrounding the event and they reserve the right to end the event immediately without notice.

## Procedures

1. All fire pit events must be reserved through university events management system, Timely, and approved by the Institutional Events Office.
2. The only approved venue for fire pit events is the designated fire pit area on the Quad. No personal fire pits may be used. Fires may only be conducted in the University-provided equipment.
3. Fire pit events are limited to August 15 - November 15 and March 15 - May 15 due to weather. To allow for ample time for plan review and equipment checking, a bonfire request must be reviewed 48 hours prior to the event. Events with less than 48 hours' notice will not be considered.
4. Fire pit events are subject to weather conditions around or during the event. Weather conditions, such as high winds, rain, lightning, etc., may necessitate cancellation of the event due to safety considerations.

### Process for hosting a fire pit event:

- a. Submit the Fire Pit Form on the Events tab on Campus Web and agree to rules listed.
- b. Request Fire Pit in Timely and request the facilities equipment "Fire poker, gloves, and two buckets for water" (pick up at base station in garage) and any other equipment (limit of 25 chairs) your event might need.
- c. Wait for Timely Event confirmation.
- d. The Director of Public Safety will assign an officer to serve as the event support person.
- e. Once event is approved, proceed with your event in a safe manner. Pick up the equipment at the base station, fill the buckets with water from the spigot in the garage, and have the designated officer unlock the fire pit for you when you start your event.
  - a. Public Safety officers reserve the right to shut down the event in lieu of weather conditions or violation of fire pit requirements

### Fire Pit Requirements

- a. Only the University provided fire pit may be used and the fire must be contained within that fire pit.
- b. A fire may not last longer than 6 continuous hours from the time it is lit. Times permitted are between 5:00 pm (fire start) and 11:00 pm (fully extinguished).
- c. Public Safety Officers must be present for the beginning of all fire preparations. The role of these staff is to monitor the event for safety. They will not start, feed, or extinguish the fire.
- d. Only seasoned dry, nail-free firewood and a starter log may be used in the fire pit. Once constructed, excess wood and debris must be removed from the site by the sponsor. The sponsoring group will provide their own firewood materials.
- e. Other than a starter log, no accelerants (lighter fluid, gasoline, kerosene, diesel fuel, etc.) or any other flammables may be used to start or re-start the fire pit. Fireworks are prohibited on campus and may not be used in the fire pit.
- f. Prevailing winds may not exceed 10 miles per hour for at least 30 minutes before the fire is set, or the fire pit portion of the event must be postponed. Public Safety will monitor the wind estimates for safety and communicate with the event sponsor. If wind speeds increase to a

dangerous level or weather conditions worsen after the fire is started, the fire may need to be extinguished to protect the public and nearby property.

- g. No burning of food or drink containers or any other trash materials.
- h. No glass containers allowed around the fire pit area.
- i. Alcohol is prohibited.
- j. Participants must stand at least 3 feet away from the fire pit.
- k. Proper attire is required. Clothing/shoes can be highly combustible so all people in attendance should be aware and cautious.
- l. The only food allowed to be prepared over the fire pit is marshmallows.
- m. NO horseplay or unsafe activity allowed around the fire pit.
- n. Once the fire starts, the ember/spark screen must be closed except when reloading wood (including when cooking marshmallows). NOTE: Once the fire has started the handle on the screen will become extremely hot, so caution must be used when raising and lowering the lid. The University provided fire poker should be used to raise and lower the lid.

**Extinguishment and Clean up**

- a. Facilities will supply the event sponsor with two 5-gallon containers filled with water so they can extinguish the fire.
  - a. To extinguish the fire, pour the water slowly over the entire area of the fire, not just the parts that look hot.
  - b. Stir the coals and slowly pour more water over the entire fire pit area. Stir and pour the remainder of the water.
  - c. After a few minutes, inspect the fire pit to be sure the fire has not reignited.
- b. After the fire has been extinguished, Public Safety must be notified for University fire watch protocols.
- c. The two empty buckets, the fire poker for raising and lowering the lid, and the gloves must be returned to Public Safety.
- d. Repair and maintenance of the fire pit is the responsibility of the University Facilities group. Event sponsors are asked to report any problems noted with the fire pit during their assigned use. Sponsors will be charged for any damage beyond reasonable wear and tear of the fire pit and surrounding area.
- e. The University will provide one 10-pound ABC fire extinguisher to control the fire in case of emergencies (located on the garage wall by the Memorial Garden). The sponsor will be charged an additional \$100 if the fire extinguisher is used.

**Responsibilities**

<u>Position/Office/Department</u>	<u>Responsibility</u>
Office of institutional events	Review fire pit requests from student groups
Facilities	Supply buckets and water for fire pit extinguishing
Facilities	Supply fire poker and firepit gloves

**Resources** (required for any resource referred to in the policy)

Fire Safety Policy

Alcohol on Campus Policy

Institutional Events Policy

## Policy Contacts

<u>Name</u>	<u>Contact Information</u>
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### POLICY APPROVALS

**POC:**  **Approved as to Form**  **Not Approved**  
POC Chair Signature:  
Date:

**Policy Sponsor:**  **Approved**  **Not Approved**  
Signature:  
Date:

**President:**  **Approved**  **Not Approved**  
Signature:  
Date:

**Board of Trustees:**  **Approved**  **Not Approved**  **Not Applicable**  
Chair Signature:  
Date:

