

Illinois Wesleyan University
Fire Pit Policy and Procedures

Fire Pit Requirements

1. Only the University provided fire pit may be used and the fire must be contained within that fire pit.
2. A fire may last no longer than 3 hours from the time it is lit. Times permitted are between 6:00pm and 11:00pm (fully extinguished).
3. The ORL on-call liaison assigned must be present from the beginning of all fire preparations. The role of these two staff is to monitor the event for safety. They will not start, feed, or extinguish the fire.
4. 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.
5. Other than a starter log, no accelerants (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.
6. All persons involved in the construction of the fire pit must wear the proper personal protective equipment. This includes safety glasses (which we will provide two pairs), shoes with substantial soles and not open-toed/sandals, and leather gloves.
7. 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. Event sponsors will monitor the wind estimates for safety and consult with Security/ORL on-call. If wind speeds increase to a dangerous level or weather conditions worsen after the fire is started, the fire may be extinguished to protect the public and nearby property.
8. Alcohol is prohibited.
9. Participants must stand at least five feet away from the firepit.
10. Food cannot be prepared on the fire pit (no hotdogs, s'mores, etc).

Extinguishment and Clean up

1. The University will supply the event sponsor with two 5-gallon containers so they can secure water to extinguish the fire. Water can be obtained from the Memorial Center.
2. After the fire has been extinguished, a shovel and rake (provided by Campus Safety) should be used to turn charred materials to ensure that the fire has been fully extinguished. Additional water should be applied.
3. Ash debris from the fire pit should be placed in a provided ash can after the event.
4. Repair and maintenance on the fire pit is the responsibility of the University/Physical Plant. 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.
5. The University will provide one 10 pound ABC fire extinguisher to control the fire, in case of emergency only. The sponsor will be charged an additional \$100 if the fire extinguisher is used.

Fire Pit Event Check-list

Twenty days before the event, contact Mark Welker, Campus Safety to talk through event plans and secure approval.

Event date/time approved: _____

Set-up will begin: _____

Melk Welker signature _____ Date: _____

Reserve the Quad with Jennifer Jordan (at least 14 days prior); present this checklist with Mr. Welker signature.

Request the fire pit and other needed equipment with Jennifer Jordan (at least 14 days prior).

Investigate where to purchase firewood (at least 5 days prior)

Advertise event on-campus

Purchase fire wood, starter log (optional but recommended), and matches or lighter (one day prior)

Day before the event:

- Confirm timing of fire pit delivery with Physical Plant
- Talk with Security about when you will pick up the equipment (safety goggles, buckets, rake, shovel, fire extinguisher).
- Begin monitoring wind
- Confirm your advisor will be present
- Affirm that the city does not have a burn ban in effect.

Day of the event:

- Purchase firewood
- Confirm that the city does not have a burn ban in effect.
- Check for fire pit delivery before 3:30pm
- Monitor wind levels and talk with Security
- Meet the ORL person on-duty at the event
- Introduce your advisor to the ORL person on-duty
- Pick up equipment from Campus Safety
- Properly extinguish fire

- Notify Campus Safety that the event is completed and the fire extinguished; return equipment to Campus Safety and make note of any particular concerns (fire pit issues, ash in odd places, use of the fire extinguisher)