

Illinois Wesleyan University

Fire Pit Policy and Procedures

Policy: The purpose of this policy is to help event sponsors create a safe environment for the educationally purposeful use of fire for events. 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.

General Information:

1. All fire pit events must be reserved through Jennifer Jordan, Hansen Student Center. 309-556-3555 or jjordan1@iwu.edu.
2. The only approved venue for fire pit events is the Quad in designated areas with appropriate distance from trees and buildings.
3. The University will provide a fire pit for the purpose of supporting fire pit events. No personal fire pits may be used. Fires may only be conducted in the University-provided equipment.
4. Fire pit events are limited to August 15 – November 1 and March 15-April 30 due to weather. To allow for ample time for plan review and equipment checking, a bonfire request must be reviewed at least 20 days prior to the event. Events requested after 21 calendar days will not be considered.
5. Process for hosting a fire pit event:
 - a. Complete the Fire Pit Event Checklist and meet with Mark Welker, Director of Campus Safety to review your plans. Mr. Welker will approve the plan by signing the checklist.
 - b. Bring the signed checklist to Jennifer Jordan, Hansen Student Center, where she will assist with making the reservation for the venue and the fire pit equipment (provided by the Physical Plant) and notifying Security of the final date selected.
 - c. The cost for a fire pit event is \$100 and covers the cost of personnel (Physical Plant and Campus Safety) and equipment required for a safe event (including the fire pit, safety goggles, shovel/rake, ash can and a fire extinguisher). This must be paid to Campus Safety at the time of the reservation or a departmental charge indicated.
 - d. The Director of Campus Safety will assign an officer to serve as the event support person, typically one of the officers on-campus during that time. Campus Safety will provide the equipment needed for safe operation of the fire pit and extinguishing. The ORL on-call staff member will provide any additional event support. Neither person will prepare, start, or extinguish the fire.
 - e. Any tables, chairs, podium or AV equipment can be reserved through Jennifer Jordan at the time of the reservation.

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.

Request for Fire Pit Approval

Name of Group or Organization: _____

Advisor or departmental sponsor: _____

A name and contact information of the Illinois Wesleyan University person, staff or faculty member who will ensure open burning/bonfire policy compliance:

Proposed Date: _____

Time: _____ Estimated number of attendees: _____

This event is for IWU students and members only. Yes _____ No: _____

NOTE: If the event is open to other than University students and members please identify who the non-university invitees will be.

Written detailed description of the event and how a fire pit supports the event:

Approval: _____ Date: _____

Mark Welker, Campus Safety

Campus Safety officer: _____ Date notified: _____

Residence life on-call staff member: _____ Date notified: _____

Date reservation made and confirmed: _____

Physical Plant notified and confirmed: _____

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)