

STOCKTON UNIVERSITY



PROCEDURE

Open Fires on University Property

Procedure Administrator: Director of Risk Management / Environment / Health / Safety

Authority: State Fire Marshall Code

Effective Date: July 25, 1983; September 23, 2009

Index Cross-References:

Procedure File Number: 6910

Approved By: Dr. Herman J. Saatkamp, Jr., President

I. PURPOSE:

To provide for safe control of all authorized requests for open fires on University property.

II. PROCEDURE:

1. Requests for permission to employ open fires on campus for any purpose must be obtained from the Department of Risk Management, Safety and Health Compliance Coordinator, at least seven (7) days prior to date of scheduled activity. The request form is located here: [Fire Permit Application](#).
2. The person requesting a permit shall provide name, address, activity represented and affix his/her signature in agreement, assuming responsibility for exercising proper safety precautions.
3. Issued permits will stipulate the time and date of authorized use.
4. Permits may be revoked by the Department of Risk Management, Safety and Health Compliance Coordinator upon demand, if weather or other adverse conditions prevail.
5. All open fires will be deployed in designated areas as deemed proper by the Department of Risk Management, Safety and Health Compliance Coordinator.
6. All open fires shall be at least two hundred (200) feet from wooded areas, buildings, and vehicular equipment.
7. Only charcoal briquettes may be utilized for picnic type cooking fires. Fires of this type must be in a metal cooking type stove or grille.
8. A suitable fire extinguisher device must be available at the fire location.

9. The person issued the permit shall be responsible for properly extinguishing all burning materials and removal of the same.
10. The Safety and Health Compliance Coordinator, will monitor all authorized open fires and file proper reports of hazardous conditions and infractions.

Approval History:

	Date
President	9/23/09