

# Outdoor Burning, Fire Pits and Bonfires at UW Superior

[Please read completely before filling out form]

## References:

- City of Superior Fire Department Campfire & Outdoor Fireplace interpretation
- Wisconsin Administrative Code Chapter 14 (9) and (10)
- NFPA 1, 2000 version, Chapter 3-4

## Definitions:

**Bonfire** - any outdoor fire larger than 3 feet in diameter. Bonfires require a permit from the Superior Fire Department.

**Campfire** – any controlled outdoor fire 3 feet or smaller in diameter. Campfires do not require a permit from the Superior Fire Department, but do need to follow this guidance document. Campfires must be encircled in a fire ring or contained in a portable fire pit equipped with a screen.

## Procedure

An outdoor fire can be a relaxing social event, yet carries some risks if not managed properly from start to finish. The offices of Environmental Health and Safety (EH & S), Campus Safety and Facilities Management can help you make your event safe and pleasurable for everyone.

UW Superior will observe all fire department recommendations at the site of any fire on or off campus, even if it is not regulated as a bonfire. At least one week before your fire, the individual who will be responsible for the fire must contact:

- Facilities Management, ext. 8120, to reserve the space and equipment needed for the fire (extinguisher, rakes, hose, shovels] and set a time to pick them up. You are also responsible for returning these items to the Facilities service center after use.
- Environmental Health and Safety (EH & S), ext. 8073, for final approval after all site details are completed. EH & S will submit all requests for burning permits to the fire department.

## Outdoor Fires at UW Superior

- Children must be supervised by adults at all times.
- Recommended locations include:
  - Fire ring north of Sundquist Hall (permanent fire ring of 36 inches). No burning permit would be required (except during high fire danger periods)
  - South of Wessman Arena between building and sidewalk.
  - All other locations are subject to review.
- Extinguishing materials must be available at the site of the fire. Recommendations include:
  - Class A (water-based) or Class ABC (dry chemical) fire extinguisher
  - Garden hose
  - Bucket for water (only at a lake).
  - Contact Facilities Management to borrow a fire extinguisher for your event.
- The following may not be used as fuel: trash, garbage, leaves, yard waste, refuse, flammable or combustible liquids, any treated wood, any material made of or coated with rubber, plastic, leather or petroleum based materials.
- The fire must be ignited without the use of any combustible or flammable liquid such as gasoline, diesel or fuel oil, or starter fluid.
- Facilities does not provide fuel or portable fire rings, please make your own arrangements to obtain these.

## Campfire / Bonfire Request Form

Please complete the following form and submit it to Facilities Management AND a copy to Environmental Health and Safety at least one week in advance of the planned event. Keep one copy for your records.

<i>Organization:</i>		<i>Date of Request:</i>
<i>Representative making the request:</i>		<i>Phone Number:</i>
<i>Event Name:</i>		<i>Event Date &amp; Time:</i>
<i>Location of fire:</i> ~ Fire ring north of Sundquist                      South side of Wessman  ~ Other: _____ _____	<i>Size (diameter):</i> ~ Fire ring, 36 in or less ~ Portable fire pit w/screen ~ Bonfire, size: _____ ~ Other: _____	
<i>Responsible Individual (onsite until the fire is extinguished):</i>		<i>Phone Number:</i>
<i>What equipment or assistance do you need?</i> ~ Fire Extinguisher      Hose      Shovel      Rake Other: _____		
<i>Fuel type and how much:</i>	<i>Where will the fuel be stored?</i>	
<i>Who is responsible for cleanup?</i>		<i>Phone number:</i>

### Requirements for ALL Outdoor Fires

- **All campfires and bonfires held on campus must follow this written procedure.**
- **Bonfires and other large fires must be 50 feet or more from any structure, and 15 feet away from any pedestrian walkway, such as a sidewalk.**
- All open fires must be CONSTANTLY attended until the fire is extinguished by an adult representative of the group making the request.
- Extinguishing materials must be at the scene of the fire. The attendant(s) must know how to use the extinguishing materials to put a fire out. Fire extinguishers must NOT be removed from buildings!!
- Be prepared that your outdoor burning may need to be cancelled at the last minute due to high winds, dry vegetation, high fire danger conditions or inclement weather.
- The fuel should be delivered to the site no earlier than the day of the event. The fuel should be piled so there is no danger of tipping or falling.
- A responsible adult must monitor the area for flying or hot embers that drift out of the fire and douse them immediately.
- The fire must be completely extinguished before the fire can be left unattended. The preferred method is by repeated dousing with water combined with raking to expose glowing embers.
- The site must be cleaned up by event staff within 24 hours of the event. Verify that the ashes are cold before placing in an outdoor dumpster. The area must be raked and cleared of all debris and unused fuel.

**I agree to the requirements included in the above section. I agree that failure to follow the requirements in this procedure will impact the group's ability to hold future fires.**

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_