

### OUTDOOR BURNING PERMIT

<b>FOR EHS USE ONLY</b>	
Date Issued: _____	Valid Until: _____

Grill: \_\_\_\_\_ Fire Pit: \_\_\_\_\_ Other Device: \_\_\_\_\_

Organization Requesting Permit: \_\_\_\_\_ Telephone Number: \_\_\_\_\_

Location: \_\_\_\_\_ Contact Person: \_\_\_\_\_

Date of Event: \_\_\_\_\_ Rain Date: \_\_\_\_\_

Combustible Material Used Charcoal: \_\_\_\_\_ Propane: \_\_\_\_\_ Wood: \_\_\_\_\_ Other: \_\_\_\_\_

(If other, please describe): \_\_\_\_\_

Faculty/Staff/Advisor Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_ Date: \_\_\_\_\_

EHS Representative Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_ Date: \_\_\_\_\_

*The location where the activity will take place will be examined before the start of any burning, and all the attached precautions will be taken.*

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Fire Watch Signature: \_\_\_\_\_ Date: \_\_\_\_\_

I, the undersigned hereby confirm the area to be used has been properly secured as per the university standards and policy.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
WCU ID Number

Fire extinguishers have been returned to EHS Department \_\_\_\_\_ YES \_\_\_\_\_ NO

Type: \_\_\_\_\_ TISCOR Number: \_\_\_\_\_ Initials: \_\_\_\_\_ Date: \_\_\_/\_\_\_/\_\_\_

Type: \_\_\_\_\_ TISCOR Number: \_\_\_\_\_ Initials: \_\_\_\_\_ Date: \_\_\_/\_\_\_/\_\_\_

## Grills

### *Before Grilling*

All of the following precautions must be taken:

**The WCU policy on the use of grills can be found in the Fire Prevention and Protection Policy section 2, B, 22. References to the policy are found below.**

### *Charcoal Grill*

- A. All guidelines for public food service required by the Chester County Department of Health must be met before a grilling permit can be issued. This will include having a licensed food handler present during grilling when required.
- B. Grill(s) shall be at least fifteen feet away from any activity and all combustible materials. Area around the barbecue grill area should be roped off a minimum of fifteen feet around grill.
- C. One (1) ten pound ABC fire extinguisher and one (1) pressurized water extinguisher will be kept near the grilling area. These extinguishers will be provided by Environmental Health and Safety. Building extinguishers may not be used for grilling purposes.
- D. A fire watch person(s) will be present at all times while grilling is taking place.
- E. Self-lighting charcoal is the only permissible fuel source. Lighter fluid, wood, paper, etc, shall not be used to start the fire.
- F. A bucket of water and wooden stick will be present, and a metal trashcan will be available for charcoal disposal.
- G. A means of contacting WCU Public Safety (i.e., site, cell telephone or radio) available and accessible to fire watch person(s).

### *Propane Gas Grill*

- A. All guidelines for public food service required by the Chester County Department of Health must be met before a grilling permit can be issued. This will include having a licensed food handler present during grilling when required.
- B. Propane Gas Grill(s) shall be located a minimum distance of fifteen feet away from all combustible materials.
- C. Area surrounding propane gas grill(s) is roped off. A minimum of fifteen feet around grill.
- D. Two (2) ten-pound ABC fire extinguishers are near the grilling area.

- E. A fire watch person(s) present at all times during the grilling.
- F. A means of contacting WCU Public Safety (i.e., site, cell telephone or radio) is available and accessible to fire watch person(s).

## Fire Pits

### *Before Burning a Fire Pit*

All of the following precautions must be taken:

**WCU policy on the use of fire pits can be found in the Fire Prevention and Protection Policy section 2, B, 23. References to the policy are found below.**

### *Burning*

Manufactured fire pits that are fueled using Natural Gas or Propane and that are designed to produce a flame without the use of any combustible materials as described above, will be authorized for recreational use on campus without permit. Manufactured fire pits that use wood are also authorized for use with the following restrictions:

- A. Fire pit equipment specifications must be provided to Environmental Health and Safety and approved prior to use.
- B. Fire pits that are portable, cannot be used on campus without having a permit issued by the office of Environmental Health and Safety.
- C. The fuel source for the fire pit must be capable of being secured in such a fashion that the fire pit cannot be operated without authorization.
- D. The fire pit can only be operated while an authorized employee of the University is present. Authorized status is determined by Environmental Health and Safety upon request.
- E. While in use, no other combustible materials may be introduced into the flame and people must keep back a minimum of three feet from the flames while the fire pit is lit.
- F. The Department of Public Safety must be notified prior to igniting the fire pit.

## Outdoor Educational Burning Devices

### *Before Burning an Outdoor Educational Device*

All of the following precautions must be taken:

**WCU policy on the use of educational outdoor burning equipment can be found in the Fire Prevention and Protection Policy section 2, B, 23. References to the policy are found below.**

## *Burning*

1. All outdoor burning devices used for educational purposes shall be assembled at least 10 feet away from any other activity and all combustible materials. Such devices must be set up on an impervious non-combustible surface that can sustain extreme heat. Area around the device should be roped off with a minimum buffer of ten feet.
2. The firing site and device must be inspected and approved by Environmental Health and Safety prior to use. Upon approval, a permit will be issued. This permit must be visible on site during the firing.
3. One (1) ten-pound ABC fire extinguisher will be kept near the firing area for emergency extinguishment purposes.
4. A Fire Watch must be performed at all times while firing is taking place. Once ignited, the device must be constantly monitored.
5. Public Safety must be notified prior to igniting the device. A means of contacting Public Safety (i.e., campus phone or cell phone) must be available and accessible to fire watch person(s).

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## *After Use*

All of the following precautions must be taken:

### *Charcoal Grill*

The extinguished charcoal will be deposited in a metal trash can or metal dumpster. These containers must be void of all combustible materials. Fire watch is required for 30 minutes after depositing charcoal.

- A. Place charcoal into the metal container.
- B. Pour water into the container and stir with metal stick until all embers are cooled down.
- C. Place lid on metal container for disposal.

### *Fire Pit*

The extinguished materials will be deposited in a metal trash can or metal dumpster. These containers must be void of all other combustible materials. Fire watch is required for 30 minutes after depositing burnt materials.

### *Other Firing Devices*

The device must be monitored for cooling after firing is complete and device is stored. Fire watch is required for 30 minutes after depositing burnt materials.