

Bonfire Safety Program

I. Objective

The objective of the Bonfire Safety Program is to ensure that all University of Cincinnati students, faculty, employees and visitors are properly protected and a safe environment is established and maintained during all University of Cincinnati sponsored Bonfires.

II. Roles and Responsibilities

- a. University of Cincinnati – will maintain jurisdiction over all bonfires on the university campus.
- b. University of Cincinnati Fire Prevention Unit – Is the unit within Public Safety responsible for this program.
- c. Event sponsor (Person responsible for requesting and hosting the bonfire) is responsible for properly scheduling and operating the bonfire.

III. Process

2-2 Event sponsor shall:

2-2.1 Notify the University Fire Prevention Unit (556-4992) fifteen business days in advance of the date of the bonfire. Provide the date, time and requested location the bonfire is expected to take place. The event must be scheduled with Campus Calendar prior to contacting the Fire Prevention.

2-2.2 Ensure that the appropriate number of assistants to attend to the bonfire, and that they have been trained to use fire extinguishers and are instructed on the requirements of the bonfire safety program. Not less than two assistants per event.

2-2.3 Ensure that all assistants are properly trained in their respective duties and responsibilities. Assistants may serve as “fire igniters” and “fire extinguishers.” Open burning shall be constantly attended by the assistants until the fire is extinguished. At the conclusion of the bonfire they will assure that the fire is out and the embers are cold. A minimum of three (3) 2 ½ gal. water fire extinguishers (rated 2A) are required at the bonfire site, to be posted around the perimeter of the fire. Fire extinguisher training can be provided by the Fire Prevention Unit with five business days notice for scheduling. (556-4992). Upon request, the Fire Prevention Unit will coordinate extinguishment with the fire department.

2-2.4 Two assistants are required to monitor the bonfire. They will be responsible for making certain that the rules and polices related to distance, type of fuel, and safety guidelines are adhered to at all times.

2-2 Event sponsor shall: (continued)

2-2.5 Apply for an open flame permit through the University Fire Prevention Unit (556-4992). *Permit Fee \$75.00*

2-2.6 The event sponsor will provide a designated contact person. He or she will be the designated contact to the fire safety inspector; the fire safety inspector will be the supervisor to the assistants and will also be responsible to review the rules and regulations with the assistants prior to the bonfire being ignited.

2-3 University Fire Prevention will:

2-3.1 Obtain all information regarding a request to conduct a bonfire and serve as the liaison for obtaining the required permit from the Fire Department.

2-3.2 Ensure that all concerned parties are aware of the request. This will include but is not limited to University Police, Campus Calendar, and the Fire Department.

2-3.3 Provide the training necessary to the event sponsor and the designated assistants to allow them to properly and safely perform their duties and responsibilities.

2-3.4 Inspect the bonfire area prior to the event and remove any unauthorized combustible/flammable fuels found in the area. Ensure that the bonfire area is properly marked and that fire extinguishers are provided inside of the fire perimeter.

2-3.5 In all cases a university fire inspector must attend the bonfire. If this is done during normal business hours, there is no charge for the inspector. After hours, weekends, and holidays the sponsoring organization must pay the overtime costs.

2-4 University Police will:

2-4.1 Monitor crowd behavior in an effort to provide public safety for all members of the university community including visitors.

2-4.2 Enforce University rules and regulations and remain ready to address criminal violations through law enforcement measures.

2-5 General Guidelines:

2-5.1 Bonfires will not be permitted without:

- a) The approval of the *Director of Public Safety*
- b) Site authorization of *Campus Calendar*
- c) A properly executed permit from the *Fire Department*

2-5.2 At no time will any form of flammable liquids be allowed at a scheduled bonfire event.

2-5.3 Bonfire size and duration: A bonfire shall not be more than 5 feet by 5 feet by 5 feet in dimension and shall not be permitted to burn longer than 3 hours.

2-5.4 Material: Fuel for a bonfire shall consist only of seasoned dry fire wood and shall be ignited with a small quantity of paper. At no time will unauthorized fuels be used or added to the bonfire.

2-5.5 Weather Conditions: In case of winds in excess of 25 miles per hour the bonfire will be immediately extinguished. Open burning that is offensive or objectionable because of smoke or odor emissions when atmospheric or local circumstances make such fires hazardous shall be prohibited.

2-5.6 Extinguishment authority: Extinguishment shall be ordered by the fire inspector if guidelines are not adhered to or open burning creates or adds to a hazard or objectionable situation.

2-5.7 Location: Campus scheduling must approve the bonfire location. The location shall not be less than 100 feet from any structure, and provisions shall be made to prevent the fire from spreading to within 100 feet of any structure.

2-5.8 Safety Zone: a perimeter not less than 10 feet on all sides shall be established around the bonfire that prohibits access to all spectators.

2-5.9 The sponsor and all assistants must wear appropriate clothing. Full length trousers (jeans are recommended, polyester is prohibited); Shoes (no open toed shoes, sandals, or flip-flops). Safety glasses are recommended.

2-5.10 Ash Disposal: Sponsor shall coordinate with facilities management to provide a medium sized metal can with a lid filled with water to immerse the remaining burning embers after the initial extinguishment of the fire and provide a metal shovel & stiff bristled broom to scoop up the ashes and place them into the metal can then place the cover on the can at the conclusion of the event.