

Fire Pit Operation Guideline

Purpose

This document provides guidelines for operating a fire pit.

Scope

These guidelines shall apply to all persons involved in the operation and use of the fire pit.

Definition

Attendant: The person(s) charged with setting up and operating the fire pit and extinguishing the fire.

Process

The event review and approval process will generally track as follows:

1. Obtain initial authorization to have the event (i.e Student Activities) to include the site.
2. Make request via Connect or e-mail to the Baylor Fire Safety Manager.
3. The requesting organization will coordinate a site survey with the Fire Safety Manager.
4. Attendants must have completed fire extinguisher training within one year of the event start date. If required, training will be provided.
5. NOTE: For wood burning fire pits, an approved means of disposal is required prior to approval from the Fire Safety Manager

Fire Attendant Responsibilities

1. Attendant will inspect the fire pit prior to use. If there are any concerns as to the integrity of the unit they will ensure it does not get used.
2. Attendant must always be at the fire pit while it is operational
3. The attendant must have attended fire extinguisher training within the last year
4. Attendant will ensure no "horse-play" occurs within the vicinity of the fire pit
5. Attendant will conduct a visual fire extinguisher inspection including:
 - a. Verify that operating instructions on nameplates are legible and face outward
 - b. Check for broken or missing safety seals and tamper indicators
 - c. Examine for obvious physical damage, corrosion, leakage, or clogged nozzle
 - d. Pressure gauge reading or indicator in the operable range or position
 - e. Fullness determined by weighing or hefting

Wood Burning Fire Pit:

1. The fire pit **MUST NEVER BE LEFT UNATTENDED**. Additionally, a member(s) of the organization using the fire pit shall be identified as a fire attendant.
2. The fire pit must remain at least 15 feet from any wall, building, or combustible material.
3. Ensure the area above the fire is clear (e.g. Free of tree limbs, electrical wires, etc.).
4. Any seating around the fire pit must remain at least 5 feet from the fire.
5. The fire pit must sit on level ground.
6. Fires cannot be lit when winds are greater than 15 mph.
7. A mesh spark screen must always be fitted correctly over the fire.

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8. Do NOT overload the fire pit. The amount of wood should never impede the mesh screen from properly fitting.
9. Do not use any material other than wood to burn.
10. Accelerants may **not** be used on an open flame (e.g. lighter fluid, gasoline, diesel, etc.).
11. The location of the nearest fire extinguisher must be identified and made readily available.
12. The attendant will be responsible for maintaining the fire; no other member may assist with the fire in any way.
13. When putting out the fire, use water and/or sand to extinguish and dispose of the ash properly in a metal container
14. The fire should be completely extinguished and cool to the touch before leaving the premise.

Propane Burning Fire Pit:

1. The fire pit **MUST NEVER BE LEFT UNATTENDED**. Additionally, a member(s) of the organization using the fire pit shall be identified as a fire attendant.
2. The fire pit must remain at least 15 feet from any wall, building, or combustible material.
3. Ensure the area above the fire is clear (e.g. Free of tree limbs, electrical wires, etc.).
4. Any seating around the fire pit must remain at least 5 feet from the fire.
5. The fire pit must sit on level ground.
6. Fires cannot be lit when winds are greater than 15 mph.
7. Do not add any material, i.e. wood, to the pit.
8. The location of the nearest fire extinguisher must be identified and made readily available.
9. The attendant will be responsible for maintaining the fire; no other member may assist with the fire in any way.
10. The fire should be completely extinguished and cool to the touch before leaving the premise.