

REG 04.25.03
UNCP Bonfire Safety Regulation

Authority: Vice Chancellor for Student Affairs

History:

- First Issued: October 13, 2014
- Last Revised: October 23, 2018

Related Policies:

- [REG 04.05.02 - Event Coverage Regulation](#)
- [POL 04.25.01 – Drug and Alcohol Policy](#)

Additional References:

- [International Fire Code Section 307 – Open Burning, Recreational Fires and Portable Outdoor Fire Places](#)
- [UNCP Bonfire Request Form](#)

Contact Information: Environmental Health and Safety Officer, 910.521.6792

1. PURPOSE

1.1 [Section 307 of the International Fire Code](#) regulates Open Burning, Recreational Fires and Portable Outdoor Fireplaces – A person shall not kindle or maintain or authorize to be kindled or maintained any *open burning* on the UNC Pembroke campus unless conducted and *approved* in accordance with this section.

1.2 This regulation imposes limits on conducting and/or facilitating a bonfire on the campus of UNC Pembroke. The objective of this Bonfire Safety Regulation is to ensure that all University of North Carolina at Pembroke (UNCP) students, faculty, staff and visitors are properly protected and a safe environment is established and maintained during all UNCP sponsored bonfires.

2. SCOPE

2.1 This regulation applies to all students, student organizations, faculty and staff at UNCP. Events must comply with the [UNC Pembroke Event Coverage Regulation](#) and all other university policies and regulations.

2.2 Only approved university affiliated groups or student organizations may host a bonfire on the campus of UNC Pembroke.

2.3 “Fronting” by University Groups: The University of North Carolina at Pembroke faculty, staff, students, and student organizations may not reserve any space or facility on behalf of or for the use of an external group for the purpose of conducting a bonfire or other event.

3. ROLES AND RESPONSIBILITIES

3.1 UNCP – will maintain jurisdiction over all bonfires on the university campus.

3.2 Robeson County Fire Marshal – will maintain jurisdiction over all bonfire permits and compliance with this regulation.

3.3 Pembroke Rural Fire Department – will provide fire protection during the bonfire.

3.4 Event sponsor (person responsible for requesting and hosting the bonfire) is responsible for properly scheduling and operating the bonfire.

4. PROCESS

4.1 Event sponsor shall:

4.1.1 Notify the Environmental Health and Safety Office by e-mail at safety@uncp.edu no less than thirty (30) days in advance of the date of the bonfire. Provide the date, time and requested location the bonfire is expected to take place.

4.1.2 Ensure that the appropriate number of assistants attend the bonfire, and that they have been trained on the requirements of the bonfire safety program. There shall be not less than two assistants per event. The sponsor or designated representative shall remain at the bonfire site for the duration of the bonfire.

4.1.3 Ensure that all assistants are properly trained in their respective duties and responsibilities. The attendees of the bonfire shall be constantly monitored by the assistants until the fire is extinguished. Two assistants are required to monitor the attendees of the bonfire. They will be responsible for making certain that the rules and polices related to distance and safety guidelines are adhered to at all times. The bonfire cannot commence until the Pembroke Rural Fire Department is on site and set up to provide fire suppression support for the event.

4.1.4 Ensure the completion and approval of the [UNCP Bonfire Request Form](#) through the Environmental Health and Safety Office.

4.1.5 Ensure communication has been made with the Pembroke Rural Fire Department and a fire truck with firefighters will be available during the bonfire.

4.1.6 Provide a designated contact person. He or she will be the designated contact to the Environmental Health and Safety Officer; the Environmental Health and Safety Officer will be the supervisor to the assistants and will also be responsible for reviewing the rules and regulations with the assistants prior to the bonfire being ignited.

4.1.7 Contact the Facilities Superintendent to submit payment of \$225.00 to cover the costs associated with event set-up and clean-up. Payment must be made at least two (2) weeks prior to the bonfire.

4.2 The Environmental Health and Safety Office will:

4.2.1 Obtain all information regarding a request to conduct a bonfire and serve as the liaison for obtaining the required permit from the Robeson County Fire Marshal's Office.

4.2.2 Ensure that all concerned parties are aware of the request. This will include the Associate Vice Chancellor for Campus Safety and Emergency Operations, Police and Public Safety, Environmental Health & Safety, Facilities Superintendent, and the Pembroke Rural Fire Department.

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

4.2.4 Inspect the bonfire area with sponsor or sponsor's representative 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 a safety perimeter has been properly erected.

4.2.5 In all cases the university Environmental Health and Safety Officer must attend the bonfire. If this is done during normal business hours, there is no charge to the sponsoring organization for the officer. Outside of normal business hours (after hours, weekends, and holidays) the sponsoring organization must pay the overtime costs.

4.3 Police and Public Safety will:

4.3.1 Monitor crowd behavior in an effort to provide public safety for all members of the university community including visitors, to prevent destruction of property (personal and University), reduce the potential for violence and address "quality of life" issues.

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

4.4 General Guidelines

4.4.1 Bonfires will not be permitted without:

4.4.1.a. Approval of the Associate Vice Chancellor for Campus Safety and Emergency Operations

4.4.1.b. Approval of the director of Police and Public Safety

4.4.1.c. A properly executed permit from the Robeson County Fire Marshal's Office

4.4.1.d. Approval of the Pembroke Rural Fire Department Chief

4.4.1.e. Approval of the Environmental Health and Safety Office; and

4.4.1.f. Approval of the facilities superintendent.

4.4.2 At no time will any form of flammable liquids be allowed at a scheduled bonfire event. Any flammable liquid found will be confiscated and properly secured by Police and Public Safety.

4.4.3 At no time will unauthorized fuels be used or added to the bonfire (e.g., furniture, University property, or any other material designated unsafe).

4.4.4 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.

4.4.5 Material. Fuel for a bonfire shall consist only of seasoned dry fire wood or wooden pallets and shall be ignited by the Pembroke Rural Fire Department using a Forestry type drip can. The members of the Pembroke Rural Fire Department, wearing full turn-out gear and eye protection, are the only personnel allowed to ignite or add fuel to the bonfire. At no time will unauthorized fuels (pressure treated or painted wood) be used or added to the bonfire. No accelerants (i.e. gasoline, lighter fluid, etc.) can be used to sustain the fire.

4.4.6 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.

4.4.7 Extinguishment authority. Extinguishment shall be ordered by the Environmental Health and Safety Officer if guidelines are not adhered to or open burning creates or adds to a hazard or objectionable situation.

4.4.8 Location. The University 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.

4.4.9 Safety Zone. A perimeter of not less than 10 feet on all sides shall be established around the bonfire that prohibits access to all spectators. Only firefighters wearing full turn-out gear are allowed inside the safety zone around the bonfire.

4.4.10 Ash Disposal. At the conclusion of the event, the bonfire shall be totally extinguished by the Pembroke Rural Fire Department, and all embers and ash will be totally cool and wetted to prevent reigniting. Subsequent clean-up of the burn site will be the responsibility of Facilities Operations.

4.4.11 Unless explicitly permitted by the University, the possession, use or consumption of alcohol is prohibited during any UNCP sponsored event. The illegal possession, sale or use of drugs is expressly prohibited on university property. All students, faculty, staff and visitors shall be subject to federal, state and local laws related to drugs and alcohol.

4.4.12 Sodexo Dining Services, as per university contract, has the exclusive privilege of first right of refusal to perform food service on or from the premises of The University of North Carolina at Pembroke. Therefore, if food items are to be served at an event, Sodexo must be asked to cater it. Sodexo requires fourteen (14) days' notice for planning and preparation. Should a client receive written documentation from Sodexo that states they cannot cater the event, external caterers may be allowed.

4.4.13 If special parking needs or requests are indicated, please contact UNCP Police and Public Safety at 910-521-6235.

5. BONFIRE PROCEDURE

5.1 The following procedure should be followed and viewed as a checklist to assist in attaining the goal of a safe and successful bonfire event.

5.1.1 A responsible party with the organization shall contact the Environmental Health and Safety Officer, who will then initiate contact with the following to inform of intent to host a bonfire:

5.1.1.1 Associate Vice Chancellor for Campus Safety and Emergency Operations

5.1.1.2 Pembroke Rural Fire Department

5.1.1.3 Police and Public Safety

5.1.1.4 Robeson County Emergency Management Office

5.1.1.5 Facilities Operations

5.1.2 The Environmental Health and Safety Officer will obtain an "open burning" permit application from the Robeson County Fire Marshal. Application must be submitted for approval at least 30 days prior to event.

5.1.3 Meet with Police and Public Safety to determine security needs at least three weeks prior to event.

5.1.4 Submit plan of action, site drawing, and copy of completed open burning application to Environmental Health & Safety for review/approval at least 2 weeks prior to event.

5.1.5 Request/Confirm with Police and Public Safety if using parking lot(s) in any way at least 2 weeks prior to event.

5.1.6 Confirm Facilities Operations' ability to provide fuel (wood), set-up, and cleanup site on planned date of the bonfire at least one week prior to event.

5.1.7 Confirm Pembroke Rural Fire Department will be "on site" at least one week prior to event. Costs may be associated with having the fire department on site, and shall be the responsibility of the university group/organization hosting the event.

6. GENERAL RULES FOR BONFIRES

6.1 All requests for burning permits (bonfires) shall go through the Robeson County Fire Marshal's Office.

6.2 All bonfires will be in locations approved by the Associate Vice Chancellor for Campus Safety and Emergency Operations, Police and Public Safety, Pembroke Rural Fire Department, Facilities Superintendent, and Environmental Health & Safety.

6.3 All bonfires must be contained in an approved manner.

6.4 Facilities Operations will be responsible for building all bonfires. Only wood supplied by Facilities Operations shall be used. A work order should be submitted to Facilities Operations requesting material and barriers. When the wood made available by Facilities for the designated event has been used, the fire should be allowed to go out or be extinguished. No outside wood or flammable material is to be used to prolong the fire.

6.5 The Environmental Health & Safety Officer can/will make the decision to extinguish any fire deemed unsafe or hazardous.

6.6 No fire shall be constructed during prolonged dry periods.

6.7 The sponsoring organization will be responsible for all incidents of damage or injuries related to the bonfire.

7. APPLICABLE FORMS

7.1 [UNCP Bonfire Request Form](#)