

## Environmental Health and Safety

### **BONFIRE/OPEN BURNING POLICY & GENERAL PRECAUTIONS** **WASHINGTON UNIVERSITY Revised 07/2013**

**NOTICE:** Bonfires/open burning will be allowed only on the S-40 and when authorized by the appropriate personnel shown in paragraph B-1. All provisions for a safe bonfires/open burning must be met. Violations will be reported to the Judicial Administrator.

**PURPOSE:** This document provides general precautions and policy for those who plan bonfires/open burning as part of a University group activity associated with or residing on the S-40. It also provides the step by step sequence to complete the application process.

#### **GENERAL INFORMATION:**

A. At present there is only one area authorized on the S-40 for bonfire/open burning. The grassy area between Shanedling, Dauten & Rutledge, (Contact RCD to reserve). This is due to landscape changes, a decrease in green space and the increased size of trees and shrubs on the S-40. No exceptions will be granted.

B. An Environmental Health & Safety Professional, a Residential College Director, the Executive Director of Campus Life, the South Forty Manager of Housing Facilities or Facilities Coordinator, the Red Zone Maintenance Manager, the Facilities Ground & Landscape Manager, the Washington University Police Department and the Clayton Fire Department have the authority to disapprove bonfire/open burning if the conditions of this policy are not met. A bonfire will be allowed only when the following conditions are met.

#### **1) STEP BY STEP COORDINATION: Point of contact information is provided in Attachment One.**

**Step One:** Down load a copy of the Washington University Bonfire Policy and application permit from the Washington University webpage, [www.ehs.wustl.edu](http://www.ehs.wustl.edu), go to Resource Directory to Policies.

**Step Two:** Complete Attachment Two, Written Description of the event and make a copy for the WU Police Department and the Environmental Health & Safety Office. Have sufficient copies of the description so you can provide them to other people or departments upon request.

**Step Three:** Complete Attachment Four, Application for Fire Safety Operational Permit per the instructions shown in Attachment Five.

**Step Four:** Contact the Environmental Health & Safety Office, Occupational Safety Division at least **three weeks prior** to the date of the bonfire/open burning to obtain their signature on Attachment Three.

## Environmental Health and Safety

**Step Five:** Contact the Residential College Director for Shanedling, Dauten & Rutledge at least **14 days prior** to the date of the bonfire/open burning. The Director must sign the open burning/bonfire checklist, Attachment Three, and the completed Clayton Fire Department Application for Fire Safety Operational Permit, Attachment Four.

**Step Six:** If your event is related to a Student Union or Greek Life group you should contact an advisor in Executive Director of Campus Life at 935-5994 or at [osaleadership@wustl.edu](mailto:osaleadership@wustl.edu) at least **14 days prior** to the date of the bonfire/open burning. The Advisor must sign the open burning/bonfire checklist, Attachment Three, and the completed Clayton Fire Department application for Fire Safety Operational Permit, Attachment Four.

**Step Seven:** Contact the South Forty Manager of Housing Facilities or Facilities Coordinator at least **14 days prior** to the date of the bonfire/open burning. The Director or his designated representative must sign the bonfire/open burning checklist, Attachment Three.

**Step Eight:** Contact the Red Zone Maintenance Manager at least **14 days prior** to the date of the bonfire/open burning. The Supervisor or his designated representative must sign the bonfire checklist, Attachment Three.

**Step Nine:** Contact the Facilities Ground & Landscape Manager, at least **12 days prior** to the event. The Grounds Manager or his designated representative must sign the bonfire checklist, Attachment Three.

**Step Ten:** The Washington University Police Department, the Patrol Bureau Commander at 935-7697, or the Police Chief at 935-5514, must be notified at least **12 days prior** to the bonfire/open burning date. A Written Description of the Event, Attachment Two, must be completed and provided to the Police Department. The Patrol Bureau Commander or Police Chief or his designated representative must sign the bonfire checklist, Attachment Three. **NOTE: Immediate contact must be made with the W.U.P.D. in the event of any problem with the open burning/bonfire by calling 935-5555.**

**Step Eleven:** The Clayton Fire Department must be contacted at (314)-290-8485, Monday through Friday, 9 a.m. to 4 p.m., at least **10 days prior** to the fire to apply for the Fire Safety Operational Permit. The present fee is \$25.00. **Note: All permits must be submitted to the Clayton City Hall, 10 N. Bemiston Ave. Take the completed and signed permit application, the completed checklist with signatures. They will take the forms and forward them to the Clayton Fire Department. Once approved by the Fire Department, a permit is issued and you will be notified when you are able to pick up the permit and pay the fee.**

**Step Twelve:** A copy of the signed permit, signed bonfire/open burning checklist and deposit check shall be provided to the Environmental Health & Safety Office, General Safety Division at least **2 days prior** to the date of the event.

## 2) BONFIRE RESTRICTIONS:

## Environmental Health and Safety

- a) To prevent damage to grounds or other surfaces you must use an authorized self-contained or above ground fire pit from or approved by Residential Life.
- b) An open burning/bonfire shall not be more than four (4) feet, by four (4) feet, by four (4) feet ( 16 square feet) in dimension and shall not burn longer than three hours. The size and duration of a bonfire shall only be increased or restricted by the Environmental Health & Safety Office, or the Clayton Fire Department. **No bonfire/open burning shall be allowed to burn on University properties after 10 p.m.**
- c) Fuel for a bonfire/open burning shall consist of seasoned dry firewood and shall be ignited with a small quantity of paper or a fireplace starter log. The fire shall not be used for waste disposal purposes. **At no time shall gasoline, charcoal lighter fluid or any other flammable be used to start or re-start an open burning/bonfire.**
- d) Bonfire/open burning allowed on the S-40 and shall not be less than 50 feet from any structure, trees or bushes and provisions shall be made to prevent the fire from spreading within 50 feet of any structure.
- e) A bonfire/open burning is not allowed when there are a steady winds of 20 mph or higher, or gusts of wind that exceeds 30 mph, even though a permit has been issued.
- f) The bonfire/open burning shall be constantly attended until the fire is extinguished. A garden hose must be available at all times when the bonfire is burning. The South Forty Manager of Housing Facilities or Facilities Grounds & Landscape Manager can be contacted for the use of the garden hose and connection.
- g)

## Environmental Health and Safety

### ATTACHMENT ONE

#### POINTS OF CONTACT:

- 1) Washington University Environmental Health & Safety – Occupational Safety Division–  
935-9264 – Campus Box 1010
- 2) The Residence College Director for Shanedling, Dauten & Rutledge – 935-7105 or 935-  
5050 – Campus Box 1250
- 3) The Executive Director of Campus Life- 935-5994 – Campus Box 1068
- 4) The South Forty Manager of Housing Facilities – 935-8306 -Campus Box 1250
- 5) The Red Zone Maintenance Manager – 935-8683– Campus Box 1036
- 6) Facilities Grounds & Landscape Manager – 935-4533 – Campus Box 1036
- 7) Washington University Police Department, The Patrol Bureau Commander at 935-7697,  
or the Police Chief at 935-5514 – Campus Box 1038
- 8) Clayton Fire Department – (314)-290-8485 – 10 N. Bemiston, Clayton MO. 63105

## Environmental Health and Safety

### ATTACHMENT TWO

#### WRITTEN DESCRIPTION OF EVENT:

Name of Group or Organization: \_\_\_\_\_

Name of your Residential College Director: \_\_\_\_\_

A name and contact information of the Washington University person, staff or faculty member who will ensure bonfire/open burning policy compliance: \_\_\_\_\_

\_\_\_\_\_

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

Time: \_\_\_\_\_

Location of the Bonfire: \_\_\_\_\_

Estimated number of attendees: \_\_\_\_\_

This event is for Washington University students and members only. Yes \_\_\_\_\_ No: \_\_\_\_\_

**NOTE: If the event is open to other than University students and members please identify who the non-university invitees will be.**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Will there be alcohol present at this event? Yes \_\_\_\_\_ No \_\_\_\_\_ if yes describe in written description

Written detailed description of the event:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## Environmental Health and Safety

### ATTACHMENT THREE

#### WASHINGTON UNIVERSITY – BONFIRE/OPEN BRUNING CHECKLIST

Obtain appropriate signatures in the sequence shown below. Deliver completed checklist to the Environmental Health & Safety Office, Occupational Safety Division, 350 Skinker Ave., or mail to Campus Box 1010, or FAX to (314) 935-9266, along with a copy of the permit at least two days prior to the event. If these items are not received the WUPD will be notified that the event cannot be held.

**One**  
**Environmental Health & Safety Office, Occupational Safety Division**

Name \_\_\_\_\_ Date \_\_\_\_\_

**Two**  
**Residential College Director Shanedling, Dauten & Rutledge**

Name \_\_\_\_\_ Date \_\_\_\_\_

**Three**  
**Executive Director of Campus Life**

Name \_\_\_\_\_ Date \_\_\_\_\_

**Four**  
**The South Forty Manager of Housing Facilities**

Name \_\_\_\_\_ Date \_\_\_\_\_

**Five**  
**Red Zone Maintenance Manager**

Name \_\_\_\_\_ Date \_\_\_\_\_

**Six**  
**Facilities Grounds & Landscape Manager**

Name \_\_\_\_\_ Date \_\_\_\_\_

**Seven**  
**Washington University Police Patrol Bureau Commander or the Police Chief**

Name \_\_\_\_\_ Date \_\_\_\_\_

**Eight**  
**Clayton Fire Department**

Name \_\_\_\_\_ Date \_\_\_\_\_

**As the person with primary responsibility for this bonfire/open burning and by my signature, I verify the appropriate departments and people have been notified of our intent to have an open burning/bonfire on Washington University properties.**

**Signature** \_\_\_\_\_ **Date** \_\_\_\_\_



# Washington University in St. Louis

## Environmental Health and Safety



### CLAYTON FIRE DEPARTMENT BUREAU OF FIRE PREVENTION

10 NORTH BEMISTON AVENUE  
CLAYTON, MISSOURI 63105

Phone: 314-290-8485 Fax: 314-721-9567

Email: fire@ci.clayton.mo.us



### APPLICATION FOR FIRE SAFETY OPERATIONAL PERMIT

DATE: \_\_\_\_\_ REASON FOR APPLICATION: \_\_\_\_\_

#### Applicant Information

Applicant's Name \_\_\_\_\_

Applicant's Address \_\_\_\_\_ Applicant's Phone \_\_\_\_\_

Owner  Contractor  Design Professional  Other

#### Location of proposed construction

No. \_\_\_\_\_ Street: \_\_\_\_\_ Suite/Unit: \_\_\_\_\_

Owner of property: \_\_\_\_\_

Owner address: \_\_\_\_\_

#### Type of Work to be Performed

Install  Repair  Remove  Alter  Abandon  Place out-of-service  Other

Describe nature of work and specific location: \_\_\_\_\_

Estimated Date of Completion: \_\_\_\_\_

Total cost of project: \$ \_\_\_\_\_

ACTIVITY	FEE	ACTIVITY	FEE
<input type="checkbox"/> Carnivals & fairs	\$25/event	<input type="checkbox"/> HW Torched-On (not on roof)	\$50 - (1)
<input type="checkbox"/> Compressed gasses	25/year	<input type="checkbox"/> Hot Work Program	\$70/year
<input type="checkbox"/> Cryogenic fluids	\$50/year	<input type="checkbox"/> LP-gas temporary heating	\$50 - (1)
<input type="checkbox"/> Cutting & welding	\$15 - (1)	<input type="checkbox"/> LP-gas demos	\$15 - (1)
<input type="checkbox"/> Dry cleaning	\$25/year	<input type="checkbox"/> LP-gas food prep	\$25
<input type="checkbox"/> Exhibits & trade shows	\$50 - (1)	<input type="checkbox"/> LP-gas other uses	\$15 - (1)
<input type="checkbox"/> Explosives & fireworks	* (1)	<input type="checkbox"/> Open burning/bonfires	\$25
<input type="checkbox"/> Firewatch	\$35/hr/person	<input type="checkbox"/> Open flames-Remove paint	\$25 - (1)
<input type="checkbox"/> Flammable & combustible liquid storage	\$25/year	<input type="checkbox"/> Open flames - candles (A)	\$25/year
<input type="checkbox"/> Place tank out-of-service	\$50	<input type="checkbox"/> Places of assembly	\$50
<input type="checkbox"/> Other flammable & combustible liquids	\$50- (1)	<input type="checkbox"/> Private fire hydrants	\$10 & \$1/day
<input type="checkbox"/> Hazardous materials	\$50 - (1)	<input type="checkbox"/> Pyrotechnic effects handling	\$50/year
<input type="checkbox"/> Helicopter operations	*	<input type="checkbox"/> Refrigeration equipment	\$25/year
<input type="checkbox"/> Hot work demos	\$25	<input type="checkbox"/> Repair garage & service station	\$50/year
<input type="checkbox"/> Hot work in structure	\$25	<input type="checkbox"/> Special Events	\$25/event
<input type="checkbox"/> Hot work fixed site	\$25/year	<input type="checkbox"/> Tents, canopies, membrane	\$15/event
<input type="checkbox"/> Hot work in hazard area	\$25 - \$30/hr insp	<input type="checkbox"/> Tents w/ LPG Heating	\$50/event
<input type="checkbox"/> Hot Work Tar kettles on roof	*	<input type="checkbox"/> Other	

\* \$100.00 first \$2,000 of construction/project cost and \$2.00/\$1,000 or portion thereof after the first \$2,000. First inspection is included in permit fee. ( ) = Number of inspections included in initial permit fee. Additional inspections will be \$30 each.

I hereby certify the above information is correct and that I am the legal owner of the property or have been authorized by the owner to make application for the work described above. I agree to abide by the provisions of the requirements provided.

**PERMITS & FEES ARE NOT TRANSFERABLE AND ARE NOT REFUNDABLE.**

Signature of Applicant: \_\_\_\_\_ PRINT NAME: \_\_\_\_\_

**PERMIT CARD AND APPROVED PLANS FROM FIRE DEPARTMENT  
MUST BE ON SITE OR INSPECTION REQUEST WILL BE REJECTED.**

06-18-13

**ATTACHMENT FIVE****SAMPLE INSTRUCTIONS FOR COMPLETING THE APPLICATION FOR FIRE  
SAFETY OPERATIONAL PERMIT**

Please complete the following blocks on the form as shown:

Put the reason for application: Example: Sophomore Council

Applicant's Name – Put Washington University, YOUR NAME or that of person who will oversee bonfire.

Applicant's Address and phone number – Put your address and phone number and perhaps a second persons' information.

Put Check in the Occupant block

Put location of proposed activity, South Forty, Washington University

Owner of Property – Put Washington University

Owner Address – Put One Brookings Drive

Occupant – Put your organization name and an address where you can be reached. It is recommend a second name and campus box number as well.

Put a check in the box – Open burning/bonfires.

Put the date and time of the event in the block - Estimated Date of Completion or Date of Event block.

Signature of Applicant – Since students cannot sign contracts you must have the appropriate Washington University staff or faculty sponsor for your group sign this form.