Fire pit use and safety checklist

☐ Request fire pit through “schooldude” work order system
☐ Provide location the fire pit needs to be dropped off
☐ Submit request a minimum one week prior to event
☐ A faculty/staff advisor responsible must be present at event
☐ The faculty/staff advisor responsible must communicate with EHS (203-837-9352) and WCSU PD (203-837-9300) the workday prior to the event

Location

☐ The fire pit will only be lit and operated outdoors
☐ Only the following authorized locations shall be used:

<table>
<thead>
<tr>
<th>Midtown Campus</th>
<th>Westside Campus</th>
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<tbody>
<tr>
<td>Fairfield front lawn</td>
<td>Campus Center patio</td>
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<tr>
<td>Science Building rec. field</td>
<td>Upper or Lower rec. field</td>
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<tr>
<td></td>
<td>South of Alumni Pavilion</td>
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<td></td>
<td>Ives Concert Park</td>
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☐ The pit must be placed at least 25 feet away from any structures
☐ There shall be no combustibles within a 25-foot radius of the pit (leaves, branches, papers etc.)
☐ There shall be a 25-foot overhead clearance from the pit (tree limbs, overhangs, power lines, etc.)

Fuel

☐ The event planners shall provide their own fuel (Facilities will NOT provide any kindling or logs)
☐ Keep fuel 10 feet away from the heat source
☐ No accelerants shall be used to start or enhance the fire (gasoline, alcohols, ethers, flammable/combustible chemicals, etc.)
☐ Only paper or untreated wood shall be used to sustain the flames-untreated pallets are OK to use (no garbage, plastics, rubber, pressure treated lumber, etc.)
☐ Stop feeding the fire ½ hour before conclusion of event
Safety

☐ 2x5 gallon buckets full of water are to be kept next to the fuel supply at all times
☐ The buckets will be provided and are expected to remain with the pit after the conclusion of the event
☐ The event planners are responsible for filling the buckets with water and getting them to the event site
☐ Do not touch the cauldron. Temperatures are expected to exceed 750 °F
☐ Do not overload the fire
☐ Place – do not throw – unburned wood in the cauldron
☐ No horseplay within 10 feet of the fire
☐ The fire shall not be used for cooking purposes
☐ Hotdogs and marshmallows may be roasted
☐ The event planners are responsible for providing roasting sticks
☐ The faculty/staff advisor must immediately contact WCSU PD in the event of any unforeseen incidents associated with the use of the fire pit

Extinguishment

☐ Slowly pour the contents of the 2 buckets into the cauldron
☐ Ensure red hot coals have been wetted thoroughly and all fire is out before leaving the event scene
☐ Fully extinguish any ambers that may have escaped the cauldron
☐ Hang all 3 “Caution-Hot Surface-Do Not Touch” signs off cauldron brim. Place them approximately 120° apart