

Environmental & Occupational Safety (E&OS) is charged with maintaining fire safety on our campus. Open fires in contained fire pits are allowed under the following circumstances. Open fires not using a fire pit or other containment are not permitted.

- 1. Contact E&OSto relay plans for activity using fire by calling 229-293-6171 or emailing env\_occ@valdosta.edu.
- 2. E&OS will schedule a visit to the site to evaluate any safety concerns and to discuss requirements with the personnel in charge of the event.
- 3. E&OS will provide an email approval to the event organizer with a summary of the event date, time, and fire pit location and a copy of these requirements and will copy University Police personnel.
- 4. One hour prior to the start of the event, the event organizer must contact University Police at 229-333-7816 to remind them of the event.
- 5. After the event is over and the fire is safely extinguished, the event organizer must contact University Police to let them know the event is over.
- 6. A University Police officer will visit the site to ensure that the fire is out and conditions are safe.
- 7. Ste requirements:
  - a. The fire pit must be placed away from buildings (minimum 25 feet), vegetation, and overhanging tree limbs. E&OS will assist with site decision.
  - b. A fire extinguisher is required on-site for each fire pit that will be in use.
  - c. Water must be present to extinguish the fire at the end of the event (the fire extinguisher is for emergency purposes).
  - d. Two responsible staff members must be present who have been through fire extinguisher training and whose only duty is to monitor the fire pits.
  - e. Names of and contact information for the event organizer and the responsible staff members must be provided to E&OS. This information will be included in the approval also sent to University Police.
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