# Butler University Police Department

## Recreational and Open Flame Devices

## POLICY

This policy establishes the process and procedures to maintain a safe and secure environment for utilizing Recreational and Open Flame Devices.

## DEFINITIONS

**Bonfire** – A large open-air fire used as part of a celebration.

**Fire Pit** – A container (fixed or portable) which allows for the burning of wood or gas.

**Recreational Fire** – A fire usually used for pleasure, religious, or ceremonial reasons. The term includes fire pits and bonfires.

**Open Flame Devices** – Candles, grills, recreational fires, torches, butane burners or other devices which when used emits a flame.

## PROCEDURES

### I. Planning and Requesting the Recreational Fire Event

A. All recreational fire events must be scheduled with the Butler Arts & Events Center (BAEC) at (317) 940-9352 or buevents@butler.edu.

1. The BAEC will confirm date availability.

2. A Recreational Fire Information Sheet and a reservation confirmation must be received from the BAEC for the event to officially be confirmed.

B. Bonfires will be limited to the following dates during the calendar year: August 15th - November 15th and March 15th - April 30th.

C. Plans for all recreational fire events must be reviewed and approved by the Chief of Public Safety or their designee.

D. The Chief of Public Safety will appoint an individual(s) to serve as the coordinator(s) for the event. The coordinator will serve as the contact for the group(s) involved.

E. The sponsor will be required to pay all the costs associated with the bonfire.

1. These costs may include but not limited to safety measures, a police officer present if alcohol is being served, etc.

2. All tables, chairs, or other needed outdoor equipment must be rented through the BAEC.

3. There will be two tables set up at the site of the bonfire, property of Butler University Facilities, that may be used free of charge.

F. To allow for ample time to review the plans and engage the necessary resources, the request of a recreational fire event must be submitted to the BAEC no less than thirty (30) days prior to the planned event.

G. In the event the sponsoring group chooses to cancel their scheduled event, they must notify the Department of Public Safety via Captain Roy Betz, rbetz@butler.edu.

1. Cancelations must be made a soon as possible.

2. Notice of the cancellation will be sent to the BAEC, the Butler University Police Department (BUPD), and Facilities.

## II. Safety and Required Conditions

A. Common sense approaches to creating open fires must be used.

B. Accelerants such as gasoline, diesel fuel, or kerosene shall not be used to kindle a fire with exception of charcoal lighter fluid.

1. Charcoal lighter fluid may be used on wood before the fire is lit. It may not be sprayed on flames.

2. Only seasoned dry wood will be utilized for a recreational fire.

C. Running, dancing and horseplay shall not be allowed within ten (10) feet of an open fire.

D. Fires shall not be left unattended.

E. Fire watchers may be required.

F. All fires will be completely extinguished and cold before the fire watch ends.

G. Indianapolis Fire Department (IFD), Fire Marshal, Butler University Police Department, or representative of Butler University Facilities may order the extinguishment of any fire on Butler University campus deemed to be unsafe.

1. Participants shall obey the lawful orders of a responding fire department.

2. A fire will be extinguished if at any time it creates a pollution problem, threat to public health, nuisance, or fire hazard.

3. No burning shall be conducted during unfavorable meteorological conditions such as high winds, temperature inversions, air stagnation, or when a pollution alert or air quality action day has been declared.

H. All burning shall comply with other federal, state, and local laws, rules, and ordinances.

I. Adequate firefighting equipment shall be on-site for extinguishing purposes during burning times.

J. Only clean wood products, paper, charcoal, or clean petroleum products, may be used during the burning.

K. If the pile being burned is more than one hundred twenty-five (125) cubic feet, the Indianapolis Fire Department (IFD) and the Indiana Department of Health shall be notified at least twenty-four (24) hours prior to the burning.

L. The fire shall not be ignited more than two (2) hours before the recreational activity is to take place and will be extinguished upon conclusion of the activity.

M. The fires shall not be used for disposal purposes.

N. The fire shall not be located within five hundred (500) feet of any fuel storage area or pipeline.

## III. Bonfire Requirements

A. The only area that has been determined to be appropriate for a bonfire event is the Intramural Fields at Butler University, located at 5100 Lester Street.

B. A bonfire shall be constructed in a safe manner by the sponsor.

C. Bonfire shall not be located within fifty (50) feet of a structure, and provision shall be made to prevent the fire from spreading to within fifty (50) feet. Of any structure.

D. A bonfire shall be no more than 5' x 5' x 5' in dimension and shall burn no longer than three hours from the time it was constructed. Prior to construction, the coordinator will conduct a meeting with all parties involved to review safety issues, security precautions, construction guidelines and any other topic pertaining to the bonfire.

E. Sponsors shall ensure that a police officer is on hand prior to the start of the bonfire. The officer is not responsible for starting or feeding the fire. Please contact Captain Roy Betz (rbetz@butler.edu) to arrange.

F. Fuel for the bonfire should consist of seasoned dry wood. Once the bonfire is constructed, excess wood and debris must be removed from the site. The sponsoring group shall provide their own firewood. Please contact the BAEC if you need a contact number.

G. No accelerants (gasoline, kerosene, diesel fuel, etc.) or any other flammables may be used to start or restart the bonfire with the exception of charcoal lighter fluid.

H. All persons involved in the construction of the bonfire must wear the proper personal protective equipment. This is but not limited to safety glasses, shoes with substantial soles (must not be open toed shoes or sandals), and leather gloves.

I. Potential severe weather or steady winds of 10 mph or higher may delay the start of the bonfire. The police officer working in the event will determine if wind speeds increase to dangerous levels or weather conditions worsen after the bonfire started, the fire may be extinguished to protect public and nearby property.

## IV. Fire Pits Requirements

A. Fire pit operation will follow the safety and required conditions above, along with the manufacturer guidelines.

B. Fire pit appliances shall not be located within twenty-five (25) feet of a structure or combustible material. Conditions that could cause a fire to spread within twenty-five (25) feet of a structure shall be eliminated prior to ignition.

C. Fire pit appliances may be fuel by wood or propane gas.

## V. Extinguishment and Cleanup

A. To ensure personal safety, unauthorized person shall not engage in fire suppression but should notify BUPD immediately.

B. A minimum of two (2) 10-pound or one (1) 20-pound ABC fire extinguishers and two (2) 5-gallons sized containers of water should be available to control the fire.

C. There shall also be a hose used to hook up to the water supply at the building.

1. There will be a cost of $40 associated with refilled the fire extinguisher if used.

2. The group will be responsible for this cost.

D. After the fire has been extinguished, shovels and rakes should be used to turn charred materials while applying water to ensure the fire has been extinguished.

E. Repair and maintenance (either routine or otherwise) on the grill is the responsibility of the Facilities Management.

1. Authorized users will be asked to report any problems noted with the grill during their assigned use.

2. The grill will be provided for authorized use in clean condition, fully fueled with systems checked for proper operation.

3. Authorized users will be financially responsible for conditions deemed unacceptable when the grill is returned.

## VI. Planning and Requesting the use of Open Flame Devices

A. All Open Flame Device events must be scheduled with the Butler Arts & Events Center (BAEC) at (317) 940-9352 or buevents@butler.edu.

1. The BAEC will confirm date availability.

2. A Candle Use Permit and a reservation confirmation must be received from the BAEC, if candle usage, for the event to officially be confirmed.

## VII. Use of Open Flame Devices

A. The use of Open Flame Devices is not allowed on university property or in association with university sponsored events or functions, except as indicated below:

1. Open Flame Devices may be used during classroom and laboratory exercises for purposes of instruction or research when conducted under the supervision of a trained instructor or lab personnel.

2. Open Flame Devices are permitted in association with all university internal teaching kitchens, dining halls or university sponsored events which includes third party caterers, when used for purposes of food preparation following manufacturer's instructions and any facility policies or procedures.

3. Outdoor grilling and recreational fires may be allowed upon approval of the BAEC and is in compliance with the established University Policy and Indiana Fire Code.

4. Candles may be used for religious ceremonies/vigils upon approval of the Candle Use Permit.

5. Pyrotechnic special effects devices are permitted to be used on stages, only if approved by the Fire Marshal, University Facilities and the BAEC.

6. Open Flame Devices are permitted for construction and maintenance work when covered by University Facilities and Fire Marshal, when appropriate.

7. Chaffing burners for the warming of food during approved events are permitted upon approval of the facility's designated official and in compliance with Sterno safety guidelines.

## VIII. Use of a Recreational or Open Flame Device without approval under this policy, in violation of law or local ordinance, and/or not in accordance with a granted exception or approval, is considered a violation of this university policy.

# Butler University Police Department

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### IX. Additional Materials

A. Contacts:

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| BUPD Dispatch | 317-940-9396 or 911 |
| Facilities | 317-940-9393 |
| Butler Arts & Events Center | 317-940-9352 |
| Compass Center (for candle use) | 317-940-8252 |

B. Questions and concerns specifically regarding this policy can be addressed to the Butler University Police Department, Captain of Police Administration.

**RESOURCES:**

A. Butler University Recreational Fire Information Sheet

B. Butler University Student Housing Policy

C. Candle Use Permit

D. *International Fire Code Section 307* - Open Burning, Recreational Fires and Portable Outdoor Fireplaces

E. *International Fire Code Section 308* - Open Flames

F. *326 IAC 4* - Burning Regulations

G. Indianapolis-Marion County, *IN Code of Ordinances, Section 511-703* - Limited burning for special purposes

H. *OSHA 1910.1579(g)(1)-(4)* - Occupational Safety and Health Standards, Fire Protection

**APPENDICES:**