



PROCEDURE

Open Fires on University Property

Procedure Administrator: Director of Campus Public Safety
Authority: N.J. Uniform Fire Safety Act and Uniform Fire Code
Effective Date: July 25, 1983; September 23, 2009; May 25, 2021
Index Cross-References:
Procedure File Number: 6910
Approved By: Dr. Harvey Kesselman, President

I. PURPOSE:

To provide for safe control of all authorized requests for open fires on University property.

II. PROCEDURE:

1. Permission to employ open fires on campus for any purpose must be obtained from the Office of Campus Public Safety at least seven (7) days prior to the date of scheduled activity. The request form is located on the Campus Police website.
2. The requestor shall complete and sign the required form, assuming responsibility for exercising proper safety precautions.
3. Issued permits will stipulate the time and date of authorized use. The permit is not transferrable.
4. Permits may be modified, revoked, or terminated by the Office of Campus Public Safety: to comply with local, State or federal laws or regulations; for permittee noncompliance with this Procedure; if weather or other adverse conditions prevail; or, in case of emergency.
5. All open fires will be deployed in designated areas as directed by the Office of Campus Public Safety.
6. All open fires shall be at least two hundred (200) feet from wooded areas, buildings, vehicular equipment, or other combustible material.
7. Only charcoal briquettes may be utilized for picnic type cooking fires. Fires of this type must be in a metal cooking type stove or grill.
8. A suitable portable fire extinguisher must be available at the fire location. The person issued the permit shall be responsible for properly extinguishing all burning materials and removal of the same.
9. The Fire Safety and Prevention Officers will monitor all authorized open fires and file reports of hazardous conditions and infractions.

Review History:

	Date
Procedure Administrator	12/23/2020
Divisional Executive	03/05/2021
General Counsel	03/28/2021
Cabinet	05/14/2021
President	05/25/2021