

## Guidelines for Outdoor Recreational Fires and Open Flames

Any and all events that plan to have outdoor open flames on University property must be reviewed in advance by the Department of Environmental Health and Safety, and comply with the minimum recommendations below. Events using typical outdoor "department store type" charcoal/propane grills need not apply; provided they maintain a minimum of 10' from any building or structure and ensure to keep smoke away from building HVAC, door, and window openings, or otherwise special conditions will apply as outlined here. Open flames are not permitted on any landscaped or finished area. Flying, sky, or floating lanterns and similar open flame devices released uncontrolled into the environment are not permitted.

Recreational fires are the only types permitted on campus and are defined as:

The noncommercial burning of materials other than rubbish for pleasure, religious, ceremonial, cooking, or similar purposes in which the fuel burned is not contained in an incinerator, a barbecue grill, or a barbecue pit, and the total fuel area is not exceeding 3 ft (0.9 m) in diameter and 2 ft (0.6 m) in height.

Yes	No	The following conditions must be met:
<input type="checkbox"/>	<input type="checkbox"/>	1. No county or statewide burn ban is in effect at the time of application. (Note this approval is overridden if any burn bans are imposed between the time of application approval and the event.)
<input type="checkbox"/>	<input type="checkbox"/>	2. The day of the event the <b>applicant</b> must verify no fire ban has been issued according to the National Weather Service or local authority. <a href="https://www.weather.gov/fire/">https://www.weather.gov/fire/</a>
<input type="checkbox"/>	<input type="checkbox"/>	3. Winds the day of the event are to be <10 mph.
<input type="checkbox"/>	<input type="checkbox"/>	4. All fires are to be planned and maintained at least 50' away from buildings and structures.
<input type="checkbox"/>	<input type="checkbox"/>	5. Only clean wood, charcoal, or kindling are to be burned with a maximum of 6 cubic feet of material. Construction debris, trash, or pallets are not permitted. Accelerants are not permitted.
<input type="checkbox"/>	<input type="checkbox"/>	6. A responsible representative from the organization will be on site with a fire extinguisher during the event.
<input type="checkbox"/>	<input type="checkbox"/>	7. The burn area will be thoroughly watered down after the event is completed to ensure all remnants of fire have been extinguished before the site is vacated.
<input type="checkbox"/>	<input type="checkbox"/>	8. UCF PD (407-823-5555) and Orange County Dispatch (407-737-2444) will be notified the day of the event as to the time and location of the burn.
<input type="checkbox"/>	<input type="checkbox"/>	9. All debris to be removed and site returned to pre-burn conditions.
<input type="checkbox"/>	<input type="checkbox"/>	10. All areas subject to approval by the appropriate area manager. For RWC areas email a copy to <a href="mailto:ucfrec@ucf.edu">ucfrec@ucf.edu</a>
<input type="checkbox"/>	<input type="checkbox"/>	11. <b>Special conditions</b> for approval subject to a case by case review:

Event Description and Sponsoring Organization:	
Event Date and Time:	Location of Event:
Applicant Name:	Applicant Phone:
Designated Responsible Representative:	Representative Phone:
Applicant Signature:	Applicant email:
EHS Reviewed By:	Date: