**Fire Request Procedure**

# 1.0 Purpose and Requirements

As required by the Office of Environmental Health & Safety (EHS), a permit is required before the ignition of any open burning on state or Longwood University owned or managed property.

## 2.0 Scope

# A permit is required before the ignition of any open burning on state or Longwood University owned or managed property.

The following is a list of the types of activities requiring a Fire Permit:

* Artwork involving flames
* Indoor religious ceremonies and / or activities involving open flames and / or candles / incense
* Educational / Training demonstrations
* Outdoor Grilling Activities
  + Propane cooking grills used by Dining Services contractor are exempt.
* Bonfires
* Campfires
* Providing heat for outdoor workers or other persons
* Recognized range or wildlife management practices
* Prevention to control disease or pests

# 3.0 Responsibilities

* Event Host SHALL
  + Coordinate the event with Conferences & Scheduling.
  + Submit a Fire Request Application to EH&S
  + Ensure personnel trained in the use of fire-extinguishing equipment are in the attendance during the event.
  + Complete all necessary applications and provide required payments.
  + Have all fire extinguishers returned to EH&S Office within 24 hours of the end of the event (or Noon Monday if a weekend event).
  + **For Log Cabin Gas Fireplace:** Submit a Work Order Request to Facilities Management for the lighting of the gas logs.
  + **For outdoor events:** Contact the Director of Grounds & Landscape Management
  + **For outdoor events:** Coordinate with Campus Police for the placement of barricades, if required.
* EH&S WILL:
  + Review applications and make recommendations that may include type of material to be burned, locations, or other safety related suggestions.
  + Provide fire extinguisher training as needed.
  + Provide fire extinguishers or other fire-extinguishing equipment.
  + Review & forward SFMO applications and payments to the SFMO.

# 4.0 Procedure Instruction

* The Event Host will coordinate the event with Conferences & Scheduling.
* The Event Host will complete the Fire Request Application and forward it to the EH&S Office at least thirty (30) days prior to the event.
  + Small events such as marshmallow roasts only require 2 business days.
* If the event requires a **SFMO permit** it will be completed and forwarded to EH&S Office. A check for applicable fees made payable to the “Treasurer of Virginia” will also be forwarded to EH&S Office with the application(s).

The below listed events require a State Fire Marshal Office (SFMO) Permit:

* + Bonfires
  + Fireworks
  + Pyrotechnics
  + Flame Effects

# 5.0 Prohibited Open Burning

In accordance with the Virginia Statewide Fire Prevention Code, a bonfire that will be offensive or objectionable because of smoke or odor emissions when atmospheric conditions or local circumstances make such fires hazardous shall be prohibited. Any representative from the EH&S Office is authorized to order the extinguishment by EH&S or the fire department of open burning which creates or adds to a hazardous or objectionable situation. In addition, any representative of EH&S Office may order the extinguishment of open burning because of one or more of the following hazardous situations:

* Unattended fires
* Unprotected/Uncontained fires deemed capable of spreading
* Hazardous weather that may cause a fire to spread
* Inadequate fire extinguishing equipment/materials
* Combustible exposure hazards
* Inappropriate or hazardous materials used as fuel
* Air contaminants, smoke, or other materials which may cause a traffic hazard.
* Untrained or inadequate fire watch attendees

# 6.0 Hazardous Materials

Combustible and flammable liquids shall not be used to aid in the ignition of any bonfire. Furthermore, the application, dispensing, or use of a combustible or flammable liquid, or any other hazardous material, upon or into the fuel used in any open burning operation including a controlled burn, bonfire, or recreational fire shall be considered an unauthorized release of a hazardous material and is strictly prohibited.

**7.0** **Four O’Clock Burn Law**

During the period February 15 through April 30 of each year (spring wildfire season), it shall be unlawful, in any county or city or portion thereof organized for forest fire control under the direction of the State Forester, for any person to set fire to, or to procure another to set fire to, any brush, leaves, grass, debris or field containing dry grass or other inflammable material capable of spreading fire, located in or within 300 feet of any woodland, brushland, or field containing dry grass or other inflammable material, except between the hours of 4:00 p.m. and midnight. During spring wildfire season, you are allowed to burn between 4 p.m. and midnight as long as you take proper care and precaution and attend your fire at all times. (Code of Virginia, 10.1-1142-B) For additional information about the 4 p.m. Burn Law, local burn restrictions, and current fire information, please visit the Virginia Department of Forestry (VDOF) website.

**8.0** **Air Quality/Air Pollution Alert**

**Bonfires are not prohibited but are discouraged when the Air Quality Index (AQI) is greater than 150 ("Unhealthy" or "Code Red").**

# 9.0 Definitions

“For the purpose of this document the following definitions apply.”

* **Attendance**

All fires shall be constantly attended until the fire is totally extinguished. A minimum of one portable fire extinguisher with a minimum 4-A rating or other approved on-site fire-extinguishing equipment, such as dirt, sand, water barrel, garden hose or water truck, shall be available for immediate utilization.

* **Allowable Fuels**

Only seasoned dry firewood or similar clean burning materials shall be permitted as fuel for bonfires. Land-clearing waste and/or refuse shall not be used as a fuel for a bonfire. Only approved candles and incense shall be used indoors. Every precaution should take place to shield the burning fuel such as glass globes. (Exception: Training Demonstrations may have limited fuels that will produce a dense smoke)

* **Bonfire**

An outdoor fire used for ceremonial purposes.

* **Fuel Quantity Limitation**

A bonfire should not have a total fuel area greater than 5' x 5' x 5' in dimension

* **Time Limitation**

A bonfire should not burn longer than 3 hours. The duration of a bonfire may be extended as approved by the State Fire Marshal or the Office of EH&S.

* **Extinguishment**

(*Code of Virginia, 10.1-1142-D*). Any person who builds a fire in the open air, or uses a fire built by another in the open air, within 150 feet of any woodland, brushland or field containing dry grass or other inflammable material, shall totally extinguish the fire before leaving the area and shall not leave the fire unattended.

* **Location**

A bonfire shall not be conducted within 50 feet of a structure or combustible material. Conditions which could cause a fire to spread within 50 feet of a structure shall be eliminated prior to ignition. A barricade shall be established five (5) feet from the outermost edge of the fire base.

* **Recreational Fire**

Any outdoor fire burning materials other than rubbish where the fuel being burned is not contained in an incinerator, outdoor fireplace, barbeque grill or barbeque pit and has a total fuel area of 3 feet or less in diameter and 2 feet or less in height for pleasure, religious, ceremonial, cooking, warmth or similar purposes.

# 10.0 Related Documents

Fire Request Application  
Virginia State Fire Marshal’s Office Application for Bon Fire on State Owned Property  
Virginia State Fire Marshal’s Office Application for Fireworks on State Owned Property  
Virginia State Fire Marshal’s Office Application for Pyrotechnics on State Owned Property  
Virginia State Fire Marshal’s Office Application for Flame Effects on State Owned Property