Bonfire Guidelines

A written plan addressing the items identified in this document shall be provided to the Penn State Environmental Health and Safety Office for approval purposes.

**Pre Event**

Date and Time of event

Organization and primary contact person (name, phone #’s, address) requesting bonfire

Penn State Approvals needed include

* Campus
* Environmental Health and Safety
* Risk Management

Municipality Approval must be obtained

Local open burning permits must be obtained

All local regulations must be followed including open fires, air quality requirements etc.

Location for bonfire must be identified (plot plan)

* Location must be a minimum of 100 feet from any structures or combustible items (i.e. fences, vehicles, brush)
* Ground surface must not be covered by asphalt, concrete or other material which could be damaged by heat or pose a threat for rapid fire spread.

Size of bonfire must be documented

Materials to be used must be documented

* Materials shall be clean, dry wood
* No trash, plastic, tires, treated lumber
* No flammable or combustible liquids (e.g. gasoline, kerosene, diesel fuel)

**Event**

Adjoining property owners shall be notified prior to event

Fire Department must be on site with water and personnel

* Fire department personnel shall ignite and extinguish bonfire

A physical barrier (i.e. Police tape) must be erected around the bonfire at least 50 feet from the fires base. Depending on the size of the bonfire a larger safety zone may need to be provided.

Identified / responsible individuals shall monitor and prevent unauthorized individuals from entering the safety zone during the construction, burning and cleanup of the bonfire.

While the bonfire is burning entry to the safety zone shall be limited to fire department personnel and event authorized individual.

The Bonfire shall not be ignited if:

* There is the potential for severe weather (i.e. thunderstorms, intense rain)
* Steady winds of 15 mph or higher
* Wind gusts exceeding 20 mph

If weather conditions deteriorate after the bonfire has been ignited the fire shall be immediately extinguished to protect the public and property.

At the conclusion of the event the bonfire must be totally extinguished; all debris removed from the site and debris properly disposed of.

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