

Fire Pit Guidelines and Instructions

1. Student organizations must apply for and obtain approval from the Student Activities and Organization Office to hold the event.
2. The sponsoring organization must complete a Fire Pit Permit ([Form 8-105](#)) and submit to the Environmental Health & Safety Office (EH&S) a **minimum of ten (10) business days** prior to the event. Completion of an application does not guarantee a permit will be granted.
3. The sponsoring organization is responsible for coordinating with the Office of Facilities Management to allow ample time to setup the fire pit, which includes grass removal, barricades, and stone perimeter.
4. The designated fire pit location is at the northwest corner of Summit Ave. and W. Fourth St., adjacent to parking Lot 29, or as approved by EH&S.
5. The applicant and the UT Arlington staff/advisor shall be present at all times during the event, safely lighting, monitoring, and extinguishing the fire, then removing any unburned firewood from the site. **(NEVER LEAVE THE FIRE UNATTENDED)**
6. A minimum of two individuals, who have been trained in the use of fire extinguishers and are instructed on the requirements contained in these guidelines, must be present at all times for the duration of the fire. *Fire extinguisher training can be provided by EH&S with a **minimum of five (5) business days'** notice for scheduling.*
7. Fuel for the fire shall consist only of seasoned dry firewood. The use of chemically treated wood, pallets, cardboard/paper products, fabric, or construction debris is strictly prohibited.
8. Only manufactured fire starter logs or stick matches may be used to start the fire. No accelerants (e.g., gasoline, charcoal lighter fluid, kerosene, diesel fuel, etc.) or any other flammables may be used to start or re-start the fire.
9. A fire pit shall not be more than three (3) feet by three (3) feet by three (3) feet in dimension and shall not be permitted to burn longer than three (3) hours.
10. No person shall come into contact with the fire, embers, or coals of the fire pit.
11. The fire pit shall not be less than 50 feet from any structure and or vehicle and provisions shall be made to prevent the fire from spreading to within 50 feet of any structure.
12. A perimeter not less than (10) feet on all sides shall be established around the fire pit that prohibits access to all spectators.
13. Fire Pit Permits will not be approved if the City of Arlington is under an outdoor burn ban.
14. Prior to the event an EH&S representative will inspect the fire pit, surrounding area, and permit to ensure guidelines have been met.
15. At the time of the inspection the following EH&S safety equipment will be provided:
 - **Two (2) portable 10lb ABC fire extinguishers to be located near the fire (to be used in case of an emergency, not to extinguish the fire)**
 - **One (1) shovel to stir the coals to extinguish the fire**
 - **Two (2) 5-gallon containers of non-potable water to extinguish the coals**

- **Two (2) 5-gallon buckets of sand to extinguish the coals**

Note: The sponsoring organization is responsible for returning the EH&S safety equipment to the back door of the EH&S office at 500 Summit Avenue after the event has concluded.

16. Weather conditions, including forecasted severe weather (i.e. thunderstorms, lightning, intense rain, hail, etc.) or steady/gusts of wind 15 mph or higher, may cause the event to be delayed or canceled. EH&S will monitor weather conditions prior to the event. If weather conditions are unacceptable, EH&S will contact the representative as soon as possible to notify them that the event must be delayed or canceled.
17. The permit is not transferrable to another organization or for a different date than originally requested.
18. In the event of an emergency (i.e. the fire spreads out of control, an injury occurs) contact **UT Arlington Police at 817-272-3003**.

INSTRUCTIONS

Starting the Fire:

- Place fire starter log/crumpled newspaper in the bottom of the fire pit.
- Arrange small logs around the fire starter log/crumpled newspaper, allowing spaces for air to circulate around the fire wood.
- Stack larger fire wood on top of the smaller logs.
- Ensure the fire wood will not fall out of the fire pit.
- Once the fire starter material/fire wood is in place, strike a wooden match and hold under the fire starting material until a fire starts.
- Once the fire has started, be patient until the rest of the wood catches on fire.
- **NEVER ADD LIQUID ACCELERANT ONCE THE FIRE HAS STARTED!!**

Extinguishing the Fire:

- The portable 10lb ABC fire extinguisher ***should not be used to extinguish the fire***; hot ashes could be blown back in the face of the user. Extinguishers are provided for emergencies only.
- Allow time for the wood to burn down to coals.
- Slowly pour water over the hot coals. Be careful when pouring water over hot coals to ensure steam/ashes do not splash.
- Use shovel to stir the hot coals.
- Once the coals have cooled, spread sand over the coals and stir with the shovel.
- Do not leave the fire pit until all of the coals are no longer smoldering or glowing.
- **NEVER LEAVE THE FIRE UNTIL COMPLETELY EXTINGUISHED!**
- Return equipment to the back door of the EH&S Building at 500 Summit Ave.