



Fire Pit Use on Campus

REFERENCE GUIDE

Issued: December 2022

To ensure the safety of employees, students, and visitors, the use of fire pits and other open flames should be limited to officially approved university activities at sites approved by Environmental Health & Safety. This document provides guidelines for operating a fire pit on campus and shall apply to all persons involved in the operation and use of fire pits on campus.

The following items should be considered when planning for the use of Fire Pits or Open Flames on Campus.



Approval Process and Location Selection



Monitoring and Attending to a Fire Pit



Fire Pit Type and Use

Approval Process and Location Selection

The event review and approval process will generally track as follows:

- ☐ Student organizations must obtain initial authorization to have the event (i.e. Cowbell Connect) and define the site for the Fire Pit, which must comply with the guidelines below.
- ☐ Department must obtain initial authorization to have the event from their department head and define the site for the Fire Pit, which must comply with the guidelines below.
- ☐ Once the event is approved, a designated fire attendant(s) should e-mail firesafety@ehs.msstate.edu to request a site survey.
- ☐ The requesting organization or department will coordinate a site survey with an EH&S Specialist.
- ☐ The Attendant(s) must have completed fire extinguisher training within one (1) year of the event start date.
- ☐ For wood-burning fire pits, an approved means of extinguishing the fire and disposal of ash and coals are required prior to approval from an EH&S Specialist.
- ☐ Fire Pit will not be approved if the County is under an outdoor burn ban.

Monitoring and Attending to a Fire Pit

Fire Attendant Responsibilities

- ☐ The attendant(s) will inspect the fire pit prior to use. If there are any concerns as to the integrity of the unit, it should not be used.
- ☐ The attendant(s) must always be at the fire pit while it is operational.
- ☐ The attendant(s) must have attended fire extinguisher training within the last year.
- ☐ The attendant(s) will ensure no “horseplay” occurs within the vicinity of the fire pit.
- ☐ The attendant(s) must never leave the fire unattended.
- ☐ The attendant will coordinate with EH&S to ensure a Fire Extinguisher is present during the event and that it is

returned after the event.

- ☐ In the event of an emergency (i.e., the fire spreads out of control or an injury occurs), contact MSU PD Police at 662-325-2121.

Fire Pit Type and Use

Wood Burning Fire Pit

- ☐ The fire pit MUST NEVER BE LEFT UNATTENDED. A member(s) of the organization or department using the fire pit shall be identified as a fire attendant(s).
- ☐ The fire pit must remain at least 50 feet from any wall, building, or combustible material.
- ☐ Ensure the area above the fire is clear (e.g., free of tree limbs, electrical wires, etc.).
- ☐ Any seating around the fire pit must remain at least three (3) feet from the fire.
- ☐ The fire pit must sit on level ground.
- ☐ Fires cannot be lit when winds are greater than 12 mph.
- ☐ A mesh spark screen must always be fitted correctly over the fire.
- ☐ Do NOT overload the fire pit. The amount of wood should never impede the mesh screen from properly fitting.
- ☐ Do not use any material other than wood to burn. 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.
- ☐ 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.
- ☐ The attendant(s) will be responsible for maintaining the fire; no other member may assist with the fire in any way.
- ☐ A fire pit shall not be more than three (3) feet by three (3) feet by three (3) feet in dimension.
- ☐ When putting out the fire, use water and/or sand to extinguish and **dispose of the ash properly in a metal container**. EH&S can provide a metal container and portable water container upon request. Must be returned to EH&S, or the replacement cost will be charged to the Organization/Department.
- ☐ The fire should be completely extinguished and cool to the touch before transporting the fire pit or leaving the site.

Propane Burning Fire Pit:

- ☐ The fire pit MUST NEVER BE LEFT UNATTENDED. A member(s) of the organization or department using the fire pit shall be identified as a fire attendant(s).
- ☐ The fire pit must remain at least 50 feet from any wall, building, or combustible material.
- ☐ Ensure the area above the fire is clear (e.g. Free of tree limbs, electrical wires, etc.).
- ☐ Any seating around the fire pit must remain at least three (3) feet from the fire.
- ☐ The fire pit must sit on level ground.
- ☐ Fires cannot be lit when winds are greater than 12 mph.
- ☐ Do not add any material, i.e., wood or paper, to the pit.
- ☐ The attendant(s) will be responsible for maintaining the fire; no others may assist with the fire in any way.
- ☐ The fire should be completely extinguished and cool to the touch before leaving the site.