

## GUIDELINE 7 . OUTDOOR PORTABLE FIREPLACES

### 1.0 PURPOSE

- 1.1** To provide a policy and procedures to establish the types of outdoor fireplaces that are permitted and fire safety requirements for their use.

### 2.0 DEFINITIONS

- 2.1 Outdoor fireplace** – A portable outdoor burning device designed to burn wood, other combustible materials or propane for ambience and/or to provide a small amount of warmth.

### 3.0 RESPONSIBILITY

- 3.1** Anyone using an outdoor portable fireplace on campus must review this guideline, complete **Appendix 7.0 - Outdoor Portable Fireplaces, 10 business days** before the event, and email it to [FES@publicsafety.upenn.edu](mailto:FES@publicsafety.upenn.edu)

### 4.0 PROCEDURES

- 4.1** No one shall use an outdoor portable fireplace without first obtaining a written permit from the Department of Fire and Emergency Services.
- 4.2** One responsible person shall be identified as the site supervisor for each outdoor portable fireplace in use.
- 4.3** No alcohol shall be consumed at an event where outdoor portable fireplaces are in use.
- 4.4** Outdoor portable fireplaces shall be completely enclosed (solid material or heavy-duty screening or both) with or without a stack or chimney, but those burning combustible materials shall have a screen at the top to prevent large embers that may cause a fire from escaping into the atmosphere. All materials shall be in good repair and safe condition. No combustible storage in the area of the fireplace when in use.
- 4.5** Portable outdoor fireplaces designed to burn combustible materials shall use an appropriate type of fuel such as non-pressure-treated wood, charcoal or fireplace logs. Propane units shall use only propane. No waste material or any material that is likely to cause excessive smoke or noxious odors shall be used. The amount of fuel in use shall not exceed the safe capacity of the device.
- 4.6** Portable outdoor fireplaces shall be at least 15 feet from a structure, including decks and balconies. Their placement shall be stable and reasonably level so as to make tipping unlikely. They shall not be used on a deck, within any tent, or on or under any roof or other overhang including trees and shrubs.
- 4.7** Portable outdoor fireplaces shall be constantly attended until the fire is extinguished.
- 4.8** A portable fire extinguisher shall be readily available for use and kept within 10 feet of the portable outdoor fireplace. The identified site supervisor shall be trained in the use of portable fire extinguishers.
- 4.9** Cooking or warming food is prohibited on portable outdoor fireplaces.
- 4.10** When multiple outdoor portable fireplaces will be used at a single event a diagram showing the placement of the fireplaces shall be submitted to the Department of Fire and Emergency Services at least

72 hours prior to the event. A minimum distance of 25 feet shall be maintained between each fireplace. There shall be one identified site supervisor for each outdoor portable fireplace.

- 4.11** Outdoor portable fireplaces must be used in conformance with this guideline, local codes and standards and manufacturer's instructions. In cases of discrepancy the most restrictive directive shall prevail.

## **5.0 CONTACT INFORMATION**

- 5.1** For question regarding this guideline contact Fire and Emergency Services at (215) 573-7857, or [FES@publicsafety.upenn.edu](mailto:FES@publicsafety.upenn.edu)