



# JMU OPEN BURN REQUIREMENTS

Revised February 2024

Any open flames or open burns such as bonfires, candles, grills, etc. on state property require approval at the JMU vice presidential level or higher. Scheduled start times for open burns must be observed or the event will be canceled; with a maximum variation of one hour for inclement weather being the only exception. Failure to follow these requirements or follow proper safety precautions may result in cancellation of the event. The State Fire Marshal's office reserves the right to cancel any open burn without notice. In addition, the following requirement will be met:

### The following organizations must receive notifications at least thirty days prior to an open burn

<b>JMU Public Safety:</b>	<b>John Campbell</b>	<b>568-6912</b>	(campbejc@jmu.edu)
<b>JMU Facilities Management:</b>	<b>Gary Shears</b>	<b>568.2850</b>	(shearsgd@jmu.edu)
<b>JMU Risk Management:</b>	<b>Tony Brown</b>	<b>568.6765</b>	(brownah@jmu.edu)

The following information must be delivered to the JMU Safety Engineer's office at least thirty days prior to the event:

- Event Name \_\_\_\_\_
- Event Sponsor \_\_\_\_\_
- Contact Person \_\_\_\_\_
- Phone \_\_\_\_\_ E-mail \_\_\_\_\_
- Location \_\_\_\_\_
- Start Time \_\_\_\_\_
- Description of open burn \_\_\_\_\_  
\_\_\_\_\_
- A representative drawing of the area with the designated open burn site and distances to buildings and spectators defined.
- Confirmation from Facilities Management for any special preparations to be provided by them.
- Application for the Open Burn on State Property form from the State Fire Marshal's office, completed by the JMU Fire Safety Office including payment of any fees.

Arrangements have been made with the JMU Safety Office for a proper fire extinguisher to be available in close proximity to the open flame, at least one person attending the event has been properly trained in extinguisher use and no combustible materials will be in the vicinity of the open flame.

Approval: \_\_\_\_\_ Date: \_\_\_\_\_