

GUIDELINE 13. GRILLING

1.0 PURPOSE

- 1.1** To establish a guideline for the safe use of grilling equipment on the campus of the University of Pennsylvania.

2.0 PROCEDURES

2.1 Grilling on campus

- 2.1.1** A grill request permit must be completed 10 business days prior to the event.
- 2.1.2** Approval and oversight will be administered through the Division of Public Safety's department of Fire and Emergency Services. A grilling permit must be completed **10 business days** prior to the event, and submitted to Fire and Emergency Services at FES@publicsafety.upenn.edu.
- 2.1.3** Fire and Emergency Services will provide emergency procedures information and fire extinguisher training; which must be completed by the requestor prior to grilling.
- 2.1.4** Grilling will occur in a pre-determined area which has been agreed upon the Division of Public Safety (DPS), the Department of Recreation and Intercollegiate Athletics (DRIA), and Facilities and Real Estate Services (FRES).
- 2.1.5** Grilling will occur 20 feet away from any structure, combustibles, and shrubs.
- 2.1.6** Only charcoal grills are permissible. Propane grills will be allowed to be used on a limited basis by licensed vendors only. Fire and Emergency Services must be notified ahead of time about all propane grill use.
- 2.1.7** The ground surface must be protected with plywood approximately twice the area of the cooking surface.
- 2.1.8** A portable fire extinguisher is required to be in close proximity to the grill. The fire extinguisher will be available for drop-off by Allied Universal.
- 2.1.9** Used charcoal must be disposed of properly in a metal container provided by FRES.
- 2.1.10** All emergency situations or injuries during the grilling event will be reported immediately to PennComm at 215-573-3333.

2.2 Grilling at Penn Park

- 2.2.1** A grill permit must be completed 10 business days prior to the event through DRIA.
- 2.2.2** Approval and oversight will be administered through the Division of Public Safety's department of Fire and Emergency Services. A grilling permit must be completed **10 business days** prior to the event and submitted to Fire and Emergency Services at FES@publicsafety.upenn.edu.
- 2.2.3** Fire and Emergency Services will provide emergency procedures and fire extinguisher training which must be completed by the requestor prior to grilling.

- 2.2.4** Grilling will occur in a pre-determined area which has been agreed upon by the Division of Public Safety (DPS), the Department of Recreation and Intercollegiate Athletics (DRIA), and Facilities and Real Estate Services (FRES).
- 2.2.5** Grilling will occur 20 feet away from any structure, combustibles, shrubs, and playing area.
- 2.2.6** When the Penn Air Structure is fully erected at Penn Park, grilling is prohibited within 250 feet of the structure.
- 2.2.7** The ground surface must be protected with plywood approximately twice the area of the cooking surface. Facilities and Real Estate will place the plywood in the proper grilling location prior to the event.
- 2.2.8** A portable fire extinguisher is required to be in close proximity to the grill. The fire extinguisher will be available for pickup at the security kiosk.
- 2.2.9** Use charcoal must be disposed of properly in a metal container provided by FRES.
- 2.2.10** All emergency situations or injuries during the grilling event will be reported immediately to PennComm at 215-573-3333.

2.3 Grilling at the College Houses & Sansom Place

- 2.3.1** Fire Emergency Services will provide emergency procedures and fire extinguisher training related to grilling to the House Directors and Sansom Complex Manager, as requested by each House or Sansom Place, at the start of each academic year. The House Director and Sansom Complex Manager can then train others within the senior House leadership on proper grilling procedures for the academic year.
 - 2.3.1.1** Training is required at least once each academic year.
- 2.3.2** A grilling permit must be completed **10 business days** prior to the event and submitted to Fire and Emergency Services at FES@publicsafety.upenn.edu. The application for grilling on campus can be obtained on the Division of Public Safety's website:
 - 2.3.2.1** If the event is spur of the moment, and a permit has not been secured, please complete the application for grilling and email it to FES@publicsafety.upenn.edu to document a grilling event.
- 2.3.3** Grilling will occur in (a) pre-determined area(s), which has been agreed upon by the Division of Public Safety (DPS), College Houses and Academic Services (CHAS), Residential and Hospitality Services (RHS), and Facilities and Real Estate Services (FRES) during the grilling training.
- 2.3.4** Grilling will occur 20 feet away from any structure, combustibles, shrubs, and playing area.
- 2.3.5** The ground surface, regardless of if it is grass, stone, brick, concrete, asphalt, etc., must be protected with plywood approximately twice the area of the cooking surface in order to protect the surface on which one is grilling. Facilities and Real Estate will place the plywood in the proper grilling location prior to the event.

- 2.3.5.1** For spur of the moment events, it is recommended that the House, or Sansom Place, grill on a solid and stable surface, such as stone, brick, concrete, asphalt, as opposed to grilling on grass.
- 2.3.6** A portable water fire extinguisher is required to be near the grill. The fire extinguisher will be available for drop-off by Allied Universal.
 - 2.3.6.1** For spur of the moment events, the House may have a water fire extinguisher among its resources for use during such events. If a water fire extinguisher is not available, Allied Universal can be contacted at 215-573-9224 to deliver a water fire extinguisher for the grilling event.
- 2.3.7** Used charcoal and ash must be placed in a metal container and water must be poured in the container in order to drown the charcoal completely. If a metal container is not available within the House for the collection of used charcoal, Facilities and Real Estate Services can be contacted at 215-898-7208. The container can then be retrieved by FRES for proper disposal.
- 2.3.8** All emergency situations or injuries during the grilling event will be reported immediately to PennComm at 215-573-3333.

3.0 CONTACT INFORMATION

- 3.1** For question regarding this guideline contact Fire and Emergency Services at (215) 573-7857 or FES@publicsafety.upenn.edu