**Hampshire College**

**Outdoor Fire Procedure**

1. Notify Campus Police in advance of the fire event date. (Phone: 413-559-5424)
2. Get a fire extinguisher from Environmental Health & Safety and have ready on site at all times. (Phone: try 413-538-3554 first, or 413-538-2529)
3. Notify Campus Police ten (10) minutes prior to the fire. (Phone: 413-559-5424)
4. Burning must be constantly attended and a garden hose or water source must be readily available in addition to the fire extinguisher. Contact Facilities & Grounds for water source. (Phone: 413-559-5431)
5. After the fire event is over and the fire is extinguished, a 'Fire Watch' must remain on site for at least 30 minutes to make sure the fire is completely extinguished
6. EMERGENCIES: Immediately call Campus Police (413-559-5424), or call 9-1-1 for Town of Amherst Fire or Police Departments

**Please note that permits are required from the Amherst Fire Department for any open fire, other than small cooking or recreational fires**. (Phone: 413-259-3082).

**The total fuel area must not exceed 3 feet (0.9m) in diameter and 2 feet (0.6m) in height.**

EH&S 122014