Saint Louis University – Office of Risk Management
Outdoor Grilling & Cooking Guidelines

Scope

This applies to any University department, chartered Student Organizations or other recognized groups wanting to grill or cook outside as part of an event on Saint Louis University's campus or sponsored by Saint Louis University.

Guidelines

University departments and recognized student organizations that adhere to the procedures stated below can conduct outdoor grilling/cooking on campus. Prior approval must be granted from Event Services and Risk Management before any open flame grilling/cooking is allowed. Grilling/cooking must be conducted in designated approved areas on campus.

Departments to Notify

- Chartered Student Organizations or other recognized groups or departments will be required to notify the following departments two weeks prior to the scheduled event:
    1. Event Services - 314-977-6338
        a. You must contact them to schedule the event.
    2. Department of Public Safety (DPS) – 314-977-3000
    3. Risk Management – 314-977-3952 or riskmgmt@health.slu.edu
        a. The department or organization must provide the scope of the event, area, and safety precautions in place.
        b. Risk Management to provide Waivers for participation.
    4. Facilities Services – Grounds Division
        a. The Grounds Division must approve placement of cooking devices.

Event Site Preparation

- Facilities Services must be consulted and must approve the location of all activities involving the outdoor event. They also should be present during set-up and tear-down to ensure that there is no fire hazard.
- Barbecue grills should be used on a firm, flat, stable surface.
- Grills should **not** be used indoors, which include: garages, carports, wooden surfaces, balconies or beneath any structure equipped with an overhang.
- Grills should **not** be used within 20ft. of any structure.
- Place the grill a safe distance from event attendees and out of the paths of travel.
- Fire extinguishers should be within (15) fifteen feet when using any barbecue grill.
- Per the City of St. Louis, prevailing winds may not exceed 15 miles per hour for at least 30 minutes prior to the event.

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- Per the City of St. Louis, fires must be extinguished within four (4) hours following ignition, and in no case will a fire be allowed to burn later than 11:00 pm.
- Turkey fryers are NOT permitted at any Saint Louis University Event.
- Loose clothing should **not** be worn when grilling.
- Never leave the barbeque grill unattended.
- Long utensils should always be used to avoid burning yourself.
- Never attempt to relocate a grill once the fire has been lit or a grill that is hot.
- Alcohol is prohibited.

Specific Safety Measures for Distinct Types of Grilling

- **Electrical Grill Safety**:
  1. Never immerse or expose cords, plug or heating elements in water or other liquid.
  2. Electric grills should not be used in the rain.
  3. Do not use electric grills near combustible or flammable materials.
  4. Visually inspect cord, plug and all connections for damage and wear prior to grilling. Do not use it if the grill shows any sign of wear.
  5. All knobs should be in the OFF position when unplugging or plugging the grill into the electrical outlet.
  6. Unplug the grill from the electrical outlet prior to cleaning or when not in use.
  7. To ensure protection against risk from shock, electrical grills should be connected to a ground fault circuit interrupter (GFCI).

- **Charcoal Grilling Safety:**
  1. **Only** charcoal briquettes are to be burned in a grill, **NO** exception.
  2. Never use gasoline or kerosene to light a charcoal fire. Only liquid lighter fluid intended for charcoal starting may be used and should **not** be added to an already lit charcoal grill.
  3. Because charcoal produces carbon monoxide fumes, do not store charcoal grills indoors until charcoal is completely extinguished and disposed of.
  4. Charcoals should be given plenty of time to extinguish (minimum 48 hours). After permitting the coals sufficient time to cool, ash should be disposed of in a metal bucket. Do **not** dump ash on the grass, mulch, shrubbery or in a university trash receptacle as it can smolder and cause a fire.
  5. Keep water nearby for flare-ups.
  6. Use insulated flame-retardant mitts when handling any part of the grill.

- **Gas Grilling Safety:**
  1. Always follow the manufacturer's instructions when connecting or disconnecting a gas grill.
  2. By cleaning and performing general maintenance on a gas grill, it can assist in keeping them safer to use.

3. Check tubes leading to burners for any form or blockage. Check hoses for cracks, leaks, or brittleness. Ensure that there are no sharp bends in hoses. If cracks or leaks appear in hoses, follow the manufacture's suggestions to check for leaks and replacement of damaged hoses.
4. Make sure that the propane tank does not have any dents, gouges, bulges and leaks, fire damage or rust. Tanks should be replaced if any of these signs are evident.
5. Use a gas grill in a well-ventilated area.
6. Keep lit cigarettes and open flames away from gas grills.
7. Always store propane tanks in a secured upright position and not in a building.
8. Make certain that the propane tank has an over-fill prevention device.
9. Do **not** store the propane tank in a hot car or area that can be exposed to high heat. High heat can cause the gas pressure to expand and open the relief valve, possibly filling the area with gas.
10. Always make sure that the control knobs for the gas grills are in the OFF position prior to igniting and when storing the grill. When the grill is not in use, the knob on the propane tank should be in the **OFF** position as well.
11. If the gas grill fails to light on the first attempt, turn the burner control off and allow the gas to dissipate prior to trying again.
12. If the fire on the burners of a gas grill goes out during cooking, turn all the knobs to the **OFF** position. Open the lid and wait five (5) minutes before attempting to relight.
13. Always start gas grills with the lid open. Gas can collect if the lid is down which can create an explosion when the grill is lit.
14. What do I do if a gas grill leaks?
    a. If you smell a "rotten egg" smell, that means that gas is leaking.
    b. Do **not** turn electric switches off or on, light matches or do anything that could ignite the gas.
    c. Immediately get all the people out of the area.
    d. Close the valve on the propane tank. Turn all the knobs to the OFF position. Do **not** turn the valve on or re-enter the area until the leak has been corrected.
    e. Call Department of Public Safety 317-977-3000.

Conclusion of Event

- The sponsoring group is responsible for ALL cleanup and disposal.
- Arrangements must be made to remove the ash from a charcoal grill after the 48-hour waiting period and dispose of them properly.