

 BRANDON UNIVERSITY	Outdoor Ceremonial Fire Pit Use
Physical Plant Procedure and Process Category: Campus	Updated: July 18, 2025

PURPOSE:

To provide a safe and consistent process for requesting, accessing, and using the outdoor ceremonial fire pit for Indigenous ceremonies and cultural events on campus.

Scope

This procedure applies to all faculty, staff, students, Elders, Knowledge Keepers, and community members requesting use of the outdoor ceremonial fire pit.

Procedure

1. Requesting Use of the Fire Pit

1. The event organizer must submit a request to the Indigenous Peoples Centre (IPC) for use of the ceremonial fire pit.
2. The request should include:
 - Name of organizer or department
 - Contact information
 - Purpose of the ceremony or event
 - Requested date
 - Start and end times
 - Estimated number of participants
3. Requests should be submitted with sufficient notice to allow for coordination and approvals.

2. Coordination by Indigenous Peoples Centre

1. Upon receiving the request, the Indigenous Peoples Centre will:
 - Review availability of the fire pit location.
 - Confirm the date and time with the event organizer.
 - Coordinate with Physical Plant regarding site access requirements.

3. Accessing the Fire Pit

1. The organizer, or a designated representative from IPC, must advise Physical Plant of the event by submitting a FAMIS work request to unlock the fire pit enclosure or access point.
 2. The organizer is responsible for ensuring the fire pit remains secured when not in use.
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4. Fire Pit Safety Equipment

1. Prior to the event, the organizer or a designated representative from IPC must request the Fire Pit Safety Box from Physical Plant.
2. The Fire Pit Safety Box must be present at the site throughout the duration of the ceremony.
3. The safety box may include emergency and fire suppression equipment such as:
 - Fire extinguisher
 - Water bucket or water source
 - Shovel
 - Other required safety items
4. The organizer is responsible for verifying that all safety equipment is available and accessible before lighting the ceremonial fire.

5. Notification of Security

1. Physical Plant will notify Campus Security of the approved ceremonial fire event.
2. The notification should include:
 - Date of the event
 - Time of the event
 - Location of the ceremonial fire pit
 - Contact information for the event organizer
3. Security will be informed that a sanctioned ceremonial fire is taking place on campus to prevent unnecessary emergency responses.

6. During the Ceremony

1. The ceremonial fire must remain under the supervision of a responsible adult at all times.
2. Fire pit users must comply with all campus safety requirements and any applicable fire regulations.
3. The fire must not be left unattended.

7. Closing the Event

1. At the conclusion of the ceremony, the organizer must ensure:
 - The fire is fully extinguished.
 - The area is clean and free of debris.
 - Any equipment borrowed from Physical Plant is returned.
2. The fire pit must be locked and secured upon completion of the event.
3. The Fire Pit Safety Box must be returned to Physical Plant as instructed.

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RESPONSIBILITIES

Event Organizer

- Submit request to the Indigenous Peoples Centre.
- Coordinate key and safety box pickup/return with Physical Plant.
- Ensure safe operation of the ceremonial fire.
- Clean and secure the site following the event.

Indigenous Peoples Centre

- Receive and review requests.
- Confirm event details.
- Coordinate with Physical Plant as required.

Physical Plant

- Unlock/lock fire pit during regular business hours
- Provide Fire Pit Safety Box.
- Notify Campus Security of approved events.

Campus Security

- Lock fire pit after business hours
- Maintain awareness of approved ceremonial fire activities occurring on campus.
- Respond as required in accordance with campus procedures.

Effective Date: July 18, 2025

Approved By: Nolan Trembath, Director, Physical Plant