

Procedure No. S-02	<p style="text-align: center;">SUNY College at Old Westbury</p>  <p style="text-align: center;">Barbeque Event Policy</p>	INDEX
--------------------	--	-------

1.0 PURPOSE AND SCOPE..... 1

2.0 DEFINITIONS AND RESPONSIBILITIES..... 2

 2.1 EVENT MANAGER..... 2

 2.2 HEALTH & SAFETY OFFICER..... 2

 2.3 VICE PRESIDENT/DEPARTMENT HEAD..... 2

 2.4 OFFICE OF FACILITIES RENTAL..... 2

 2.5 OFFICE OF STUDENT ACTIVITIES..... 2

 2.6 UNIVERSITY POLICE DEPARTMENT 2

3.0 PROCEDURE..... 2

 3.1 PRIOR TO BARBEQUE 2

 3.2 DURING AND AFTER THE BARBEQUE 2

4.0 REFERENCES..... 3

5.0 APPROVALS 3

EXHIBIT 1 - BARBEQUE EVENT APPLICATION (INTERNAL FACILITIES REQUEST FORM)

EXHIBIT 2 - CAMPUS BARBEQUE AND FIRE SAFETY GUIDELINES

<p>Issued By: Dr. Calvin O. Butts, III President, College at Old Westbury</p>	<p>Signature:</p> 	<p>Effective Date:</p>
---	--	------------------------

1.0 PURPOSE and SCOPE

It is the policy of the State University of New York College at Old Westbury (College) to establish guidelines allowing students, employees and their guests, access to designated sites on campus for holding College-sponsored barbeque events. Presently these sites are located at the baseball and upper soccer fields. Other sites may be added if approved by the College President or designee.

2.0 DEFINITIONS & RESPONSIBILITIES

- 2.1 Event Manager – Student or employee with overall responsibility for the entire barbeque event from completing the Barbeque Permit Application form (Exhibit 1) through the conclusion of the barbeque event. This includes managing the operations, coordinating with other College departments, ensuring that the proper fire and safety equipment is on site and ensuring that the barbeque event complies with College regulations. The Event Manager (or designee) must be present for the duration of the barbeque event and possess a copy of the approved Barbeque Permit at all times.
- 2.2 Health & Safety Officer – Campus official in the Office of Environmental Health & Safety responsible for developing, implementing and monitoring Health and Safety policy, programs, and procedures. This official is also responsible for increasing health and safety awareness at all levels within the organization.
- 2.3 Vice President/Department Head – College Administrator who reviews the reasonableness of, and if appropriate, approves the Event Manager’s request. This person is usually the senior ranking employee in a Division or Department with the overall responsibility for the Division or Department and may appoint a designee as appropriate.
- 2.4 Office of Facilities Rental – This Office manages all internal and external requests for the use of College facilities, including barbeque events. Event Manager must obtain availability of desired facilities and dates from this Office or the Office of Student Activities.
- 2.5 Office of Student Activities – The Office which oversees all student-sponsored events. Along with the Office of Facilities Rental, assists Event Manager in securing the barbeque facility and entering the required information into the Que System.
- 2.6 University Police Department – This department is responsible for the protection and safety of all campus personnel and guests, and its property. University Police supplies the necessary safety equipment (fire extinguisher and key) to Event Manager and collects and holds proof of identification from Event Manager until equipment is returned.

3.0 PROCEDURE

3.1 PRIOR TO BARBEQUE

- A. Event Manager obtains Barbeque Permit Application (*Exhibit A – the Internal Event Facility Request Form*) from College's Policy web page or from either the Office of Student Activities or the Office of Facilities Rental. Event Manager completes the application, signs it and gets approving signature from Divisional VP/Department Head.
- B. Event Manager meets with the Office of Student Activities or the Office of Facilities Rental to secure designated site, date and time for the barbeque event. If barbeque facility is available, the event information is entered into the Que Center Event calendar by either party. At this time, Event Manager is provided a copy of the Campus Barbeque and Food Safety Guidelines (*Exhibit 2*).
- C. Event Manager, before the barbeque event is held, must review the Campus Barbeque and Food Safety Guidelines (*Exhibit 2*) and must contact the Campus Health & Safety Officer if he/she has questions about the guidelines or other safety concerns.
- D. Event Manager makes arrangements to have all Barbeque Supplies (*see Exhibit 2*) on hand at the designated site.

3.2 DURING AND AFTER THE BARBEQUE

- A. Event Manager secures the key for the barbeque grill and the fire extinguisher from University Police by leaving a Driver's License, Student or Photo ID with University Police.
- B. Event Manager prominently displays approved Barbeque Permit at campus designated site. Event Manager or designee oversees and coordinates the barbeque event and must be on-site for the duration of the barbeque event.
- C. Event Manager, at the conclusion of the barbeque event, ensures that the lid on the barbeque grill is closed and locked, and that the grounds and surrounding area are left broom clean. Students or groups who leave the barbecue area in an unclean condition will be required to pay College for cost of clean-up and repeat offenders will be denied future use of the facility.
- D. Event Manager must return fire extinguisher and key to University Police who will return Driver's License, Student or Photo ID to Event Manager. Failure to return equipment will result in a \$200 charge.

****IN CASE OF AN EMERGENCY call UNIVERSITY POLICE at 516 876-3333 and Dial 911****

4.0 REFERENCES

The following authoritative documents were referenced in the preparation of this policy:

- A. 2010 NYS Fire Code, Section 308.3 “Precaution Against Fire”
- B. NYS Sanitary Code Title 10 Part 14, Subpart 14-2, “Guidelines for a Temporary Food Service Establishment”
- C. College at Old Westbury Procedure No. B-01 “Use of College Facilities for an Internal Event”

5.0 POLICY REVIEW & APPROVAL

Prior to approval by the President, this policy was reviewed by the Permit Committee, Campus Health & Safety Officer, Chief of University Police, Assistant to the President for Administration, Vice President for Student Affairs and the Vice President for Business & Finance.

EXHIBIT 2 - CAMPUS BARBEQUE AND FOOD SAFETY GUIDELINES

Barbecue Safety & Supplies

- Never leave a barbecue grill unattended.
- Use long-handled grilling tools to give plenty of clearance from heat and flames.
- Light barbecue charcoal with a long match or mechanical lighter designed for lighting barbecues
- Use only enough charcoal to cover the base of the barbecue to a depth of about 2 inches. Store extra charcoal away from the grill.
- Use only “Ready to Light” Charcoal Briquettes to start the fire. No lighter fluid, gas or other flammable accelerants are permitted.
- No other materials, including wood or paper are to be burned on the grill.
- A 10 lb K-Rated Fire Extinguisher must be at the barbeque site at all times.

General Food Safety

- Clean – Wash hands and surfaces often.
- Separate – Don’t cross-contaminate. Keep raw meat and poultry apart from each other and from cooked foods.
- Cook – The FDA recommends that meat and poultry be thoroughly cooked to minimum internal temperatures.
 - All poultry should be cooked to a minimum internal temperature of 165°F.
 - Ground beef and pork should be cooked to an internal temperature of 160°F.
 - Steaks, roasts and fish should be cooked to an internal temperature of 145°F.
- Hot-Holding Temperatures – Keep hot foods hot.
 - Hot foods should be eaten within 2 hours or within 1 hour if the temperature is 90°F or less.
 - Foods that have been cooked but not served for more than a few hours need to be kept hot (140°F or higher).
- Stay away from the “*Danger Zone*” (40°F to 140°F), bacteria can grow and multiply in foods which are in the “*Danger Zone*” for more than 4 hours.
- Chill – Keep foods *cold*. Use coolers and ice to maintain cold food temperatures.
 - Raw hot dogs, hamburgers, and salads (i.e. mayonnaise- based) should be maintained at 40°F or below.
 - Dairy items such as milk, eggs or cheese should be maintained at 40°F or below.

****CONTACT THE HEALTH & SAFETY OFFICER AT (516) 876-2787 IF THERE ARE QUESTIONS****