



Open Flame Policy

Effective Date: February 2001

Approval: January 25, 2016

Maintenance of Policy: Facilities and Campus Operations, Department of Environmental Health & Safety/Risk Management

PURPOSE: To reduce potential fire hazard which will in turn preserve life safety and reduce the risk of loss from fire, the University of Dayton (University) prohibits open flame devices in any University facility including any residential structure. This also applies to temporary structures such as tents.

SCOPE: This policy applies to any University facility including any residential structure. This also applies to temporary structures such as tents. It is not intended to restrict the use of open flame devices in controlled settings such as laboratories or food service where open flame is used in daily activities. Maintenance staff or contractors in compliance with the Hot Work Policy are also exempt from this policy.

Permissible conditions

The following conditions are permissible under this policy and do not require prior approval:

- Use of food steam or heating tray devices, by Dining Services, as long as the warmers are placed on a non-combustible surface.
- Open flames used in laboratory buildings for experiments and research, strictly under the Professors or Lab Instructors supervision.

DEFINITIONS:

“**Open-flame device**” include but not limited to candles, torches, butane burners, incense.

POLICY: To ensure compliance with fire codes, particularly Ohio Fire Code F-402.1 & F-402.3, the use of candles and other open-flame devices, including incense, in any University facility, including any residential structure and temporary structures is prohibited unless specifically approved by the Department of Facilities Management, Environmental Health & Safety/Risk Management (EHS/RM).

REFERENCE DOCUMENTS:

1. Fire Safety and Evacuation Policy
2. Environmental Health and Safety Policy

APPLICABLE REGULATIONS:

1. Policy and procedures follow National Fire Protection Association (NFPA) guidelines
2. Life Safety Code 101/13.7.2 2012 Edition.

POLICY HISTORY:

Approved as Amended:

January 25, 2016

Approved in Original Form:

February 2001

POLICY (continued):

EHS/RM will review all requests and either deny or approve the request in a timely manner. Such request for approval must be requested a minimum of one (1) week in advance of the event and provide the request in writing with a safety plan.

Candles shall not be permitted in areas where occupants stand or in an aisle or exit.

The use of open flames fueled by propane tanks are strictly prohibited from university campus buildings. Individuals wishing to apply for a variance to the policy must submit a request to EHS/RM and include:

1. The name of the individual responsible for the use of the open-flame device
2. The layout of the venue
3. Location where the open-flame devices will be used
4. Approximate length of the open flame
5. Location(s) of fire extinguishers and other fire safety precautions

ENFORCEMENT AND RESPONSE TO NON-COMPLIANCE

Employees found using or allowing the unauthorized use of any open-flame devices will be issued a verbal and/or written notification to remove the item immediately. The employee's supervisor will be notified and a notice of non-compliance will be issued.

If a student is found to be using any open-flame devices, they will be in violation of the Fire Safety portion of the Code of Conduct found in the Student Handbook and will be issued a violation.