

**Open Flame Use Procedure**

The following University requirements for the use of open flame devices are drawn from the National Fire Protection Association (NFPA), Oregon Fire Code and through consultation with Ashland Fire and Rescue.

**Purpose**

The purpose of this policy is to provide guidelines and procedures by which open flame devices may be used upon the Southern Oregon University campus, including spaces leased and used by the University. It is the intent of this policy to reduce potential hazards which may contribute to loss of property or life at Southern Oregon University. This policy is not intended to restrict the use of laboratory, facility maintenance, or food service equipment used in normal operations.

**Responsibilities**

All Employees -

* Obtain an Open Flame Request form from Environmental Health & Safety (EHS), which is available on the EHS website or at the EHS office at 351 Walker Ave.
* Organization, groups or individuals sponsoring events that include open flame devices must complete the “Use of Open Flame Request Form” at least 7 days prior to the event.
* The organization, group or individual applying for the use of open flame devices must provide a layout of the venue that shall include the location of the devices along with the location and number of fire extinguishers.
* They shall also determine if the building is equipped with fire alarm and/or fire sprinkler system(s).
* Open flame devices will only be approved when appropriate measures have been taken to ensure fire safety. In some cases, a permit may be required from Ashland Fire and Rescue. When a permit is required, the organization, group or individual sponsoring the event is responsible for obtaining and paying the permit fee.

Environmental Health & Safety and Campus Public Safety -

* Review each event on a case-by-case basis to determine the appropriateness of the venue for the open flame devices.
* Approve or deny the use of open flames in a timely manner and report back to the requestor
* Shall determine the need for any additional safety measures prior to open flame use.
* Maintain records of open flame requests
* May suspend the use of open flame devices at their discretion.

**Procedure**

* The use or possession of open flame devices shall be prohibited in all residence halls and apartment complexes. The use or possession of open flame devices in academic/support buildings is only allowed after obtaining written approval or as listed below as an exception.
* Open flame devices shall include, but are not limited to, candles, potpourri, burners, torches, bonfires, oil lamps, incense, butane or propane burners or any other flame producing device.
* Approval will be granted on a case by case basis for special events, and only when specific safeguards are taken to avoid ignition of combustible materials of injury to occupants. Safeguards include, but are not limited to, adequate fire detection/alarm systems, on-site monitoring, fire extinguishers in place, sturdy protective holders and/or bases, and globes as needed. Candles are not permitted in department or individual offices unless a “Use of Open Flame Request Form” has been approved.
* Where approved, open-flame devices used in conjunction with theatrical performances are allowed to be used when adequate safety precautions have been taken in accordance with NFPA 160, Standard for Flame Effects before an Audience.

**Exceptions –**

A “Use of Open Flame Request Form” is not required in the following circumstances:

* Educational and research in science labs.
* Processes covered by the SOU Hot Work Permit Program
* Food service equipment used in normal dining operations.
* Gas barbecue grills are permitted when the following conditions are met:
  + Minimum distance of 20’ from the building (no indoor grilling)
  + Grill is located on a non-combustible surface, such as a sidewalk.
  + Propane tanks shall not be stored inside buildings without the approval of the Environmental Health & Safety office.
  + Fire extinguisher is readily available and staff has been trained on how to properly use it.
  + Charcoal grill use may be considered under the “Use of Open Flame Request Form” at the discretion of the Environmental Health & Safety department



Use of Open Flame Request Form

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| Person, Group or Organization making request Date |
| Name of Event Date of Event |
| Location (building & room) of Event |
| Is the building equipped with a fire alarm system? |
| Is the building equipped with a fire sprinkler system? |
| Number of people expected to attend this event |
| Describe the open flame device(s) you wish to use and how they will be used |
| Who will provide fire watch (has hands-on fire extinguisher training and has an ABC fire extinguisher readily available). |
| Provide a layout of the venue that includes the location of the device(s), location of the audience, and the location and number of fire extinguishers. Fire extinguishers must be within 10’ of the flame producing device(s) if practicable. |
| Approved  Denied  By:      Date: |

Comments:

**Send completed form to Environmental Health & Safety at least 7 days prior to the event. If not received within this time period, permit may be denied. *It is advisable to have a cell phone available for emergencies. Should an emergency arise, call 911 (9-911 from a University phone).***