

# INDOOR FLAME

**POLICY NUMBER:** RESERVED FOR FUTURE USE

**POLICY TYPE:** ACADEMIC

**RESPONSIBLE OFFICIAL TITLE:** DIRECTOR, SAFETY & EMERGENCY MANAGEMENT

**RESPONSIBLE OFFICE:** OFFICE OF SAFETY & EMERGENCY MANAGEMENT

**EFFECTIVE DATE:**9/28/2010

**NEXT REVIEW DATE:** 7/23/2020

**SUPERSEDES POLICY DATED:** N/A

**REQUIRES LEGAL/COMPLIANCE REVIEW:**

(PER SECTION V. OF THE APPROVED POLICY REQUEST FORM)  YES  NO

**REQUIRES I.T. POLICY COUNCIL REVIEW:**

(PER SECTION V. OF THE APPROVED POLICY REQUEST FORM)  YES  NO

**REQUIRES PROFESSIONAL CONCERNS COMMITTEE REVIEW:**

(PER SECTION V. OF THE APPROVED POLICY REQUEST FORM)  YES  NO

**REQUIRES HUMAN RESOURCES REVIEW:**

(PER SECTION V. OF THE APPROVED POLICY REQUEST FORM)  YES  NO

**REQUIRES BOARD OF REGENTS APPROVAL:**

(PER SECTION V. OF THE APPROVED POLICY REQUEST FORM)  YES  NO

## I. POLICY STATEMENT

This policy is not intended to govern the use of open flames used by the Department of Operations and Maintenance nor commercial establishments, but shall refer to applicable NFPA guidelines. The purpose of this policy is designed to enhance the overall fire safety of the interior and exterior of university buildings and the life safety of its occupants through the governed use of open flame devices, equipment, and materials.

The burning of candles, sparklers, incense, paper leaflets, combustible figurines, pyrotechnic device, or any other combustible material is prohibited on university property. Any fire caused by the unauthorized use of open flames will be considered arson.

## II. ENTITIES AFFECTED

This policy applies to any individual or organization not otherwise recognized as a Northern Kentucky University operations and maintenance, commercial establishment, educational/scientific laboratory or clinic that is involved with the use of open flame to accomplish work assignments and procedures.

## III. RESPONSIBILITIES

- Office of Safety & Emergency Management
  - The Safety & Emergency Management Director shall inspect equipment and make site visits prior to the event, unless otherwise pre-approved.
- Deans, Directors, Dept. Chairs, Requestor
  - Shall notify the Office of Safety & Emergency Management prior to the scheduled event so that an inspection of the site and equipment can be conducted.
  - Shall have an extinguishing agent such as water or a fire extinguisher readily assessable throughout the activity.
- The Office of Safety & Emergency Management will assist in defining the appropriate extinguishing agent for the specific activity planned.

## IV. EXCEPTIONS

- Open flame devices may be permitted for use in the following situations, provided that precautions satisfactory to the Safety and Emergency Management are taken to prevent ignition of any combustible material or injury to occupants:
  - Where necessary for ceremonial or religious purposes.
  - On stages and platforms as a necessary part of a performance.
  - Where candles on tables are securely supported on substantial noncombustible bases and candle flame is protected
- Outdoor fires and use of grills may be permitted at approved locations, provided that precautions satisfactory to the Safety and Emergency Management are taken to prevent ignition of any combustible material or injury to persons.
- Pyrotechnic special effect devices shall be permitted to be used on stages before proximate audiences for ceremonial or religious purposes, as part of a demonstration in exhibits, or as part of a performance, provided that precautions satisfactory to the Safety and Emergency Management are taken to prevent ignition of any combustible material and use of the pyrotechnic device complies with NFPA 1126, Standard for the Use of Pyrotechnics before a Proximate Audience.
- Flame effects before an audience shall be permitted in accordance with NFPA 160, Standard for Flame Effects Before an Audience.
- This requirement shall not apply to heat-producing equipment complying with 9.2.2 of NFPA 101.
- This requirement shall not apply to food service operations in accordance with 12.7.1 or 13.7.1 of NFPA 101.

The exceptions listed above are not to be considered automatic or preapproved exemptions from compliance with this policy. The department responsible for an event which includes an activity to which this policy applies shall request approval from the Safety and Emergency Management for an exception as defined above. The Department shall seek and must receive approval prior to each event for which the exception is required. An activity scheduled for several consecutive days or times shall be considered as one event, however an inspection may be required prior to each day or time of the event.

## V. REFERENCES AND RELATED MATERIALS

### REFERENCES & FORMS

National Fire Protection Association (NFPA 101), (06 NFPA/101:8-1.2.2) NFPA 1/Fire Prevention Code 2006

### REVISION HISTORY

REVISION TYPE	MONTH/YEAR APPROVED
New Policy	9/2010
Revision	7/2016
Choose an item.	
Choose an item.	
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