

<b>Northern Kentucky University</b>	<b>Policy Link:</b> Fire and Life Safety Policy
<b>Issue Date:</b> 11/02/2018	<b>Title:</b> Open Flame Procedure
<b>Revised Date:</b>	

## OBJECTIVE AND PURPOSE

The purpose of this procedure 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. This procedure shall not apply to heat-producing equipment complying with 9.2.2 of NFPA 101 or to food service operations in accordance with 12.7.1 or 13.7.1 of NFPA 101 or to single family homes rented by the university as residence. Renters are required to follow local ordinances when having outdoor fires. This procedure is administered under the authority of the University Fire and Life Safety Policy.

## DEFINITIONS

**Open-flame Device** - includes but not limited to candles, torches, butane burners, incense

## RULES AND PROCEDURES

### Open Flames Indoors

To ensure compliance with fire codes, particularly Kentucky Fire Prevention Code 10.11, the use of candles and other open-flame devices is prohibited unless specifically approved by Safety and Emergency Management. Any fire caused by the unauthorized use of open flame devices may be considered arson.

- **Exception No. 1:** Open flame devices may be permitted for use in the following situations, provided that precautions satisfactory to Safety and Emergency Management are taken to prevent ignition of any combustible material or injury to occupants:
  - A. Bunsen burners used in laboratories for their intended purpose.
  - B. Where necessary for ceremonial or religious purposes.
  - C. On stages and platforms as a necessary part of a performance.
  - D. Where candles on tables are securely supported on substantial noncombustible bases and candle flame is protected
- **Exception No. 2:** Outdoor fires and use of grills may be permitted at approved locations, provided that precautions satisfactory to Safety and Emergency Management are taken to prevent ignition of any combustible material or injury to persons (see Outdoor Fire section below)
- **Exception No. 3:** 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 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. Additional authorization may be required from the Authority Having Jurisdiction (AHJ).
- **Exception No. 4:** Flame effects before an audience shall be permitted in accordance with NFPA 160, Standard for Flame Effects before an Audience with approval from Safety and Emergency Management. Additional authorization may be required from the AHJ.

The exceptions listed above are not to be considered automatic or preapproved exemptions from compliance with this policy.

Safety and Emergency Management 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 fifteen (15) days in advance of the event and provide the request in writing with a safety plan. 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.

### **Outdoor Fires**

To request authorization for an outdoor fire or use of a fire pit the Outdoor Fire Request Form must be submitted at least fifteen (15) days prior to the event. Safety and Emergency Management will review all requests and either deny or approve the request in a timely manner. At least one faculty or staff member of the university must be listed on the permit as a supervisor and must be at the site during the entire event. If the event is postponed a new Outdoor Fire Request Form must be obtained for the rescheduled date and time.

### **Bonfire Rules and Procedures**

- A predetermined bonfire location has been approved in Parking Lot L. Request for having a bonfire at any other location on campus must be submitted to and approved by Safety and Emergency Management prior to submitting an Outdoor Fire Request Form.
- Prevailing winds may not exceed twenty miles per hour (20mph) for at least 30 minutes before the fire is set, or the event must be postponed until such time as the wind velocity has receded to 20mph or less. To verify prevailing wind speeds and direction contact the Wilmington, Ohio Office of the National Weather Service. (937) 383-0031.
- The use of any petroleum based or flammable liquid, or paper products, including but not limited to, cardboard, newspaper, shredded wood packing, and popcorn packing insulation is PROHIBITED.
- ONLY nail-free wooden boards and logs may be used to fuel the bonfire. No chemically treated lumber or manufactured, assembled, painted, or finished products (i.e. furniture, tables etc.) shall be used.
- Commercially available Fireplace Starter Logs are the preferred method for starting fires and can be purchased at most retailers. Alternate starting methods must be approved in writing by Safety and Emergency Management.
- All spare or unused wood must be stored no closer than twenty-five (25) feet from the fire.
- Use a wand lighter to ignite Fireplace Starter Log with the wind at one's back.
- Prior to lighting the fire notify the Northern Kentucky University Police Dispatch Center (859-572-5500), University Power Plant (859-572-5548) and Campbell County Consolidated Dispatch Center (859-292-3622) that the fire is to be lighted.
- The Requestor will be responsible for providing someone to watch for firebrands/ floating embers (airborne lighted particles) that will visually monitor the fire as well as keeping onlookers at a safe distance from the fire. Should a fire erupt caused by a firebrand the monitor must not attempt to extinguish the fire but should immediately contact the University Police.
- The fire must be maintained at a size not exceed 5ft by 5ft in accordance with Kentucky Fire Prevention Code F-301.1-10 and be supervised at all times.
- To insure personal safety, unauthorized persons shall not engage in the activity of fire suppression but shall notify a safety official immediately.
- A minimum of two 2½-gallon water type extinguishers shall be available and readily accessible during burning. Extinguishers can be obtained through Safety and Emergency Management.

- After the fire, the burnt remains shall be left and an NKU Grounds Crew will dispose of the rubbish. The requestor is responsible for removing and disposing of any unused wood and trash from the event.

### **Fire Pit Rules and Regulations**

- Fire pits must be 50 feet away from nearest field, brush, or structure.
- The fire pit must be constantly attended until the fire is completely extinguished.
- The Safety and Emergency Management, University Police or the Fire Department shall order the extinguishment of any fire pit that creates or adds to a hazardous or objectionable situation. If the fire becomes a nuisance it must be extinguished.
- Even with a valid permit, any damage caused as a result of a fire becomes the obligation of the party responsible for the fire; including the cost of suppression.
- Permitted burning is allowed between the hours of 5 p.m. and midnight.
- If the weather changes; windy, storm, rain, etc. Safety and Emergency Management, University Police and the Fire Department have the right to cancel the use of the fire pit.
- You may only burn wood or charcoal. You may not burn pressure treated or painted lumber, plywood, tires, tubes, leaves, brush over five inches in diameter, refuse or other waste. You may not use any type of accelerate such as lighter fluid, charcoal lighter fluid, and/or gasoline.
- A minimum of one 2½-gallon water type extinguishers shall be available and readily accessible during burning. Extinguishers can be obtained through Safety and Emergency Management.
- One person will have the responsibility of being on “Fire Watch.” This **must** be their only job duty during the event and must be equipped with at least one method of contacting the Fire Department in an emergency. They will also be required to have the fire extinguisher with them and ready for use.

### **Barbecue Grills Rules and Regulations**

- The use of barbecue grills and stoves often involve the production of smoke and hot embers.
- Activities involving the use of this type of equipment must be approved by Safety and Emergency Management prior to the event so that a site and equipment inspection can be completed.
- Barbecue grill restrictions do not apply to commercial establishments, pre-approved residential hall grills having established patio areas or at single family homes owned by the university used as a residence.

## **RESPONSIBILITIES**

### **Safety and Emergency Management Responsibilities**

Safety and Emergency Management is responsible for procedure development, review, and compliance with all applicable federal and state regulations. Safety and Emergency Management staff are authorized to halt any unsafe work practice that is not in accordance with this or any other NKU safety policy or procedure.

Safety and Emergency Management will assist in defining the appropriate extinguishing agent for the specific activity planned.

### **Chair/Director Responsibilities**

It is the responsibility of the chair/director to comply with applicable environmental, health and safety laws and regulations, University policies and procedures, and accepted safe work practices.

Chairs and Directors may delegate the details of program implementation to appropriate personnel within their authority. The ultimate responsibility, however, for ensuring implementation of these programs at the academic department/administrative unit level remains with the chairs/directors.

#### **TRAINING**

Departments shall ensure that employees are trained on these procedures and adhere to the rules and responsibilities.

*For additional information, forms, training, and other resources visit [nku.edu/safety](http://nku.edu/safety).*