

# Northern Kentucky University

Policy Number: 920

Subject: Use of Open Flames Indoors

Date Issued: September 28, 2010

Authority: Director of Public Safety; Assistant Vice President for Facilities Management; Environmental Safety Coordinator

## 920.1 Scope

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.

## 920.2 Purpose

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.

## 920.3 Policy

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.

*Exception No. 1:* Open flame devices may be permitted for use in the following situations, provided that precautions satisfactory to Safety and Environmental Compliance are taken to prevent ignition of any combustible material or injury to occupants:

- A. Where necessary for ceremonial or religious purposes.
- B. On stages and platforms as a necessary part of a performance.
- C. 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

Environmental Compliance are taken to prevent ignition of any combustible material or injury to persons.

*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 Environmental Compliance 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.

*Exception No. 4:* Flame effects before an audience shall be permitted in accordance with NFPA 160, Standard for Flame Effects Before an Audience.

*Exception No. 5:* This requirement shall not apply to heat-producing equipment complying with 9.2.2 of NFPA 101.

*Exception No. 6:* 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 pre-approved 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 Safety and Environmental Compliance 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..

## **920.4 Responsibilities**

### Safety and Environmental Compliance

- The Environmental Safety Coordinator shall inspect equipment and make site visits prior to the event, unless otherwise pre-approved.

### Deans, Directors, Dept. Chairs, Requestor

- Shall notify Safety and Environmental Compliance 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. Safety and

Environmental Compliance will assist in defining the appropriate extinguishing agent for the specific activity planned.

### **920.5 References**

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