

Open Flame Policy

Policy 303.10

1 Introduction

1.1 It is the intent of this policy to reduce potential hazards which may contribute to loss of property or life at Appalachian State University.

2 Scope

2.1 This policy applies to all faculty, staff, students, and visitors of the University.

2.2 This policy is not intended to restrict the use of laboratory, facilities maintenance, or food service equipment used in normal operations.

3 Definitions

3.1 Open Flame Device

Objects including, but not limited to, candles (lit or unlit), potpourri burners, incense burners, oil lamps, and similar objects whose ordinary or actual purpose involves the use of an open flame.

3.2 Open Flame Effect

The combustion of solids, liquids, or gases to produce thermal, physical, visual, or audible phenomena before an audience. This term includes, but is not limited to, candles or open flames utilized in theatrical performances, flaming props utilized in circus acts or similar performances, and any fuel-fired flame effect utilized in conjunction with concerts, shows or displays.

3.3 University

Appalachian State University.

4 Policy and Procedure Statements

4.1 Open Flame Devices

4.1.1 Except as permitted by this policy, the use or possession of open flame devices and the use of open flame effects shall be prohibited in all University owned or controlled property, including but not limited to academic buildings, administrative buildings, service and support buildings, and residence halls and apartment complexes.

4.1.2 Open flame devices are not allowed in University owned or controlled property unless a permit has been obtained from the Office of Environmental Health, Safety and Emergency Management. Permits may be granted on a case by case basis for special events, and only when specific safeguards are taken to avoid ignition of combustible materials or injury to occupants. (See Section 4.3 Application for Use of Open Flame and Flame Effect Devices for safeguard requirements.)

4.1.3 University owned and controlled facilities that frequently utilize decorative open flame devices (including, but not limited to, Plemmons Student Union and Food Services operations) may apply for an annual operational permit through the Office of Environmental Health, Safety and Emergency Management. Permits may be granted only when specific safeguards are taken to avoid ignition of combustible materials or injury to occupants. (See Section 4.3 Application for Use of Open Flame and Flame Effect Devices for safeguard requirements.)

4.1.4 Open flame devices (specifically but not limited to unlit or lit candles) are not allowed in any sleeping area of a University owned or controlled residence hall building or apartment complex at any time. On a case-by-case basis for special events, individuals may request permission from the Associate Director of University Housing for Residence Life to use open flame devices in a non-sleeping unit or area. If the Associate Director of University Housing for Residence Life determines that the safeguards referenced in Section 4.3 of this Policy are in place, the Associate Director may permit open flame devices in specified location(s) of residential facilities. Such permission must be granted in writing and may not, in any case, be granted for any sleeping unit or area.

4.2 Corrective Action

4.2.1 Employees found possessing, using, or allowing the unauthorized use of open flame devices will be verbally instructed and/or issued a written notice to immediately remove the item(s) from University property. If the device (or another open flame device) is found a second time, Environmental Health, Safety and Emergency Management personnel will forward a written notice to the employee, the employee's supervisor, the relevant chair or dean, and the relevant vice chancellor requesting that disciplinary action be taken to address the safety violation.

4.2.2 Residents and staff of a University owned or controlled residence hall building or apartment complex found using or allowing the unauthorized use of open flames, or found possessing open flame devices contrary to restrictions imposed by the Associate Director of University Housing for Residence Life, will, as appropriate in the circumstances, be required to extinguish the flame, and turn over the open flame device to University Housing staff for removal from the building. The individual will be referred to the Associate Director of University Housing for Residence Life and/or the Office of Student Conduct.

4.3 Application for Use of Open Flame and Flame Effect Devices

4.3.1 Applications for the use of open flame devices in academic/support buildings may be obtained by contacting the [Office of Environmental Health, Safety and Emergency Management](#) at (828) 262-4008.

4.3.2 To request permission for the use of open flames in a University owned or controlled residence hall building or apartment complex, contact the Associate Director of University Housing at (828) 262-2278.

4.3.3 Applications for the use of open flame effects may be obtained by contacting the [Office of Environmental Health, Safety and Emergency Management](#) at (828) 262-4008.

5 Additional References

6 Authority

[UNC Policy Manual, The Code, Section 502](#)
[North Carolina State Building Code: Fire Prevention Code](#)

7 Contact Information

[Office of Environmental Health, Safety and Emergency Management](#) at (828) 262-4008

8 Original Effective Date

June 18, 2003

9 Revision Dates

March 2, 2018
October 10, 2010
September 13, 2006
January 18, 2005
November 17, 2003
July 23, 2003