

## **IV:30:06 OPEN FLAME POLICY**

### **Policy**

Lighted candles, including incense candles, and open flames are prohibited in all buildings.

Pyrotechnics and open flame devices for special effects are prohibited on campus and in campus buildings.

Science laboratories are covered under a separate policy and procedure implemented by the Department of Science and Mathematics. Training is provided by the instructors in Chemistry and Micro Laboratories at the first laboratory meeting.

***Decorative Candles and Candle Warmers:*** Decorative candles and electric candle warmers are permitted but the warmers must be turned off when the office is vacant.

***Gas Grill:*** Gas barbecue grills are permitted but they must be located exterior to the buildings. Propane tanks shall not be stored inside the buildings. Storage area for these tanks must comply with NFPA 58 and all other applicable rules and regulations. To store propane tanks the Director of Health and Safety must give written authorization and a copy must be on file with the Chief of Police.

***Food Service Operations:*** Portable cooking equipment e.g. food warmers must be placed on a non combustible surface.

***Exceptions:*** Seeking an exception to this policy and procedure the individual or a representative to an organization should contact the Director of Health and Safety for review and approval.

### **Background**

**This policy is in compliance with the requirements of the National Fire Protection Association Life Safety Code 101/13.7.2 and all other applicable rules and regulations.**

Candles and open flames not only create a serious fire hazard, but also create serious personal injuries and real property damage.

Bonfires/burning trash or construction waste is regulated through the City Fire Marshal's office. A permit must be obtained from the fire marshal's office and a copy of same must be on file with the Chief of Police and the Director of Health and Safety.

### **Compliance**

It is the responsibility of all members of the College community to observe this open flame policy. Enforcement of this policy will be the primary responsibility of supervisors, the Chief of Police, Director of Health and Safety, and the Vice President of Business and Finance.

Should a member of the College community be found in violation of the policy and procedure a letter of warning should be issued to them and copied to their immediate supervisor. Notification of students or student

organizations in violation of the policy and procedure should be made by letter to the Vice President of Student Affairs.

**Procedures**

This policy will be widely communicated through standard institutional communications channels.

VSCC Source: January 11, 2008 President's Cabinet