

Calvin College Open Flames Policy		Revision 1	
Prepared by: Heather Chapman	Date: 7/10/09	Approved by: Cabinet	Date:

1.0 POLICY

The following College requirements for the use of open flame devices are drawn from the National Fire Protection Association (NFPA), Life Safety Code 101 2003 Edition and the International Fire Code 2003 Edition, and through consultation with the Grand Rapids fire Department Fire Prevention Bureau.

2.0 PURPOSE

The purpose of this policy is to provide guidelines and procedures by which open flame devices may be used upon the Calvin College campus and Calvin's public buildings (including spaces leased and used by Calvin). It is the intent of this policy to reduce potential hazards which may contribute to loss of property or life at Calvin College. This policy is not intended to restrict the use of laboratory, facilities maintenance, or food service equipment used in normal operations.

3.0 RESPONSIBILITIES

- All Employees
 - Obtain an Open Flames Request form at Calvin's EHS webpage, the EHS or Campus Safety offices or through the Conferences & Campus Events office
 - Organizations, groups or individuals sponsoring events that include open flame devices must complete the "Use of Open Flame Request Form" at least 7 days prior to the event
 - The organization, group, or individual applying for the use of open flame devices must provide a layout of the venue that shall include the location of the devices along with the location and number of fire extinguishers.
 - They shall also determine if the building is equipped with a fire alarm and/or fire sprinkler system(s).
 - Open flame devices will only be approved when appropriate measures have been taken to insure fire safety. In some cases a permit from a Grand Rapids Fire Department Fire Inspector may be required. When a permit is required, the organization, group or individual sponsoring the event is responsible for paying the permit fee.
- Environmental Health & Safety and Campus Safety
 - Review each event on a case-by-case basis to determine the appropriateness of the venue for the open flame devices
 - Approve or deny the use of open flames in a timely manner and report back to the requestor

- Shall determine the need for any additional safety measures prior to open flame use
- Maintain records of open flame requests
- May suspend the use of open flame devices at their discretion

4.0 PROCEDURE

- The use or possession of open flame devices shall be prohibited in all residence halls and apartment complexes. The use or possession of open flame devices in academic/support buildings is only allowed after obtaining written approval or as listed below as an exception.
- Open flame devices shall include, but are not limited to, candles, potpourri burners, torches, bonfires, oil lamps, incense, butane burners or any other flame producing device.
- Approval will 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. Safeguards include, but are not limited to, adequate fire detection/alarm systems, on-site monitoring, fire extinguishers in place, sturdy protective holders and/or bases, and globes as needed. Candles are not permitted in department or individual offices unless a "Use of Open Flame Request Form" has been approved.
- Where approved, open-flame devices used in conjunction with theatrical performances are allowed to be used when adequate safety precautions have been taken in accordance with NFPA 160, Standard for Flame Effects before an Audience.
- **Exceptions:**
 - A "Use of Open Flame Request Form" is not required in the following circumstances:
 - Educational and research science labs
 - Processes covered by the Calvin College Hot Work Permit Program
 - Food service equipment used in normal Creative Dining operations
 - Gas barbecue grills are permitted but must be located exterior to the building. Propane tanks shall not be stored inside buildings without the approval of the Environmental Health & Safety office.
 - Creative Dining is permitted to use charcoal grills as long as used coals are allowed to cool completely and are disposed of properly.
- **Candles are permitted for religious/ceremonial purposes only**, in the College Chapel and the Fine Arts Center auditorium, **when the following guidelines are followed:**
 - Candles must be constantly attended while they are lit.
 - The candles need a firm base of support. This can be a wide based candle supported by a firm surface or candelabra. 3" pillar candles provide their own base of support when they are less than 12" high

and when they are placed on a firm surface. Any candle must be fastened in place to prevent overturning, shall be located away from occupants using the area and away from possible contact with drapes, curtains or other combustibles (capable of igniting or burning).

- There must be a non-combustible surface under the candles. If a drape or cloth is placed under a candle the cloth must be treated with flame retardant.
- There must be ABC type fire extinguishers readily available and trained attendants standing by to use them if necessary.
- Candle light vigils are permitted if the venue is outside of all buildings. Candles shall be lit outside and extinguished prior to entrance to any building.

5.0 REVISIONS

Revision	Date	Description
1	7/10/2009	Changed formatting
Annual Review	10/7/10	No changes

Use of Open Flame Request Form

Calvin College

Person, Group or Organization making request _____

Date of Event _____

Name of Event _____

Location (building & room #) of Event _____

Is the building equipped with a fire alarm system? _____

Is the building equipped with a fire sprinkler system? _____

Number of people expected to attend this Event _____

Describe the open flame devices you wish to use and how they will be used _____

Who will provide fire watch (has hands-on fire extinguisher training and has an ABC fire extinguisher readily available) _____

Provide a layout of the venue that includes the location of the devices, location of the audience, and the location and number of fire extinguishers.

Approved _____ Denied _____ By _____ Date _____

Comments _____

Send completed form to EH&S (Physical Plant) or Bill Corner in Campus Safety at least 7 days prior to the event.