

SUBJECT: Open Flame Policy	Effective Date: 5/30/17	Policy Number: FSP 2017 FS0011
	Supersedes:	Page Of 1 3
	Responsible Authority: Associate Vice President for Administration and Finance (Facilities & Safety)	

APPLICABILITY/ACCOUNTABILITY

This policy applies to all students, faculty, staff, and visitors, Direct Support Organizations (DSO), and retail business operations on all University of Central Florida (UCF) campuses and leased facilities.

POLICY STATEMENT

The intent of this policy is to reduce potential fire hazards and to protect university students, faculty, staff, visitors, buildings, and property by establishing procedures for the safe use of any device that emits an open flame or can cause surrounding materials to combust.

DEFINITIONS

Authority Having Jurisdiction (AHJ). The organization responsible for enforcing the codes and standards set by the National Fire Protection Association (NFPA). The AHJ for UCF is the Florida Division of State Fire Marshal.

Open Flame Device. Any device that creates a visible flame or ember through a solid or liquid fuel source, or can cause surrounding materials to combust.

POLICY

All students, faculty, staff, and visitors will comply with the prohibitions, approvals, and permissible conditions reflected below. Open flame devices not specifically listed below are to be assumed prohibited unless otherwise approved. Contact FacilitiesEHS@ucf.edu with any questions or requests.

Prohibitions:

Prohibited items and conditions include, but are not limited to:

- Air-fresheners (plug-in varieties)
- Alcohol lamps with wicks
- Butane burners

- Candles
- Charcoal warmers
- Exposed heating elements or coils
- Floating open-flame lanterns released into the sky (e.g., Japanese floating lanterns)
- Gas lanterns
- Hibachi cooking sets (indoors)
- Incense cones, sticks, or coils
- Oil lamps
- Propane tanks (indoors)
- Space heaters

Students living in the residence halls must also comply with the Housing and Residence Life Community Living Guide, which details additional prohibited items.

Open Flame Conditions Requiring EHS Preapproval:

The following conditions are permissible with preapproval:

- Open flames or sparks emitted by tools used in welding, soldering, cutting, brazing, grinding, drilling, etc. used by employees or contractors to perform maintenance or construction work, provided that an approved Hot Work Permit has been obtained
- Open flames and pyrotechnic devices
- Outdoor recreational bonfires

Permissible Open Flame Conditions:

The following conditions are permissible and do not require prior approval:

- Open flames used in research or teaching labs for experiments, where the open flame is part of the research/educational process, and is supervised by appropriate faculty or staff
- Open flames used in commercial kitchens to warm foods, provided that the warmers are placed on non-combustible surfaces, and supervision is provided by an appropriate kitchen manager or staff
- Open flames used by university employees or approved catering vendors to warm foods using canned cooking fuel such as Sterno, with supervision provided by appropriate staff
- Use of wood chips, charcoal, or propane grills during events, including tailgating, provided that they are at least 10 feet from any building or structure, and smoke does not enter a building

RELATED INFORMATION

The Division of State Fire Marshal and the Florida Fire Prevention Code:

<http://www.myfloridacfo.com/Division/sfm/>

UCF Fire Safety:

<http://www.ehs.ucf.edu/firesafety.html>

UCF Guidelines for Outdoor Recreational Fires and Open Flames:
<http://www.ehs.ucf.edu/firesafety/OutdoorBurnGuidelines2015.pdf>

UCF Hot Work Safety Program:
<http://www.ehs.ucf.edu/firesafety/hotwork.html>

UCF Housing and Residence Life Community Living Guide, Community Standards, Sections 8-11:
<http://www.housing.ucf.edu/pdf/communitylivingguide.pdf>

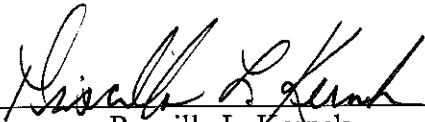
University Approved Caterers:
<https://businessservices.ucf.edu/university-approved-caterers.html>

CONTACTS

- Environmental Health & Safety 407-823-6300
- FacilitiesEHS@ucf.edu
- firesafety@ucf.edu
- Fire Safety Coordinator 407-823-2338

INITIATING AUTHORITY

Vice President for Administration and Finance

Approved By:	Date Approved:
 Priscilla L. Kernek Associate Vice President Administration and Finance Facilities and Safety	