



## Use of Open Flame and Candle Policy

### 1. POLICY

The following College requirements for the use of open flame devices are drawn from the National Fire Protection Association (NFPA), Life Safety Code 101-2012 Edition and the International Fire Code-2012 Edition, and through consultation with the Georgia State Fire Marshal's Office and the Dalton City Fire Department Fire Prevention Bureau.

### 2. PURPOSE

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

### 3. RESPONSIBILITIES

#### A. Environmental Health & Occupational Safety (EH&OS)

- 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

#### B. All Employees:

- Obtain an Open Flames Request form at Dalton State's EH&OS webpage
- 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 Dalton 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.

### 4. PROCEDURES

The burning of candles and incense is prohibited in the College's academic buildings, auxiliary service buildings, residence halls or in any housing, except in conjunction with recognized and approved activities. The use of candles may be used in areas of public assembly such as dining hall and



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the auditorium. The use of candles may be approved in compliance with the following conditions:

- A. To obtain permission for candles used for recognized ceremonial purposes, requests must be submitted at least seven (7) days in advance of the requested date. Approval will be granted for specific dates and locations only.
- B. Candles must be under constant supervision and may not be left unattended while burning.
- C. There must be ABC type fire extinguishers readily available, provide by the requesting group, and trained attendants standing by to use them if necessary.
- D. Candles must be of a low-flame variety and must be placed in a properly fitting candelabrum or in a sturdy, non-combustible container. Otherwise, no taper candles are allowed. Hand-held candles must be approved by EH&OS.
- E. For ceremonial purposes, candles shall be lit only during the service and must be under constant supervision. Candles are never to be used if oxygen is being used in the room.
- F. Candles shall not be passed from one person to another while lighted.
- G. No polystyrene foam candle holders or candles in a table or mantle decorations are allowed. The user must evaluate the table decorations to assure the candle will not ignite them.
- H. Candles shall not be placed on windowsills or other areas that are unstable or could come in contact with curtains or other hanging objects. All readily-combustible materials, such as drapes or curtains, must be secured at least three (3) feet away from the open flame.
- I. 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.
- J. Any candle must be fastened in place to prevent overturning.
- K. 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.
- L. 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.
- M. Candles must not be used in close proximity to heat or smoke detectors or sprinkler heads in such a way that heat or smoke might activate the device.
- N. As an alternative, UL-listed electrical candles may be used without prior approval/permit.
- O. 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 IFC Section 308 and NFPA 160, Standard for Flame Effects before an Audience as amended by the Georgia State Fire Marshal.

P. Exceptions:

An "Use of Open Flame Request Form" is not required in the following circumstances:

- Educational and research science labs
- Processes covered by the Dalton State College Hot Work Permit Program
- Food service equipment used in normal Creative Dining operations
- Student Life and Dining Services are permitted to use gas barbecue, or charcoal, grills when the following conditions are met:
  - Grill is located at least of 20' from the building (no indoor grilling).
  - Grill is located on a non-combustible surface, such as a sidewalk.



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- Propane tanks shall not be stored inside buildings without the approval of the EH&OS office.
- Coals/ashes are placed in a metal container with a metal lid and allowed to cool completely and then the ashes shall be thoroughly wet down prior to disposal.
- Fire extinguisher is readily available and staff has been trained on how to properly use it



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## Use of Open Flame Request Form

**\*\*EXAMPLE\*\***

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: [mmasters@daltonstate.edu](mailto:mmasters@daltonstate.edu) at least seven (7) days prior to the event.