

SUBJECT: OPEN FLAME POLICY**1. Purpose**

The purpose of this policy is to ensure that fire regulations and codes are adhered to.

2. Scope

This policy is applicable to all university buildings on campus with the exception of the private suites in the residences.

3. Authority

The Director of Facilities reports to the Vice President (Administration and Finance) and is responsible for the administration of this policy and procedure.

4. Policy

Lit candles, lanterns, oil lamps and other lighting devices using an open flame or high heat, poses a significant and unacceptable fire risk to campus buildings. Due to the sensitivity of smoke detection systems, they may also activate building alarm systems, initiating an emergency evacuation and costly response from emergency personnel and the Fire Department. Therefore, it is the University's policy to allow the use of open flame only under the following conditions:

- a) Smudging for First Nations ceremonial purposes at the Prince George campus is permitted provided the Facilities department has been notified. This is to permit the temporary disarming of the fire alarm to an area, the establishment of a fire watch, and to provide immediate notification to the Fire Department of the intent to disarm a part of the alarm system.
- b) Use of food steam tray devices.
- c) Open flames in Laboratory Building for experiments etc. whilst under the direction of Professors, TA's and Lab Instructors.
- d) Birthday cake candles due to the short duration.
- e) Candles as per BC Fire Code 1998.
 - 2.4.3.4 Devices having open flames.
 - 1) Devices having open flames shall be securely supported in noncombustible holders and shall be located or protected so as to prevent accidental contact of the flame with combustible materials.*

5. Special Ceremonial Services

Deviation from this policy may be obtained from the Director of Facilities for official University events (e.g. Memorial Services) where emergency personnel will be in attendance.

* The candle holder should be either ceramic or glass with the sides of the holder being taller than the flame on the candle.