

<b>ISSUED BY:</b> Office of Environmental, Health, Safety & Hazardous Waste	 <b>McNeese</b> STATE UNIVERSITY <small>A Member of the University of Louisiana System</small>	<b>INDEX NO.:</b> 1.77 Page 1 of 1
<b>APPROVED BY:</b> Vice President Business Affairs	<b>TITLE:</b> SECTION – 1, GENERAL SAFETY Candles / Open Flame Devices	<b>TYPE:</b> Safety
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### 1.0 General

- 1.1 Generally, the use of candles, incense, potpourri and other open flame devices such as lamps and lanterns, is prohibited in the University's academic buildings, offices, residence halls and housing.
- 1.2 However, candles and open flame devices may be used subject to certain restrictions.

### 2.0 Restrictions

- 2.1 Candles and / or open flame devices are limited to use during a religious, cultural, social or honorary event, as well as any catered function.
- 2.2 An 'Open Flame Permit' (**Section 7: Forms**) must be obtained from the Building Coordinator at least ten (10) days before said ceremony or function is to be held.
  - 2.2.1 A copy of the permit will be sent to the University's Environmental, Health, Safety and Hazardous Waste Office.

### 3.0 Guidelines

- 3.1 Approval will be granted for specific dates, times, and locations.
- 3.2 Candles and/or open flame devices must be under constant supervision, not unattended while burning.
  - 3.2.1 An approved fire extinguisher shall be immediately available in the area and a person will be present who has been trained in its use, serving as a fire watch.
- 3.3 Candles and/or open flame devices shall be lit only during the ceremony or function.
  - 3.3.1 Flames will be immediately extinguished at the conclusion of the ceremony or function.
- 3.4 Candles and/or open flame devices must be kept in stationary, securely supported non-combustible holders.
- 3.5 No candle or open flame device shall be placed in a polystyrene holder or decoration.
- 3.6 Candles and/or open flame devices must not be placed on windowsills or other areas that are unstable; or, where they could come into contact with curtains or other hanging objects.
- 3.7 Candles and/or open flame devices will not be permitted in areas where occupants are standing in aisles or exits.
- 3.8 Readily combustible materials, including draperies and curtains, must be secured at least three (3) feet from an open flame.
- 3.9 Candles and/or open flame devices must not be used in close proximity to heat or smoke detectors or sprinkler heads in such a way that the heat or smoke might activate the device.