

SALISBURY UNIVERSITY

Open Flame Devices Policy

I. POLICY STATEMENT

Organizations, groups, and individuals are not permitted to use or launch Open Flame Devices, fireworks, unmanned free floating sky lanterns and similar devices on Salisbury University (University) Property or land unless the University Property and/or land is specifically designed for such devices or written permission has been granted by the Campus Sustainability & Environmental Safety Office.

The unauthorized possession of open flame-producing devices and flammable or combustible liquids may result in the confiscation of the item and disciplinary action. This policy applies to all University students, faculty, staff, volunteers, contractors and guests.

II. PURPOSE

To prevent injuries, loss of property and loss of life that can be caused by improper use of Open Flame devices.

III. DEFINITIONS

- A. Open Flame Devices: any activity or device producing a flame that is usually used as a heating source, and is directly exposed to the outside elements. Some examples include, but are not limited to, candles, incense, torches, oil lanterns, butane burners, campfires, bonfires, fire pits, charcoal grills and similar items.
- B. University Property: property, whether occupied or vacant, that is owned, leased, operated or controlled by the University, including but not limited to, academic buildings, administrative buildings, residence halls, University off-campus housing, and outdoor areas.

IV. PROCEDURES

- A. In general, the use of Open Flame Devices is not permitted on University Property. Additionally, the use of unmanned free floating sky lanterns and similar devices utilizing an open flame are prohibited from use on or launch from University Property or land. The use of fireworks on University Property is prohibited. The use of charcoal grills on University Property is prohibited.
- B. Requests for an exception to this policy can be made by submitting a written Open Flame Device Request Form (*see* Appendix A) to the University's Campus Sustainability & Environmental Safety Office.
- C. Open Flame Device Request Forms must be submitted to Campus Sustainability & Environmental Safety Office seven (7) days prior to the event.

- D. Someone from the Campus Sustainability & Environment Safety Office will provide notice of whether the request was denied, approved or whether more information is needed.
- E. If approved, the approvals will allow the use of the requested Open Flame Device for the specific date, time, and location requested. If the request is approved, the following rules regarding the Open Flame Device must be adhered to at all times:
 - 1. Open Flame Devices must be under constant supervision while burning is underway. An actual Supervisor must be identified on the Open Flame Device Request Form.
 - 2. An approved fire extinguisher shall be immediately available in the area the Open Flame Device is being used.
 - 3. Open Flame Devices shall be lit only during the requested event and Open Flame Devices must be immediately extinguished at the conclusion of the event.
 - 4. Identified event supervisor must remain at the event until any hot residue is fully cooled to room temperature, and then must flood the material with water, if appropriate.
 - 5. Open Flame Devices must be kept in a stationary, securely supported, non-combustible holder.
 - 6. Open Flame Devices must not be placed on windowsills or other areas that are unstable.
 - 7. Readily combustible materials, including fabrics, draperies and curtains, must be secured and kept a safe distance from Open Flame Devices.
 - 8. Open Flame Devices must not be used in close proximity to heat or smoke detectors.
 - 9. At no time are Open Flame Devices permitted to be used within 10 (ten) feet of an academic building, administrative building, residence hall or University off-campus housing.

V. EXCLUSIONS

The following is a list of situations in which approval by the University's Campus Sustainability & Environmental Safety Office is not required:

- A. **Classroom or laboratory:** Open Flame Devices may be used in the course of classroom and laboratory exercises for purposes of instruction or research.
- B. **Art studio:** Open Flame Devices may be used in the course of studio work for purposes of instruction.
- C. **Catering:** Open Flame Devices are permitted when used in the course of heating up food at University events.
- D. **Kitchens:** Open Flame Devices are permitted in kitchens when used in the course of food preparation.

- E. **Pavilion grilling:** Use of existing gas grills in the Sea Gull Square Pavilion are permitted when used for the preparation of food and as authorized by the appropriate University department.
- F. **Maintenance staff and construction crews:** Open Flame Devices used in compliance with the University Hot Work Policy are exempt from this policy.
- G. **Maroon & Gold Club Supporters:** Open Flame Devices are permitted by Maroon & Gold Club Supporters, to exclude the use of charcoal, only in the Maroon & Gold Club designated areas.

VI. VIOLATIONS AND SANCTIONS

Failure to comply with the requirements of this Policy may result in disciplinary action up to and including termination or expulsion in accordance with relevant University policies and, if applicable, may result in prosecution in accordance with state and federal law.

VII. RESPONSIBLE DEPARTMENT

The University's Campus Sustainability & Environmental Safety Office is responsible for implementing this Policy and may be contacted at 410-546-6485 regarding questions about the policy.

VIII. APPENDICES

- A. Use of Open Flame Device Request Form

Effective Date: March 2, 2020

Salisbury University
Open Flame Device Request Form

Individual, Organization making request: _____

Date of Event: _____

Name of Event: _____

Is the event Indoors or Outdoors: _____

Location (building/room or area) of Event: _____

Number of people expected to attend this Event: _____

Describe the type of Open Flame Device(s) you wish to use and how it will be used:

Supervisor on watch: _____

Supervisor on watch cell phone: _____

Approved _____ Denied _____ By: _____

Date _____

Comments: _____

Send completed form to: The University's Campus Sustainability & Environmental Safety Office, Maintenance Building (MB) 120A seven (7) days prior to the event.