

OPEN FLAME

PURPOSE:

It is the primary goal at Baylor University, to provide employees with a safe workplace. Because of the risk involved, it is the policy of Baylor University that no open flames will be allowed on campus or in any Baylor owned facility. If a special situation arises, only the Baylor University Department of Public Safety can grant approval for use of open flames on campus. No open flames are allowed without this approval. This approval process will assure the responsible person is identified, fire watch is present, elimination of fire hazard conditions through a site visit, and appropriate site personnel are familiar with and trained to use local fire equipment and recognize fire emergency conditions.

SCOPE:

This policy only deals with temporary open flames and does not apply to bonfires which are addressed in document, Bonfire Guidelines. This policy also does not apply to gas cooking and heating appliances or research conducted in Baylor laboratories.

DEFINITIONS:

Open Flame – Any device that temporarily emits a flame that is directly exposed to outside elements. Some examples would include candles, kerosene lamps, campfires, burn barrels, and oil lamps.

RESPONSIBILITY:

Special event coordinator or applicant:

The individual or group requesting an Open Flame Permit will complete the permit in full indicating dates, event, location and type of open flame. The request will then be forwarded to the Department of Public Safety, attention Fire Safety and Emergency Management Specialist.

Baylor Department of Public Safety:

The Baylor University Fire Safety and Emergency Management Specialist with the Baylor University Department of Public Safety is responsible for issuance of all Open Flame Permits. After review of the permit application the Baylor University Fire Safety and Emergency Management Specialist will issue the permit indicating any special conditions that may be required at the location of the requested open flame event.

Exceptions:

Events involving grilling with use of a solid fuel source or ones involving propane will not require a permit but will be subject to the Grilling Guidelines listed below.

1. Never attempt to relocate a grill once it has been lit or a grill that is hot.
2. Portable grills should be used on firm, flat, stable surface.
3. No accelerants will be used to ignite charcoal/wood grills. Use only self-starting charcoal.

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4. All coals will be disposed of in a safe manner. It is recommended that a metal can be used for this process.
5. No grills will be used within ten feet of any building or combustible material.
6. An approved fire extinguisher will be readily available when grilling is in progress.
7. All grills will be cleaned and inspected prior to use.
8. Never leave the grill unattended.
9. Turn off the gas to the grill when you are finished.
10. All portable grills will be stored properly, (no propane bottles may be stored inside any Baylor building)
11. Propane grills at Teal & Earle will only be used under supervision by CLL professional staff.
12. Never grill under a tent or awning.