POLICY:
It is the policy of the University of Nevada, Reno (UNR) to ensure safe and healthy learning, research, work, entertainment and student living environments for faculty, staff, students and visitors. In keeping with that policy, the University is committed to preventing the occurrence of fires and situations that may promote a fire at the University and to take all reasonable steps to minimize the potential for fires in campus facilities. Due to their potential to create fire hazards, it is the policy of the University that open flame devices, defined as candles, incense, torches, butane burners, or any other flame device (excluding cigarette lighters or matches), are not permitted on campus. Chemical, biological, engineering, or teaching labs where the open flame is part of the research/educational process, and kitchens with an exhaust hood and pre-engineered extinguishing system are exempt from this policy. The use of outdoor grills at approved university events is permitted. Maintenance and Facilities Services staff in compliance with the Hot Work Permit Program are also exempt.

Open flame devices shall be permitted to be used in the following situations, provided that precautions satisfactory to Environmental Health and Safety and the Nevada State Fire Marshall (through express written consent) are taken to prevent ignition of any combustible material or injury to occupants:
   (a) For ceremonial or religious purposes
   (b) On stages and platforms where part of a performance
   (c) Where candles on tables are securely supported on substantial noncombustible bases and candle flame is protected

To request an exception, please email the building inspector, Jeff Graham, at jgraham@unr.edu and include the following information: the type of event and expected number of attendees, the building name and room number (approximate location if outdoors) where the event will take place, the type of flame device and why it is needed. If this exception is satisfactory to the building inspector, he will then forward this on to the Nevada State Fire Marshall to request an approval. A copy of the State Fire Marshall’s written approval will be kept in Environmental Health and Safety’s records.

RESPONSIBLE AUTHORITY:
Environmental Health and Safety Safety Specialist (record management and inspections)
Facilities Services Building Inspector (variances and inspections)

SCOPE:
This policy applies to all UNR activities involving open flames. All UNR faculty, staff, students, visitors, and employees of industry partners when working on UNR sponsored
projects or at UNR facilities are included in the scope of this policy. Fire prevention is the responsibility of all personnel.

BACKGROUND:
This policy has been developed in response to incidents of fire on campus.

REFERENCE REGULATIONS:
IFC (2012) Section 308
29 CFR 1910.106(b)(6)
29 CFR 1910.159(c)(10)

DEFINITIONS:
NA

RESPONSIBILITIES:
Department Chairperson/Director
The ultimate responsibility and authority for the Fire Prevention program rests with Department Chairpersons or Directors. It is their responsibility to ensure that the program is carried out within their area of authority.

Supervisors, Principal Investigators, Project Leaders
Individuals who have a supervisory responsibility play a key role in the Fire Prevention program. They have responsibility for:

- Supervisors must ensure that safe fire prevention practices are followed on a daily basis.
- Ensuring that subordinates follow universal fire prevention responsibilities.

Employees and Students
Employees and students are responsible for following safe work and research practices to minimize the risk of a fire and complying with universal fire prevention responsibilities.

The following are universal fire prevention responsibilities:

- Building occupants shall not obstruct or tamper with any safety features such as exit signs, sprinkler systems, heat and smoke detectors, alarm pulls, horns and strobes, etc.
- Fire doors may not be propped open except with an approved magnetic interlock device.
- Sprinkler heads and pipes may not be used to support decorations or other items and stored materials must be at least eighteen inches below a sprinkler head.
- Flammable and combustible storage shall be in conformance with appropriate national, state and local codes and or standards.
• Stairwells shall be kept free of obstructions and shall not be used for storage, recycle containers, vending machines, etc.
• Hallways may not be used for temporary or permanent storage of combustible materials, items that could inadvertently be moved into the traffic path during an emergency or items that reduce the width of the hallway.
• Open flames (i.e.: laboratory burners, propane and acetylene torches, etc.) are not permitted outside of laboratories and other designated hot work areas without a hot work permit obtained from authorized Facilities Services or Buildings and Grounds personnel.
• Laboratory personnel must never leave a laboratory burners burning unattended.

PROCEDURES:
NA

RELATED DOCUMENTS:
NA

ATTACHMENTS:
N/A