

Plymouth State University

PLYMOUTH, NEW HAMPSHIRE 03264

Safety Committee and Environmental Health & Safety

c/o Physical Plant, MSC #33
Plymouth, NH 03264

GUIDANCE on the use of CANDLES and OPEN FLAME DEVICES

Date: 06-22-2004
To: *For distribution to all Faculty and Staff*
From: Carol Swete, Environmental Health & Safety Office @ Fax # 2830

The Safety Committee is aware of the use of candles, open flame, or pyrotechnic devices during various campus functions such as formal dinner events, Greek induction ceremonies, various theatre productions, laboratory activities (Bunsen burners), welding (Art, Grounds), HPER outings (cook stoves), the Spiritual Center, and dining hall operations (Sterno cups).

Currently, Residential Life has the only recognized Plymouth State University policy on this topic; the Student Handbook prohibits the presence or use of candles in student's rooms.

Some common sense guidelines should be followed in all academic and administrative buildings when it comes to candles and open flames:

There **MUST BE** a portable fire extinguisher in any room in which a candle or open flame device is being used (*the use of pyrotechnic devices is permitted by the local Fire Chief, and comes with its own strict set of rules and regulations.*)

Portable fire extinguishers are available, on loan, from the Environmental Health & Safety Office (x 2409), if there is not one already in the room. **BE SURE YOU HAVE THE RIGHT EXTINGUISHER! Call x 2409 first! BE SURE YOU HAVE THE RIGHT BASE OR RECEPTACLE! Call x 2409 first! TAPERED CANDLES ARE PROHIBITED** without prior permission from the Environmental Health & Safety Office.

Either an individual trained in safety (dining hall, dinner ceremonies, welding, Spiritual Center) or a group advisor (Greek inductions) **MUST BE** present when candles or open flame devices are being used during a campus function.

Remember, not all rooms have fire extinguishers and not all buildings are sprinkled. Keep **FIRE SAFETY** a priority in your workplace.

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