



Kutztown University Policy A&F-034

Open Flame Devices in University Buildings

A. Purpose

To eliminate potential fire hazards in university buildings and reduce the risk of fire related loss of life and or property.

B. Scope

This policy applies to all faculty, staff, students, contractors and visitors on campus and in any university buildings.

C. Definitions

Candle – A device which produces a visible flame by the ignition of a wick in a fuel source such as, but not limited to paraffin, wax or similar substances.

Incense/Incense Burner – A substance which is burned to produce a desired odor. It is typically burned in a vessel designed for this purpose.

Laboratory – A room, studio or building equipped for scientific experiments, research or teaching.

Open Flame Devices – A device which uses a fuel source to produce a visible flame capable of igniting ordinary combustible material such as, but not limited to, torches, butane burners, lanterns, oil lamps, “tiki” style torches, potpourri burners, flammable gels (Sterno), fueled cooking devices, homemade flame devices, sparklers, pyrotechnics, etc.

Sky Lanterns – An unmanned device with a fuel source and a flame to make the device airborne.

D. Policy & Procedure(s)

General Requirements:

Except as specifically defined below, the presence or use of candles, incense or any other open flame devices are prohibited in university buildings. Sky lanterns are prohibited inside and outside of university buildings.

Policy Exceptions:

This policy does not apply to:

- Devices used in laboratories or studios for teaching, experiments, research, or other similar academic purposes where the appropriate engineering and fire safety controls are in place.
- Food service activities under the supervision of KU Dining or Catering services.
- Maintenance staff or contractors working under an approved Hot Work Permit issued by Facilities EHS, Facilities Project Manager or other Facilities authorized manager.

Applying for a Policy Exception:

Theatrical productions, religious ceremonies and similar events on campus should apply to the Facilities Environmental Health and Safety Department (EHS) through the exception process.

Exceptions to this policy may be requested via email to KU EHS:

- Exceptions must be requested a minimum of 10 business days prior to the event.
- The written request must include the following: name of event, date, time, location, device to be used, and precautions which will be taken. The request should also include why there are no alternative options to achieve the same result.
- Approved devices shall not be left unattended at any time.
- The request will be considered only for specific locations, dates and times. Blanket requests will not be approved.

Denial of any request may be appealed to the Vice President for Finance & Facilities with all decisions being final.

Policy Compliance and Additional Information:

It is the responsibility of all faculty, staff, students, visitors and guests to observe the requirements of this policy.

It is the responsibility of department heads to ensure the rules within this policy are communicated to all departmental personnel, and that prohibited items, when identified are removed from the workplace.

EHS staff will report deficiencies requiring corrective action to department heads. If a deficiency is reported, the department head should take the appropriate action, and notify EHS, via email, when the deficiency has been rectified. Deficiencies should be corrected within 48hrs.

This policy does not restrict, but reinforces the Residence Life, Housing and Dining Services “Fire Safety Policy” in resident hall buildings. The “Fire Safety Policy” will continue to restrict additional items (beyond this policy) which are potential fire hazards in the resident halls. Prohibited devices or items found in resident halls should be removed immediately.

This policy does not apply to grounds and areas outside of a building, except for sky lanterns. Please refer to **A&F-024 Fireworks, Open Fires and Charcoal Grills** for exterior requirements beyond sky lanterns.

E. Effective Date

- 3/11/25

F. Approved By

- Cabinet Review & Approval – 1/21/25
- Endorsed by Administrative Council – 2/20/25
- President Approval – 3/11/25

G. Reviewed

- 3/11/25