



<b>Policy Name</b>	Open Flame Policy
<b>Policy Category</b>	Safety
<b>Responsible Department</b>	Environmental Health and Safety
<b>Original Policy Date</b>	3/27/2015
<b>Last Known Revision Date</b>	2/16/2021
<b>Current Policy Effective Date</b>	2/15/2022
<b>Recommended Policy Review Date</b>	2/15/2024
<b>Policy Applies To</b>	Entire Campus
<b>Additional Authority/References</b>	City of Reading (Pennsylvania) Department of Fire and Rescue Services Office of the Fire Marshal

**POLICY PURPOSE**

Albright College is a diverse community that has various needs for the use of an open flame. It is not the intent of this policy to totally ban open flame but to restrict its use to well-defined situations.

**POLICY TEXT**

In order to provide for the safe use of an open flame, the City of Reading Fire Marshal prohibits candles (with or without a wick) and other open flame items in all Albright College buildings with the following exceptions:

1. Routine religious ceremonies held in Kachel and MPK Chapels.
2. Participants in special religious ceremonies are allowed to carry hand-held candles when adequate safeguards have been taken with the following guidelines:
  - a. Hand-held candles shall not be passed from one person to another while lit.
  - b. Open flames shall not be located on or near decorative material or similar combustible materials.
  - c. Candles shall be prohibited in areas where occupants stand, in an aisle, or an exit.
3. Banquets and dinners where candles are used as centerpieces under proper supervision.
4. Birthday cakes presented in public assembly halls.
5. "Hot Work" activities (any operation producing flame, sparks or heat including cutting, welding, brazing, grinding, sawing, torch soldering, thawing frozen pipes, applying roof covering etc.). All "Hot Work" shall be performed per the requirements of the Albright College Hot Work Program.

6. Equipment used in the Science Department which requires an open flame in order to function, ie. Bunsen burners.
7. Equipment used in the Sculpture Studio which requires an open flame in order to function or process which generate flame or sparks, ie. welding.
8. Sterno burners used by Dining Services during events where food is prepared and served.
9. Chimineas are permitted outdoors with the provision that only wood is burned in them. Burning other materials such as paper or plastic is not permitted. Prior approval and a fire safety permit are not required.
10. Bonfires and fireworks require a fire safety permit from the Fire Marshal in addition to having a fire truck on standby during the event. Contact Environmental Health & Safety for information.
11. Chinese lanterns (aka sky lanterns, paper lanterns, Kongming lanterns) are prohibited by both the Fire Marshal and the College's insurance carrier.

Requirements for Obtaining a Special Exception to the Open Flame Requirements:

1. Submit, no less than 3 weeks before the planned event, a request for a special exception to the Open Flame Policy to the Environmental Health & Safety Officer ([kwierzbicki@albright.edu](mailto:kwierzbicki@albright.edu) Tel: 610-929-6616).
2. Explain what additional safety measures will be followed to assure the open flame devices are handled properly.
3. All requests are to be submitted in writing.

**ASSOCIATED PROCEDURES LOCATION**

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**REVISION LOG**

DATE OF REVISION	MAJOR CHANGES <i>(Note: electronic copies of the former versions of the policy must be maintained within the unit, department, or division)</i>
Click or tap to enter a date.	
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**IMPLEMENTATION PLAN** - For decision-making purposes only. This will not appear in the Final Policy that is posted to the Policy Repository.

The implementation plan may include a timeline, plan for communications to campus, and any necessary training essential for the rollout of the policy.
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**DECISION** – For decision-making purposes only. This will not appear in the Final Policy that is posted to the Policy Repository.

<b>Date of Draft Policy Review</b>	Click or tap to enter a date.	
<b>Name of Reviewing Committee/Individual</b>		
<b>Date Approved</b>	Click or tap to enter a date.	Comments:
<b>Date Rejected</b>	Click or tap to enter a date.	Comments:
<b>Date Draft Tabled or Further Review Needed (provide comments including plan for re-submission)</b>	Click or tap to enter a date.	Comments: