

Appalachian State University

Open Flame Policy

It is the intent of this policy to reduce potential hazards which may contribute to loss of property or life at Appalachian State University. This policy is not intended to restrict the use of laboratory, facilities maintenance, or food service equipment used in normal operations.

The use or possession of open flame devices shall be prohibited in all academic/support buildings as well as university residence halls and apartment complexes.

Open flame devices shall include, but are not limited to, candles (lit or unlit), potpourri burners, incense burners and oil lamps.

Open flame devices are not allowed in academic/support buildings unless a permit has been obtained from the University Safety Office. Permits may be granted on a case by case basis for special events, and only when specific safeguards are taken to avoid ignition of combustible materials or injury to occupants. Service Facilities (including but not limited to Plemmons Student Union and Broyhill Inn) that frequently utilize decorative open flame devices may apply for an annual operational permit through the University Safety Office. Safeguards include, but are not limited to, adequate fire detection/alarm systems, on-site monitoring, fire extinguishers in place, sturdy protective holders and/or bases, and globes as needed.

Open flame devices (specifically but not limited to unlit or lit candles) are not allowed in a residential room or an apartment of a residence hall building or on-campus apartment complex at any time. On a case-by-case basis for special events, individuals may make an appeal/request to the Associate Director of University Housing for Residence Life for the use of open flame devices. If the Associate Director of University Housing for Residence Life determines that the safeguards listed above are in place, the Associate Director may permit open flame devices in a specific (non sleeping unit) of residential facilities.

Corrective Action

Employees found possessing, using, or allowing the unauthorized use of, open flame devices will be issued a written notice to remove the item(s) immediately. A copy of the notice will also be forwarded to the employee's supervisor. If the device (or another open flame device) is found a second time, Safety Office personnel will forward a written notice to the employee, the employee's supervisor, and the relevant vice chancellor requesting disciplinary action be taken to address the safety violation.

Residents and staff of a Residence Hall building or on-campus apartment complex found using or allowing the unauthorized use of open flames, or found possessing open flame devices contrary to restrictions imposed by the Associate Director of University Housing for Residence Life, will, as appropriate in the circumstances, be required to extinguish the flame, and turn over the Open Flame Device to University Housing staff for removal from the building or on-campus

apartment. The individual will be referred to the Associate Director of University Housing for Residence Life and/or the Office of Student Conduct.

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