Fire Prevention Policy

Policy Number	3-130
Responsible Authority	Director, Environmental Health and Safety
Initiating Authority	Vice President, People and Workplace Experience
Effective Date	11/3/2022
Date of Origin	11/3/2022

APPLICABILITY/ACCOUNTABILITY

This policy applies to all students, faculty, staff, and visitors, Direct Support Organizations (DSO), and retail business operations on all University of Central Florida (UCF) campuses and leased facilities.

POLICY STATEMENT

The university is committed to reducing potential fire hazards and to protecting university students, faculty, staff, visitors, buildings, and property by establishing procedures for the safe use of any device that emits an open flame or can cause surrounding materials to combust.

All students, faculty, staff, and visitors must comply with the prohibitions, approvals, and permissible conditions reflected below. The use of open flame devices not specifically listed below must be preapproved by the Environmental Health and Safety Department (EHS). Specific open flame conditions that require preapproval are listed in the Procedures section of this policy.

Permissible Open Flame Conditions:

The following conditions are permissible and do not require prior approval:

- Open flames used in research or teaching labs for experiments, where the open flame is part of the research/educational process, and is supervised by appropriate faculty or staff
- Open flames used in commercial kitchens to warm foods, provided that the warmers are placed on non-combustible surfaces, and supervision is provided by an appropriate kitchen manager or staff

- Open flames used by university employees or approved catering vendors to warm foods using canned cooking fuel such as Sterno, with supervision provided by appropriate staff
- Use of wood chips, charcoal, or propane grills during events, including tailgating, provided that
    - they are at least 10 feet from any building or structure, and smoke does not enter a building,
    - all burning fuel is extinguish at the end of use, and
    - all ashes and fuel are near ambient temperature for safe and proper disposal
- Use of candles during outdoor events such as candlelight vigils provided that the candle size is limited to taper or standard congregation candles with a maximum height of ten (10) inches and drip protectors attached (unless the flame is enclosed). Additionally, a fire extinguisher shall be available on site and all candles shall be extinguished prior to leaving the site.

Permissible heat-generating devices:

Space heaters are permissible and do not require prior approval provided that they are

- certified (UL, ETL, or CSA) with automatic shut-off and tip-over protection,
- plugged in and operated only when the individual using the device is present,
- turned off and unplugged when the workspace is vacant,
- plugged into a grounded outlet (no extension cords or power strips are allowed),
- located at least three (3) feet from combustible items such as curtains, beds, blankets, or furniture,
- draw no more than 800 watts of power, and
- operated only on the floor.

Devices Prohibited Indoors:

The indoor use of the following items is prohibited, except as noted above (this is not an exhaustive list):

- Air-fresheners (plug-in varieties)
- Alcohol lamps with wicks
- Butane burners
- Candles
- Charcoal warmers
- Exposed heating elements or coils, except as part of a stove
- Floating open-flame lanterns released into the sky (e.g., Japanese floating lanterns)
- Gas lanterns
- Hibachi cooking sets
- Incense cones, sticks, or coils
- Oil lamps
- Propane tanks

Outdoor recreational bonfires are prohibited.

Students living in the residence halls must comply with the Housing and Residence Life Community Living Guide, which details additional prohibited items.

Members of the university community should report any observed violation of this policy to EHS.

Consequences of non-compliance:

Violations of this policy by employees could result in disciplinary action up to and including termination; students and student organizations violating this policy may be subjected to student disciplinary action under the Student Rules of Conduct as referenced in the UCF Golden Rule Student Handbook; and visitors to campus violating this policy may be trespassed from the university.

DEFINITIONS

Open Flame Device. Any device that creates a visible flame or ember through a fuel source, or can cause surrounding materials to combust.

PROCEDURES

Open Flame Conditions Requiring Preapproval by Environmental Health and Safety:

- Open flames or sparks emitted by tools used in welding, soldering, cutting, brazing, grinding, drilling, etc. used by employees or contractors to perform maintenance or construction work
    - Complete and submit the *Hot Work Permit Request* five (5) calendar days prior to start of work to ensure adequate processing time (find link below under Related Documents)
- Open flames and pyrotechnic devices
    - Complete and submit the *Permit Application for the Use of Pyrotechnic Displays Form* thirty (30) calendar days in advance of the event (find link below under Related Documents)

RELATED DOCUMENTS

The Division of State Fire Marshal and the Florida Fire Prevention Code

UCF Fire Safety:

UCF Hot Work Safety Program:

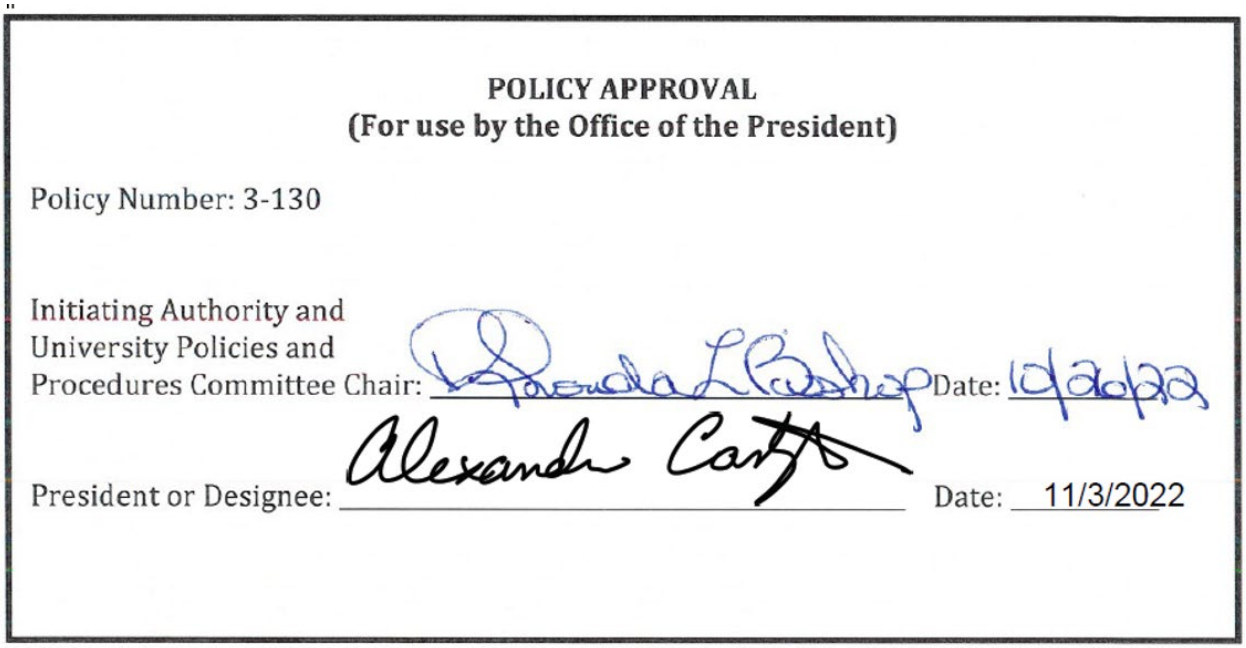
UCF Housing and Residence Life Community Living Guide, Community Standards, Sections 8-11

University Approved Caterers:

UCF Pyrotechnics Application Forms:

CONTACTS

Environmental Health and Safety; 3512 Perseus Loop, Orlando, FL 32816; (407) 823-6300; ehs@ucf.edu



POLICY APPROVAL
(For use by the Office of the President)

Policy Number: 3-130

Initiating Authority and University Policies and Procedures Committee Chair: Date: 10/20/22

President or Designee: Date: 11/3/2022