CANDLE & INCENSE OPEN FLAME USE POLICY

WASHINGTON UNIVERSITY

The use of candles, incense or other open flames is prohibited within all Washington University on and off campus buildings. Battery powered LED “candles” are recommended as an alternative for indoor decorative or religious displays. That is because candles, incenses and open flames not only create a fire hazard, but also a serious personal injury hazard. It is for these reasons that this policy has been established.

EXCEPTION ONE: The use of candles or incenses during a recognized religious ceremony. To obtain permission to utilize candles or incenses in observance of a religious holiday the group or department must contact the Environmental Health & Safety (EH&S), at ehs@wustl.edu or (314) 362-6816 at least three weeks prior to the event date. This is to obtain approval for and fire prevention guidelines related to your specific event. This is also to coordinate the event with the Assistant Fire Chief/Fire Marshal having authority or jurisdiction. We must obtain their approval and follow fire/safety requirements or training they determine necessary for your event.

NOTE: Candles or incenses used in the following ways are NOT considered as being used for a religious ceremony: birthday candles, candles or incenses on tables at receptions or dinners, candles or incenses used for decorative purposes including holiday displays.

EXCEPTION TWO: The use of candles, incenses or other open flame items used in performances held in Edison Theatre, Hotchner Studio within the Mallinckrodt Center, or other venues on and off campus. To obtain permission to utilize candles, incenses or open flame in the Mallinckrodt Center the department must contact the Environmental Health & Safety (EH&S), at ehs@wustl.edu or (314) 362-6816 at least two weeks prior to the event date. This is to obtain approval for and fire prevention guidelines related to your specific event. This is also to coordinate the event with the Assistant Fire Chief/Fire Marshal having authority or jurisdiction. You must obtain their approval and follow fire/safety requirements or training they determine necessary for your event.

EXCEPTION THREE: The use of a propane barbecue grill. They are allowed for use on campus properties, but must be located exterior to the building. Propane tanks
(full or empty) shall not be stored inside buildings. As a fire permit must be issued for the use of propane gas, you must contact EH&S at ehs@wustl.edu or (314) 362-6816 at least three weeks prior to the event date. This is to receive the information and form necessary to request, pay for and receive the proper permit.

EXCEPTION FOUR: To have a Bonfire/Open Burn both on and off campus you must contact EH&S at ehs@wustl.edu or (314) 362-6816 at least three weeks prior to the event date. The Bonfire/Open Burn policies for on and off campus can be found on EH&S webpage at www.ehs.wustl.edu under Resources Directory.

EXCEPTION FOUR: To have a Pyrotechnic Device Firework display you must contact EH&S at ehs@wustl.edu or (314) 362-6816 at least two months prior to the event date. The Firework policy for on campus can be found on the Environmental Health & Safety webpage at www.ehs.wustl.edu under Resources Directory.

EXCEPTION FIVE: To have a Caterer or Vendor use a solid alcohol (Sterno) fueled open flame presentation on or off campus in a University owned building you shall follow the Caterers & Vendors Fire Safety Policy which can be found on the Environmental Health & Safety webpage at www.ehs.wustl.edu under Resources Directory.

Reviewed 7/2014
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ATTACHMENT ONE INSTRUCTIONS

After EH&S and the local Fire Department have approved the use of a candle(s), incenses or other open flames following guidelines should be followed:

General Fire Safety Requirements

- Whenever possible, substitute open flame candles with battery operated or electrical powered candles.
- Do not place on or near (within three feet) of a table cloth, paper napkins, plastic plates, curtains, drapes and other combustible materials.
- Have a fire extinguisher readily available with at least one person trained to use it.
- Candles or incenses will never be left unattended while lit.
- Always place candles or incenses on a stable surface and in a holder that will not topple.
- Candles should be of low flame variety and must be placed in a properly fitted non-combustible container or a one-piece glass container where the bowl portion is greater than four inches in height. The top of the candle must be one inch below the top of the glass container.
- Keep area around the flame and each candle free and clear of combustible or flammable materials. Do not use candles around oxygen or flammable gases.
- Candles or incenses shall not be placed on window sills, aisle passageways or other areas that may be unstable or where one could come into contact with them.
- Candles or incenses shall not be used in close proximity to sprinkler heads or smoke detectors, so as not to accidentally activate one of these devices.
- Never touch or move a votive or container candle when the wax is still liquid.
- Never pass a lighted candle from one person to another. When lighting one candle from another lit candle, the person lighting their candle should have their candle on top.
- Report any fire incident immediately to the proper emergency phone number.
  - Danforth Campus – 935-5555
  - North, South & West Campuses – 911
  - Medical School Campus – 362-HELP – 363-4357

Recommendations:

- It is recommended the event location have a written evacuation plan.
- It is recommended that candles should be completely enclosed in a tip-resistant non-combustible container constructed so as to be self-righting if placed in a freestanding position. The container, if tipped, must be capable of containing the entire candle, dripping wax, and any confected heat within the container.