



NUMBER: 512

SUBJECT: USE OF CANDLES AND OTHER OPEN FLAME DEVICES

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512.1 — POLICY

In accordance with State Risk Management, to preserve life safety, and to reduce the risk of fire, the use of candles and other open flame devices in Bridgerland Applied Technology College (BATC) buildings is generally prohibited. Any two (2) Vice Presidents or the Campus President may grant an exception to this rule in rare instances for situations where there is a legitimate business reason to allow their use. Some examples of when this exception may be granted are listed below.

- (a) Theatrical or other entertaining arts performances.
- (b) Dining and food service areas.
- (c) Special religious ceremonies.
- (d) Educational and research purposes.
- (e) Other purposes as may appear necessary.

Once specifically approved for use for educational or research purposes or in a dining facility, the same or same type of open flame device may be used on multiple occasions without re-approval.

Open flame devices, used for instructional purposes, such as in Welding applications, are not a subject of this policy. However, appropriate safety procedures and practices for instructional use of Welding or other open flame instructional equipment should be the responsibility of the respective instructional department head and instructors.

Approved fire extinguishers should be available within a reasonable distance from use of open flame.

All approvals must be in writing.