

Murray State University  
OPEN FLAME POLICY

Open flames create serious fire and personal injury hazards. For these reasons, and based on the 2000 Kentucky Fire Prevention Code, this policy has been established.

As used in this policy, “open flame” includes any form of flame including candles and incense candles.

**1. Inside Buildings**

- A. Except as specifically provided in this Open Flame Policy, open flames are prohibited in all University buildings, including Residence Halls and Academic buildings, for any purpose.
- B. In the event a University office or department wishes to use an open flame in connection with a specific event in a building, written request must be made with the Office of Environmental Safety & Health 5 business days before the event. The use of an open flame will be allowed *only* upon receipt of written approval from the Office of Environmental Safety & Health. ***In no event will the use of an open flame be approved for use in Residence Halls.*** Any request to use open flames in the sorority chapter suites must be directed in writing to the MSU Foundation (100 Nash House, Murray Ky., 270-809-6911) with a copy of the request to the Office of Environmental Safety & Health.
- C. Welding and associated work require a hot work permit. An exception exists for previously approved permanent work stations.
- D. MSU Food Service operations must place food warmers on a non-combustible surface.
- E. Laboratories are excluded from this policy but appropriate precautions must be taken to ensure safe operations.
- F. Indoor pyrotechnics are prohibited unless the Office of Environmental Safety & Health is contacted in writing 10 business days before the event. Such activity will be allowed *only* upon receipt of written approval from the Office of Environmental Safety & Health. In addition, a permit must be filed and approval received from the City of Murray Fire Department ten days prior to the event.

## 2. Outdoors

- A. The use of open flames in connection with any outdoor events is prohibited unless Office of Environmental Safety & Health is contacted in writing 5 business days before the event. The use of any open flame will be allowed **only** upon receipt of written approval from the Office of Environmental Safety & Health. Bonfires and the burning of trash and construction waste are strictly prohibited.
- B. Open flames fueled by propane tanks are prohibited. Propane barbecue grills are permitted but must be located fifteen feet from any building. ***Propane tanks shall not be stored inside buildings.***
- C. Pyrotechnics are prohibited unless Office of Environmental Safety & Health is contacted in writing 10 business days before the event. Such activity will be allowed **only** upon receipt of written approval from the Office of Environmental Safety & Health. In addition, a permit must be filed and approval received from the City of Murray Fire Department ten days prior to the event.

Questions concerning this Policy may be addressed to Murray State University Office of Environmental Safety & Health, 270-809-3480.