

Open Flames Protocol

Date: 6-3-22

EMUDPS-EHS-P038

Revision: 0

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This protocol provides guidelines for the use of open flame devices and open flames at Eastern Michigan University to reduce the potential for fires and to protect property and lives.

SCOPE AND APPLICATION

This protocol applies to all areas of the EMU campus, including satellite campuses. Faculty, staff, students and visitors are not permitted to have open flame devices or open flames in University building or outdoors on campus property unless the building or outdoor area has been specifically designated for such devices or purpose.

II. DEFINITIONS

Open flame device is any open/exposed flame or combustion that produces heat, light or smoke and has the potential to cause a fire. Open flame devices include but are not limited to the following:

- Butane burners
- Candles
- Charcoal or gas grills
- Fireworks/Pyrotechnics
- Incense
- Sky Lanterns
- Torches
- Any other flame producing device.

Open burning is the burning of unwanted materials such as paper, trees, brush, leaves, grass and other debris where smoke and other emissions are released directly into the air and do not pass through a chimney or stack. Open burning is prohibited on campus. Open burning includes but is not limited to the following:

- Bon fires
- Campfires
- Fires
- Any other open burning

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III. RESPONSIBILITIES

A. Deans, Directors and Department Heads

1. Shall ensure the requirement of this protocol are followed in the areas under their authority.
2. May implement disciplinary action for non-compliance, as necessary and appropriate for the level of infraction.

B. Department of Public Safety

1. Shall enforce the requirements of this protocol.
2. Shall periodically review and update this protocol.

C. Faculty, Forepersons, Managers and Supervisors

1. Shall comply with the requirements of this protocol.
2. Shall enforce these requirements with their staff and students.

D. Faculty, Staff and Students

1. Shall comply with this protocol.
2. Violation of this protocol may result in disciplinary action.

IV. PROCEDURES

A. Open flames and the use of open flame devices are not permitted in residence halls, campus building and campus property.

B. The following exemptions are permitted:

1. Academic and research laboratories, shops and studios where Bunsen burners or other open flames are part of the educational/research process are exempt from this protocol.
2. University kitchens with fire suppression exhaust hoods are exempt from this protocol. Dining Services and/or University Catered events using food-warming devices, butane burners, candles and/or outdoor grills are exempt from this protocol.
3. University approved food trucks servicing the campus are exempt from this protocol.
4. Construction and maintenance work requiring the use of open flames must comply with the [EMU Hot Work Program](#) and are exempt from this protocol.

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5. University installed flame producing equipment (e.g. gas stoves, outdoor grills, fireplaces and fire pits) are also exempt from this protocol. Students in University Housing are permitted to use the University installed charcoal grills at Cornell Courts and Westview under the following conditions:
 - a. Lit grills shall not be left unattended.
 - b. Charcoal briquettes should be formed into a pyramid and doused with lighter fluid. Wait until the lighter fluid has soaked in before lighting the briquettes.
 - c. Cap the lighter fluid immediately and place it a safe distance from the grill.
 - d. DO NOT add lighter fluid to coals that are already hot or warm.
 - e. Never use gasoline, kerosene, or other highly volatile fluids as a starter. They can explode.
 - f. If available, use an alternative to lighter fluid, use an electric, solid, metal chimney or other starter specifically made for lighting charcoal briquettes.
 - g. Unplug and remove a hot starter with caution and be careful where you put it. Always cool the starter completely before storing.
 - h. Never use an electric starter in the rain and/or when standing on wet ground.
 - i. When using instant light briquettes, do not use lighter fluid, electric, sold or metal chimney-style starters. Do not add more instant light briquettes once the fire has been lit. Add only regular charcoal briquettes if more are needed.
 - j. Once the grill is lit, do not touch briquettes to see if they are hot. Keep the grill uncovered until ready to cook.
 - k. Keep vents open while cooking. Charcoal briquettes need oxygen to burn.
 - l. Allow coals to burn out completely and let ashes cool at least 48 hours before disposing.
 - m. Dispose of cold ashes by wrapping in heavy aluminum foil and placing in a non-combustible container. Be sure no other combustible materials are nearby.
 - n. If you must dispose of ashes before completely cooled, place them in heavy duty foil and soak with water completely before disposing in a non-combustible container.

6. Departments wanting to hold cookouts or special events involving the use of a grill must coordinate their event with Events Planning and use the Lake House facilities to host their event. If the event is for recruiting or involves personnel from outside the University, the event must be catered by Chartwell or a licensed food establishment. If the event is only for departmental personnel, the Lake House grill can be used by the department.

