

C.2.1.2 (Procedure) Open Flames and Portable Space Heaters

Responsible Department: Enterprise Risk Management

Based on Board Policy: [C.2.1](#) – Environmental Health and Safety

Approved: 11-17-10

Last Amended: 4-25-18

Open Flames

1. Any open flame device (e.g., candles, tiki torches, burning incenses, plug-in oil incenses, burners, and any other devices that has the potential to ignite or produce a fire), shall be prohibited for use on or at any District property to include inside any building or structure and outside on District property grounds, unless prior approval is granted in writing by the Office of Enterprise Risk Management (OERM). The OERM may consult with the local authority having jurisdiction and insurance carrier before rendering their decision.
2. The following open flame devices or situations are exempt from this procedure, provided approved precautions are taken to prevent ignition of a combustible material or injury occupants:
 - a. Any religious ceremony approved by the authority having jurisdiction (AHJ) to meet minimum fire code standards and all safeguards are taken. In no event shall hand-held candles be passed from person to person while lighted.
 - b. Any authority having jurisdiction (AHJ) permitted pyrotechnical devices used in theatrical performances provided all precautions are taken to protect life and property. A representative from the AHJ must be present during the event.
 - c. Any use of open flames that must occur as a standard part of an approved course curriculum. Examples include but are not limited to laboratories, kitchens, welding or mechanical shops, etc. Any course that uses open flames in its curriculum must have the appropriate level fire suppression system in place that meets the current fire code.
3. All allowed flame effects shall have written operating instructions including startup, show operations, normal shutdown procedures, and emergency shutdown procedures. Operating instructions shall be readily available to the operator.

Portable Space Heaters

1. Portable space heaters are not permitted for use in any District owned or leased property unless they meet the following exemption.
2. In the event of a total or partial heating system malfunction or renovation, the District Facilities personnel may assign portable space heaters in affected areas until permanent heating is restored. The following criteria will apply to all portable heating devices:
 - a. Portable space heaters shall be **“UL APPROVED”** and equipped with **“AUTOMATIC SHUT-OFF CAPABILITY”** in case the unit accidentally tips over while in operation.
 - b. No portable space heater exceeding **“1500 WATTS”** or **“12 AMPS”** shall be used in District buildings.

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- c. Portable space heaters must be plugged directly into approved wall or floor-mounted electrical outlet and not into extension cords. No other electrical equipment shall be plugged into the same outlet.
- d. Portable space heaters shall not be operated within 3 feet of any combustible materials.
- e. Portable space heaters shall be operated only in locations for which they are designed.
- f. All portable space heaters that trips circuit breakers, shall be removed by Facilities and not used again in that area. Before another heater can be used as a replacement, the electric circuitry shall be inspected by a Master Electrician to determine if the outlet can accommodate the load.
- g. All portable space heaters shall be turned off and unplugged when leaving the employee offices, classrooms, and any other areas where space heaters are permitted, even for one second. No exception.
- h. **“KEROSENE BURNERS and OIL STOVES”** are prohibited.