

## Open Flame and Candle Policy

Lighting devices such as tiki lamps, oil lamps, torches, etc. are absolutely prohibited in Emory facilities.

The use of candles and the burning of incense in Emory facilities are prohibited except in conjunction with recognized religious activities. Even unused (decorative) candles/incense are prohibited in Emory facilities. The use of candles or the burning of incense may be approved in compliance with the following conditions:

- To obtain permission for candle or incense use for recognized religious purposes, individual must submit a written statement identifying the religious celebration and the nature of the use of candles or incense. Requests must be submitted at least 7 days in advance of the requested date to the Religious Life Office. The Religious Life Office will confer with the Emory Fire Safety Division. Approval will be granted for specific dates and location only.
- Candles/incense may not be left unattended while burning.
- Candles must be of low flame variety and must be placed in a properly fitting menorah or in a sturdy, non-combustible container.
- When used, 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 convected heat within the container.
- All readily combustible materials, such as drapes or curtains, must be secured at least three (3) feet away from the open flame.
- Candles/incense must not be used in close proximity to heat or smoke detectors or sprinkler heads in such a way that heat or smoke might activate the device.
- Approved cone incense must be burned in a noncombustible container or a noncombustible surface with adequate insulating properties to avoid damage to the surface upon which placed. Approved use of stick incense must be burned in such a manner that hot ashes do not contact any combustible material or cause damage to any surface upon which they fall.