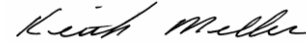


**Greenville Technical College
Administrative Policies**

4-8 Fire Device Use

Insertion Date: 03-06-13
Revision Date: _____
Removal Date: _____

Approved by President:



Overview:

When using candles, torches, or other lit equipment, fire containment and accident prevention is the user's responsibility. Greenville Technical College (GTC) has a responsibility to ensure that the user has planned for fire prevention and control before using a lit device. This policy is intended to prevent decorative flames from turning into a damaging fire.

GTC does not permit the use of any open, burning candle or candles in any campus building or place of assembly. Special approvals may be granted by contacting the Department of Environmental Health and Safety (EHS) and college Fire Inspector. The EHS manager can be reached at 250-8205. Michael Whiten is the college Fire Inspector and his number is 419-6860.

Role, Scope, and Responsibilities:

Greenville Technical College will allow fire devices in places of assembly with approval from EHS and the college Fire Inspector under the following conditions:

1. Burning devices are attended at all times.
2. A fire extinguisher is readily available.
3. Caution is used when placing materials near the fire devices, such as cloth, paper, etc.
Candles are prohibited on tables covered with paper tablecloths.

At least one week before the event, the event planner must contact the Department of Environmental Health and Safety and the college Fire Inspector for approvals.