
Candle, Incense, and Open Flame Policy

Policy Statement

Flameless candles or incense (electric or battery operated) shall be the only acceptable method of lighted candles in all buildings on campus. Open flame candles and incense are not permitted in any campus building except for religious purposes only at the Salameno Spiritual Center.

Fire or smoke producing articles, such as candles and incense, are a fire hazard and as such may not be burned in any Residence Halls.

Reason for Policy

Sets forth a policy that reduces the use of open flame throughout the college campus

To Whom Does the Policy Apply

Ramapo College community

Related Documents

- New Jersey Fire Code, Sections 308.1.1, 308.1.5, 308.1.6.3, 308.1.7, 308.1.7.1, 308.3, 308.4.1
- <https://www.ramapo.edu/ehs/fire-safety/>

Contacts

College Fire Marshal (201).684.6252

Enforcement of Policy

The policy will be enforced by the College Fire Marshal, Office of Public Safety, and Office of Residence Life for applicable provisions of the College's Policy. The Division of Fire Safety will enforce applicable provisions of the New Jersey State Fire Code

Violation of Policy

Any violations of the College's Policy by students will be administered through Judicial Affairs. Violations by faculty and staff shall be administered in accordance with the College's disciplinary policies and procedures in conjunction with the Department of Human Resources.

A violation of the applicable provisions of the New Jersey State Fire Code will be issued by the State Fire Marshal via "Notice of Violation and Order to Correct" with usually 30 days to make corrections. Violations not abated within the permitted time will be enforced by further penalties and fines.

Exceptions

Events, ceremonies and other functions held outdoors on campus or at the Salameno Spiritual Center that include the use of flame lighted candles shall be acceptable provided the following precautions are followed:

- Only "dripless" candles are used

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- Drip protectors/guards must be attached to all hand held candles
 - Hand held candles shall not be passed from one person to another
 - The participants shall keep a minimum of three feet distance between one another and thirty feet from College buildings and structures; enough distance to avoid burns to individuals and to avoid accidental fires in College buildings and structures.
 - Candles will be extinguished before exiting the candlelight service.
 - Suitable fireproof receptacles for extinguishment and disposal of the candles after the event shall be provided by the event organizer. An example of a suitable receptacle is a five gallon pail half full of water; or sufficient water to extinguish the candles.

The College Fire Marshal shall be notified in advance of any event wishing to use flame lighted candles. A Special Events Fire Safety Registration Form is required to be completed.

Background

The New Jersey Fire Code includes the following in connection with the use of open flame candles.

- Section 308.1.1 prohibits the use of open flames in structures where highly flammable or combustible material is utilized or stored.
- Section 308.1.5 states that open flames such as candles shall not be located on or near decorative materials or similar combustible materials.
- Section 308.1.6.3 states that no person shall release an untethered sky lantern.
- Section 308.1.7 states that the Fire Code Official may permit participants of religious ceremonies to carry hand-held candles when proper safeguards have been taken, but prohibits passing of lighted candles from one person to another.
- Section 308.1.7.1 states that candles shall be prohibited in areas where occupants stand, or in and aisle or exit.
- Section 308.3 states that open flame devices shall not be used in a Group A occupancy.
- Section 308.4.1 states that candles, incense and similar open-flame-producing items shall not be allowed in sleeping units in Group R-2 dormitory occupancies.

Policy is subject to change at any time by order of the RCNJ Fire Marshal, Student Conduct, and Residence Life.