

Enterprise Risk Management Standard Administrative Procedures 24.01.01.ERM.09 Candles Program	07/24/13 - Effective 02/01/19 - Revised ERM - Author
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Introduction

The U.S. Fire Administration released a report in April 2010 documenting fires that occurred in non-residential buildings during 2006. Of these fires, approximately 4000 were attributed to candles or open flame. Candles, and similar items that have open flames, or smolder present an unacceptable risk to the safety of the members of the Texas A&M University-Kingsville community and its facilities.

Purpose

This procedure is required as a supplement to System Policy 24.01 and System Regulation 24.01.01.

Procedures and Responsibilities

1. STANDARD ADMINISTRATIVE PROCEDURE

- a. The following procedure shall be enforced in all TAMUK owned facilities, in those areas in leased facilities occupied by TAMUK, and facilities located on TAMUK campuses regardless of ownership.
 1. Candles, or other personal items that are intended or designed to have an open flame or smolder are prohibited for such use except when used as part of a TAMUK approved ceremony or banquet.
 2. Items that are discovered to have been lit shall be removed.
 3. This restriction does not apply to such items approved for use and within the scope of TAMUK sponsored research or activities necessary for continued business operations.
 4. This restriction does not apply to those items and uses thereof addressed by the Texas Occupations Code, Subpart F, Section 2154.253 Use of Flame Effects or Pyrotechnics and as addressed by TAMUK Standard Administrative Procedure 24.01.01.Z1.10 Use of Flame Effect and Pyrotechnics.
 5. Exceptions may be requested, in writing, through the Campus Fire Marshal.

2. RESPONSIBILITIES

- a. The All faculty, staff, and students are responsible for adherence to this procedure.
- b. Department heads shall be responsible for enforcing this procedure, and ensuring that prohibited items are removed from the work place once identified.
- c. The Campus Fire Marshal is responsible for interpreting and clarifying this procedure and reporting prohibited items for corrective action.

Related Statutes, Policies, Rules or Requirements

[System Policy 24.01, Risk Management](#)

[System Regulation 24.01.01, Risk Management Programs](#)

Definitions

Refer to above references for any applicable definitions.

Contact Office

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