Fire and Flame Policy

Policy #	5003
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Office of Accountability:	Safety & Security Services
Administrative Responsibility:	Director, Safety & Security Services
Approver(s):	Vice-President, Finance & Administration

1. Purpose

At OCAD University ("OCAD U" or "the University"), risk assessment of all artwork incorporating fire or flames is essential. However, this does not necessarily mean that fire or flame is banned from the OCAD U campus, and, with reasonable accommodation, it may not be necessary to alter artwork in any significant way. The Safety & Security Services Office will do everything reasonable to facilitate the safe exhibition of artwork incorporating fire or flames on campus, but reserves the right to refuse any exhibition deemed to have an unacceptably high degree of risk.

2. Scope

This policy applies to OCAD U students, faculty, staff and campus visitors. **No one** is allowed to incorporate any of the following into their artwork on campus without obtaining a written Fire and Flame Permit: fire, flames, explosion, engines powered by flammable fuels, or significant amounts of flammable liquids or gases. This restriction specifically includes candles.

This policy does not include smoke. **Smoke machines, smoke generators, foggers or any other smoke-producing equipment are strictly prohibited on the OCAD U campus.**

3. Policy

A written Fire and Flame Permit may be applied for in the Safety & Security Services Office upon production of a written proposal indicating how the fire or flame is intended to be used. This must include:

- the supervising faculty or manager's name and signature of approval
- plans or sketches of the location
- details of elevation immediately above showing any potentially hazardous situations.

Authorization for a competent proposal will not be unreasonably withheld, although modifications for safety reasons may be required.

This written proposal must be approved by the Director, Safety & Security Services (or their

designate).

The Director, Safety & Security Services or designate will sign a completed Fire and Flame Permit which must include specific dates when it is valid. Copies will be filed with the:

1. Director, Safety & Security Services
2. Associate Dean of the applicant's department
3. Original returned to the applicant.

Arrangements will be made to provide a fire extinguisher on site when the event occurs.

The applicant must agree to act in a responsible manner at all times while the event is occurring, and to notify the Director, Safety & Security Services of any significant changes in the proposal including date, location, placement or significant increase in hazard.

During the exhibition of artwork which incorporates fire, flame, explosion, engines powered by flammable fuels, or significant amounts of flammable liquids or gases, the applicant must have this written Fire and Flame Permit posted or readily available.

If the exhibitor cannot produce upon request of any Manager, Dean, Associate Dean, member of the Joint Health & Safety Committee or Safety & Security Services personnel a valid written Fire and Flame Permit, **the exhibition will be IMMEDIATELY shut down** and the potentially dangerous components confiscated.

Faculty members whose students indicate that they plan to incorporate into their artwork fire, flame, explosion, engines powered by flammable fuels, or excessive amounts of flammable liquids or gases, must ensure that these students are aware that a proper Fire and Flame Permit must be applied for **before** the event takes place.

All members of the OCAD U community are reminded that they are bound by the OCAD U Health & Safety Policy which requires them to observe safe work practices, and that repeated or deliberate infractions of the Health & Safety Policy may lead to disciplinary measures.

Request for Fire and Flame Permit

Policy # 5003 *Please print*

Name of Applicant: _____ Department: _____

Telephone: _____ Email _____

Date(s) of Event: _____

Location of specified event: Room # _____ Building _____

Name of Supervising Faculty Member / Manager: _____

Signature of Approving Faculty Member / Manager: _____

Description of hazardous component of event: _____

_____

_____

Safety procedures required by University:

- Have a 10lb ABC or other fire extinguisher standing by
- Ensure no draped paper or fabric over or very close to the fire or flame and all fabric is sprayed with fire retardant spray
- Ensure the fire or flame is attended by a competent person at all times

Applicant agrees to abide by the terms and conditions of this agreement, and to conduct this event in a responsible and safe manner.

_____ _____

Applicant Director, Safety and Security Services or designate

_____ _____

Date Date

Attach a sketch of the proposed location of the exhibit showing the nearest walls, room exit, and any combustible materials directly above or within a 2 metre radius of the exhibit.

cc. Director Safety & Security Services
Associate Dean of the applicant's department
Front Desk Security (100 McCaul)

Personal information is collected under the authority of the *Ontario College of Art & Design Act*, 2002, s. 4(1) and will be used to approve your application to use Fire or Flame on campus. If you have any questions about this collection, please contact Safety and Security Services, Facilities Planning & Management or your Faculty Office.