

Jewish Center Fire Safety Policy – March 2009

1. OPEN FLAMES/FIRES: To prevent even the most remote chance of a fire, there will be NO open fires, candles, flames or fireworks of any kind for entertainment or decorative purposes used inside any of our buildings or within 100 feet of the outside of our buildings. Candles or centerpieces containing candles cannot be used as part of table settings or decorations of any kind.

The only allowable exceptions are:

- A chafing dish, omelet station, or heated serving dishes using appropriate Sterno-type heaters or small propane grills under the direction of trained catering staff. Cooking over open flames, hibachis, or doing flambé cooking is not allowed.
- Normal and appropriate use of ovens, stoves and broilers in both kitchens is allowed. When any burners on the stoves or any ovens are in use, the exhaust fans must be turned on.
- Candles used for ritual or educational purposes for Chanukah, Shabbat, or holidays, or for Yom HaShoah. These candles must be kept a minimum of 25 feet from any combustible surface or materials and placed on a metal tray that extends beyond the perimeter of the area where the candle flames will be. They must not be placed under or near any smoke detectors on the walls or ceilings.

When extinguishing candles please do NOT blow them out – instead, please dip them in a cup of water, or spray water on them, etc. This will prevent them from smoking after being blown out, which could trigger the smoke detectors.

If these allowable forms of heating or candles are to be used, the person arranging the event or the Director of Operations is responsible for making sure that a working fire extinguisher is located no more than 25 feet from the source(s) of flame and that all staff or caterers involved know the location of other nearby extinguishers.

2. FIRE ALARMS: If there is an unexpected fire of any kind or any size, a fire alarm must be set off by using one of the pull boxes throughout the building or calling 911. Put in the alarm first, make sure the building is being evacuated and then consider attempting to extinguish the fire using a fire extinguisher. The most important priority is to put in the alarm and get the building evacuated.

3. BUILDING EVACUATION: Once a fire alarm sounds for any reason other than system tests (see #4), everyone must leave the building and no one can enter until given clearance by the Police or Fire Department.

4. FIRE ALARM TEST STATUS: The fire alarms cannot be turned off, put on test, or silenced either at the panels or by calling the alarm monitoring company by anyone other than Fyr-Fyter or the Fire Department. Any requests for an exception to this policy have to be approved in advance by the Vice President of Administration or his/her designate.

