Applying for Open Flame Permit
Procedures Checklist

Before you submit the Permit Application:
1. Have a clear understanding of the staging and how the actor(s) will be using the open flame.
2. Discuss with the Stage Manager the first date open flame will be used (Spacing Rehearsal or the Technical Rehearsal).
3. Discuss with the Stage Manager who will be available during the run of the show to be on fire watch. Two people are assigned either from the running crew or from the stage management team.
4. Smoking is not allowed onstage. However, a lighter or match may be used to simulate “lighting” a cigar or cigarette. The use of a lighter or match will require a permit.

Applying for Open Flame Permit:
1. Application must be submitted two weeks prior to first use. Allow more time if there is the possibility the effect will require additional treatment of costumes, wigs or props with flame retardant.
2. Depending on the type of open flame being used, the Officer may request an actual demonstration of how the flame is being used in the show. Be prepared to schedule time for the Officer to come to the space if requested.

Once the Fire Permit has been approved:
1. Distribute copies of the signed permit to everyone who signed the Application (SM, Advisor, Props Faculty, Dean, CPF).
2. Post a hard copy back stage.
3. Stage Manager keeps a copy in their prompt book.
4. The Stage Manager coordinates with the student Technical Director to schedule fire extinguisher training led by CPF staff prior to first use in the space.
Frequently Asked Questions:

Q. Who initiates the Application for Fire Permit?
A. The person who will be present during all rehearsals and performances when the effect is in use (Stage Manager or Assistant Stage Manager).

Q. When do I need to fill out a request?
A. Anytime that you are using an open flame in a show. This includes candles, torches, lanterns, matches, lighters, special effects (flash paper, ) catering (votives, sterno,). This does NOT include any pyro effect such as gunfire, stage explosion or projectile. Use of Pyrotechnics is a different Permit process. When in doubt, ask!

Q. What is "Location of Open Flame"?
A. The space where you are using the effect (ex., theatre, lobby conference room). Be sure to include the room number if applicable.

Q. Do I need to include rehearsals or rehearsal halls in the requested date(s)?
A. Yes, if you are using this effect in a rehearsal space you need to fill out a separate form for each location.

Q. The “Open Flame” permit states that fire extinguishers and trained personnel must be on site. Who is trained?
A. Trained personnel are people who have taken a class in how to use a fire extinguisher. Classes are offered in a D&P student’s first year during the Intro to Theatre Production (ITP) class in the Scene Shop/Prop Shop rotation. Please contact your faculty advisor for more information.

Q. What do I do if the flame effect produces smoke that may trigger the smoke alarms?
A. When a flame effect produces enough smoke that may trigger the smoke alarms, you will be required to make arrangements with the Police department to come prior to each rehearsal and performance to put the alarms in “test mode”. If an alarm is triggered during a rehearsal or performance, the entire facility must be evacuated until an “all clear" is given by the Fire Department.