

Ramapo College of New Jersey

Environmental Health & Safety
Office of the Fire Marshal

Sterno Fuel Use Policy

In Accordance With
New Jersey Fire Code
and
The Sterno Group

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Sterno Use Policy

I. Scope

This policy applies to all members of the campus community (students, faculty and staff) and everyone else who uses Sterno or similar products on Campus.

II. Policy

It is preferred that electrical food warming devices are used instead of Sterno; particularly in all areas that are not protected by fire sprinkler systems. If the use of electrical devices is not feasible and Sterno use is the only alternative, then the following precautions shall apply.

III. Precautions

Sterno is acceptable only in the following locations:

Building	Room	Notes
<i>Anisfield School of Business</i>	Patio – 2nd Floor outdoor area	
<i>Berrie Center</i>	Café	
	Rehearsal Room, BC216	
	Sharp Theater, Room BC125 stage only	Only when stage is used for Dining
	Lobbies on 1st and 2 nd floors	
<i>Bradley Center</i>	Rooms Q228/Studio A and Q229/Studio B on the 2nd Floor	Only when room divider is not in use
	Auxiliary Gym	Limited to 1 event in room per reservation
	Konica Minolta Spectator Lobby	
	Main Arena	
	Recreation Lounge 1 st Floor	
	Skybox, Room Q238	
<i>Laurel Hall</i>	Kitchen	
<i>Linden Hall</i>	Kitchen	
<i>Overlook</i>	Kitchen	
<i>Pavilion</i>	Dining Area	
	Multipurpose Rooms: TP1, TP2 and TP3.	Not in TP2/center room when room dividers are in use
	Lobby	
<i>Pine Hall</i>	Kitchen	
<i>Student Center</i>	SC136, SC137, SC138	
	Atrium Cafeteria	
	Birch Tree Cafeteria	
	Friends Hall, Room SC217	
	2 nd floor Lobby near Bookstore	Roadrunner Central side only
	J. Lees, Room SC224	

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Safety Procedures:

- The use of Sterno is limited to buffet heating and as a chafing fuel for heating chafing dishes. It is prohibited in any building that is on a Fire Watch. Contact Public Safety (x7432) to determine if a building is on a fire watch.
- Users are responsible for adherence to this Policy during their respective event; and shall ensure that the Sterno use is supervised by an adult at all times.
- The User and dining services staff shall be aware of the location of the nearest manual fire alarm pull station and know how to activate the fire alarm in the event of a fire emergency.
- Tables and other furniture with Sterno shall have coverings that are flame resistant or all chafing racks and beverage urns using Sterno shall be placed on non-combustible mats, ceramic or metal trays extending several inches beyond the Sterno containers in each direction, to prevent accidental contact with any combustible decorative materials (8" is recommended).
- Flammable items such as napkins, paper and plastic cups and plastic table wares and similar products and decorations should be separated a minimum of three feet from Sterno; it is strongly recommended that flammable items be placed on a table separate from the Sterno.
- Partially used Sterno shall not be returned to storage until it is completely cooled down and safe for storage.
- The use of Sterno but may be subject to prohibition should the use and set up of the room increase concerns for the safety of the occupants.
- All safety tips provided by the manufacturer of Sterno shall be strictly followed whenever Sterno is used. A copy of the SAFETY TIPS is in the Appendix.

IV. In Case of Smoke and/or Fire

If smoke and/or fire should occur, then pull the fire alarm, exit the building, and immediately notify Campus Public Safety at 6666 to report the incident. The New Jersey Fire Code requires that fires be reported, including extinguished fires.

V. Policy Revisions

Any revision, updates, exceptions etc. to this policy should be coordinated with the College Fire Marshal before adoption and or implementation. Dennis Harrington, the College Fire Marshal is available to assist you with this policy and all other fire safety matters. He can be reached at extension 6252 or by email at dharring@ramapo.edu

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Appendix: Sterno® Brand Safety Tips

Always use CAUTION when handling OPEN FLAME products
Always use a blunt object, such as a spoon, to pry off the lid
Always cup hand over lid when opening can
Always remove excess gel from lid if it is being used as a regulator
Always wash fuel residue from hands
Always place the can underneath the chafing dish or beverage urn before lighting
Always make sure cans are placed securely in equipment
Always use a long handled match or butane lighter to light cans
Always use a snuffer paddle, regulator or saucer to extinguish flame
Always wait until can is cool before touching

Never use a sharp knife to pry off lid
Never use a lit can to light another can
Never carry lit cans
Never carry chafing dishes or beverage urns with lit cans
Never touch cans while still hot
Never allow loose clothing, napkins or tablecloths near flame
Never allow hair to fall near flame
Never use hands to extinguish flame
Never blow out flame of Sterno® Brand Gel or Hot Spot® to extinguish