GUIDELINE 15. OUTDOOR CANDLELIGHT VIGIL

1.0 PURPOSE

1.1 To establish a guideline for safe display and usage of candles on the campus of the University of Pennsylvania at outdoor candlelight vigils.

2.0 RESPONSIBILITY

2.1 It is the responsibility of all parties requesting to conduct an outdoor event, which include the usage of candles, to secure the proper permit.

2.1.1 The event coordinator shall secure a permit for the use of open flame devices. See Appendix 15.0 – Outdoor Candlelight Vigil Permit.

2.1.2 The use of battery operated candles is strongly recommended. No permit is required for a candlelight vigil, where only battery operated candles are used.

2.1.3 The permit holder will remain on site for the duration of the event and enforce safety procedures.

3.0 PROCEDURES

3.1 USE OF CANDLES

3.2.1 Candle size shall be limited to taper or standard congregation candles with a maximum height of ten (10) inches and drip protectors shall be attached unless flame is enclosed.

3.2.2 It is prohibited to light candles indoors.

3.2.3 Vigil must be limited to one hour in duration.

3.2.4 Student leaders or designees will continuously monitor the event for safety.

3.2.5 A portable fire extinguisher shall be on site and available for immediate utilization.

3.2.6 Candle wick shall be trimmed to ¼ inch prior to lighting.

3.2.7 Discontinue use of candle when 2 inches of wax remain, or a ½ inch if in a container.

3.2.8 Candle shall be extinguished prior to leaving the site.

3.2.9 Do not pack candle or throw in trash receptacle unless completely cooled.

3.2.10 No alcohol shall be consumed at an event where open flame devices are used.

Date: November, 2010

http://www.publicsafety.upenn.edu
4.0 GENERAL REFERENCES

4.1 National Candle Association

5.0 CONTACT INFORMATION

5.1 For emergencies contact PennComm at (215) 573-3333.

5.2 Non – emergency contact phone number at Fire and Emergency Services for questions concerning this Safety Guideline is (215) 573-7857 or F&ES@publicsafety.upenn.edu