



UNIVERSITY OF CENTRAL FLORIDA

**Risk Management**

PO Box 163500  
Orlando, FL 32816

## Candlelight Vigil Guidelines

- Provide cups, bobeches, or similar drip protectors to hold candles. Candles are to be used outdoors only; never bring open flames into any building.
- Designate one person to light and extinguish candles. This prevents losing track of matches and lighters, reaching over flames, improvising, or setting the candle out of place.
- Have a container of water on hand in case something catches on fire. If near a pond, lake or pool an empty pitcher will suffice, as it can be filled if necessary. Before final disposal, submerge spent candles in the water.
- Make sure all candles are fully extinguished before leaving the site. Do not leave an "altar" unattended. Do not take candles into buildings or throw in garbage receptacles unless they have been wetted down. If taking candles with you to use another time, ensure they are cool before packing.
- Remind people with loose clothing or long hair to be careful with their candles, especially if it is windy. If clothing catches on fire, remember the following phrase: "Stop, Drop and Roll."
- Do not allow wax to drip on people or the ground, and do not put anything in the Reflection Pond or other open ponds.
- Open flames are not permitted under tents or temporary structures and must be at least 50 feet away from a building.
- Have event staff keep an eye on people's flames; if they are burning low, get another candle. A hot mitt or a few extra candle holders will help you replace candles as needed.
- Have on site a first-aid kit(s) stocked with items to specifically treat burns as well as other injuries and have a person available who is trained in performing first-aid.
- Report any accidents or injury immediately to the UCF Police. In addition, complete the General Liability Loss Report found on the EHS Risk Management website, under Claim Forms.
- Clean up your site after the event. If glass breaks, call the Work Control Center at extension 3-5223 to report it. If wax is found on concrete, benches, signs, or other areas on the site, you may be charged by Facilities Operations for additional clean-up.

If you have any additional questions, please contact EHS Risk Management at 407-823-0206 or 407-823-0648.