

## **GUIDELINE 11. USE OF OPEN FLAME FOR OUTDOOR CAMPUS EVENT**

### **1.0 PURPOSE**

- 1.1** To establish a guideline for safe display and usage of open flame on the campus of the University of Pennsylvania at outdoor vigils/demonstrations.

### **2.0 DEFINITIONS**

- 2.1 Fireworks** – Any composition or device for the purpose of producing a visible or audible effect for entertainment purposes by combustion, deflagration or detonation. The possession, manufacture, storage, sale, handling and use of fireworks and illegal or forbidden explosives are prohibited, except for permitted exceptions (e.g. sparklers, starter pistols), and displays by a licensed professional with approval from the University and the required approved permit from the City of Philadelphia.
- 2.2 Sparkler** - A type of pyrotechnic that you hold in your hand and that throws off very bright sparks as it burns.
- 2.3 Torch** – An open flame means of illumination such as an oil lamp on a pole. Also known as bamboo torch or Tiki torch.

### **3.0 RESPONSIBILITY**

- 3.1** It is the responsibility of all parties requesting to conduct an outdoor event, which include the usage of open flame, to secure the proper permit.
- 3.1.1** The event coordinator shall secure a permit for the use of open flame devices. **See Appendix 11.0 – Outdoor Open Flame Vigil/Demonstration Permit.**
- 3.1.2** The use of battery operated candles is strongly recommended. No permit is required for a candlelight vigil, where only battery operated candles are used.
- 3.1.3** The site supervisor will remain on site for the duration of the event and enforce safety procedures. They shall have in their possession a copy of the permit and this guideline.

### **4.0 PROCEDURES**

#### **4.1 General Procedures**

- 4.1.1** A portable fire extinguisher shall be on site and available for immediate utilization.
- 4.1.2** Carefully read and follow manufacturer's instructions.
- 4.1.3** It is prohibited to have an open flame indoors.
- 4.1.4** Open flames shall be constantly attended until the fire is extinguished.
- 4.1.5** Extinguished open flame item after use. The open flame item must be completely cooled prior to moving, disposal or storage.

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

## **4.2 Use of Candles**

**4.2.1** 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.

**4.2.2** Vigil/Demonstration must be limited to one hour in duration.

**4.2.3** Candle wick shall be trimmed to ¼ inch prior to lighting.

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

**4.2.5** Candles shall not be passed from one person to another while lighted.

**4.2.6** Candle shall be extinguished prior to leaving the site.

## **4.3 Use of Sparklers**

**4.3.1** Never light or hold more than one sparkler at a time. Do not hand a lit sparkler to someone else.

**4.3.2** Always keep lit sparklers at arm's length, while standing up, not sitting down, away from the face, body, or clothing of yourself or people nearby.

**4.3.3** Stand at least 6 feet away from other people.

**4.3.4** Avoid loose fitting apparel, sparklers can ignite fabric and clothes could catch fire. Wear closed-toe shoes to help prevent from accidental foot burns.

**4.3.5** Sparklers will remain hot for a length of time after they have stopped burning. Users should be cautioned never to grab or touch the burned portion of a sparkler after it has completed its effect, as the residue will be unpleasantly hot. Stepping on used sparklers can cause foot injuries. Have a bucket filled with water or sand, or a metal tray available as a place for people to dispose of the burned out sparkler wires. Once cooled, the spent sparkler wires can be safely disposed of in the trash.

## **4.4 Use of Torches**

**4.4.1** Torch is for stationary use only and should not be moved while lighted.

**4.4.2** Once torch placement is decided, make sure each torch is firmly anchored by driving the torch stake into the ground 6 to 8 inches or by utilizing a stand for stability.

**4.4.3** Torch must be securely placed on surface prior to lighting.

**4.4.4** Do not place torches under trees, overhangs or near combustible materials. Torches must be at least 6 feet minimum from structures.

**4.4.5** Torch should be extinguished and cool prior to refueling. Only use fuel specifically made for the torch.

**4.4.6** Use appropriate snuffer to extinguish the flame.

## **5.0 GENERAL REFERENCES**

- 5.1** Philadelphia Fire Code
- 5.2** National Candle Association
- 5.3** American Pyrotechnics Association

## **6.0 CONTACT INFORMATION**

- 6.1** For emergencies contact PennComm at (215) 573-3333.
- 6.2** Non – emergency contact phone number at Fire and Emergency Services for questions concerning this Safety Guideline is (215) 573-7857 or [FES@publicsafety.upenn.edu](mailto:FES@publicsafety.upenn.edu)