



Guideline for handheld candles for events or vigil activities:

1. Candles are to be used outdoors only; never bring lit candles into any building.
2. Lit candles are not permitted under tents or temporary structures and must be 50 feet from a building.
3. Organizers must provide cups, bobeches, or similar drip protectors to secure candles and prevent wax from dripping on people or the ground.
4. It is good practice to designate one person to light and extinguish candles. This prevents losing track or matches, lighters, and reaching over flames.
5. Organizers should actively observe people's flames; if they are burning low, get another candle. A hot mitt or few extra candle holders will help replace candles as needed.
6. 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."
7. Candles must be extinguished immediately after the activity is complete. Have a container of water on hand in case something catches on fire and submerge spent candles in the water before final disposal.
8. 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.
9. Report any accidents or injury immediately to University of Illinois Division of Public Safety 217-333-1216 (call 911 for an emergency). In addition, complete the [UIUC/UIS Public Injury Report](#) with Risk Management.
10. Clean up the site after the event.