



WESTERN UNIVERSITY
THE OFFICE OF
FIRE SAFETY & EMERGENCY MANAGEMENT

Graphics Building
Room 123
London, Ontario, N6G 1G9



DATE: April 2018

FIRE SAFETY POLICY: 102

SUBJECT: Use of Candles and Other Similar Open Flame Devices

I. PURPOSE

The purpose of this policy is to preserve life safety, reduce the risk of fire and to reduce false fire alarms.

II. OBJECTIVE

The use of candles and other open flame devices in Western University is prohibited unless specifically approved by Western Fire Safety.

Such approval must be requested for:

- Theatrical or other entertainment arts performances.
- Special Religious ceremonies.
- Dining and food service areas.
- Other purposes as may appear necessary.

III. SCOPE

This policy is applicable to all faculty, staff and students in all Western owned properties.

IV. RESPONSIBILITIES

- To gain approval for the use of candles/open flames the applicant is responsible for notifying the University Fire Safety Department in writing at least 7 days in advance.
- A portable extinguisher shall be located onsite with staff trained in the proper use of a portable fire extinguisher.
- The venue/site may be evaluated by the University Fire Safety Manager to ensure all applicable codes and standards will be complied with prior to event approval.
- For additional information regarding candles and open flames please contact us at:

The Western University Fire Safety Department at 519-661-3300 or firesafety@uwo.ca