TO: Vice-Presidents, Deans, Directors, and Chairpersons  
FROM: Georgia Morgan-Pyron, Director of Environmental Health & Safety  
SUBJECT: Ban on open flames in University-owned facilities  
DATE: October 13, 2008

With the holidays approaching, we all may need to be reminded of the following safety precautions:

**BURNING CANDLES IS PROHIBITED!**

**USE OF ANY OPEN FLAME DEVICE IS PROHIBITED!**

- This ban includes decorative oil lamps, and other decorative devices such as candelabras and dinner table candles and scented candles.

- This ban applies to any university-owned facility: offices, housing units (dorms and apartments), classrooms, and University Center rental and activity areas.

- **Halogen lamps are also prohibited because of fire hazard.**

Decorative and/or scented candles have caused numerous fires across the nation *and even at UCO*. Candles and open flames pose a risk that is not acceptable to the University. The Edmond Chief of Fire Prevention, the State Office of Risk Management and UCO's Office of Environmental Health & Safety share this opinion.

If you have questions, please call EHS at extension 2216 or 2218.

Please copy this notice to all personnel in your area and post as appropriate.