

## Safe use of Candles Procedure

### 1. Lighting

Preferred method of lighting in tents, caravans and annexes is either the use of electricity or battery operated lights and torches, instead of flames or matches. Invest in a camping tent made of fireproof material for added safety.

***The use of candles and other naked flames for lighting is prohibited in tents and caravans. If your lights fail, please ask the Camp Superintendent for assistance.***

***In the event that there may be special circumstances and you are given permission to use a naked flame for lighting, you must observe the following safety protocols.***

#### 1.1 Candles

-  Never keep open flames inside the tent, caravan or annex, make sure your candles are enclosed in glass candleholders.
-  If you use citronella candles in your tent, caravan or annex, make sure you blow them out before sleeping or leaving the tent.
-  Do not light your candles near flammable, liquids or gases.
-  Keep children away from lit candles and remember to remove and secure any lighters and matches.
-  Never leave a lit candle unattended by a responsible adult.

### 2. In an Emergency

1. Call 000 and ask for the Fire Department
2. Clear the area of all personnel immediately, and make things safe if possible without a delay.
3. Call the Superintendent, or arrange for someone to notify the Superintendent.
4. If the Superintendent is not available, contact the Risk Management department (located at the Camp Office).

### 3. Hazards and Incidents

If you wish to notify the Risk Management Officer or superintendents of any hazards you've noticed please visit the Camp office for a Hazard Report. You will also be able to get Incident Reports from the Camp office if you have been involved in or witnessed an incident.