



## Holiday Decorations and Events

### Holiday Trees, Wreaths and Decorations

1. All decorative materials shall either be non-combustible or flame resistant, or treated with an approved fire retardant in accordance with manufacturer's specifications, which will pass the NFPA 701 test. Look for 'non-combustible' or 'flame resistant' labels on the decoration packages. If the decorations are to be re-used, retain the original package while in use.
2. Live trees, natural wreaths, and other live greens are not permitted indoors.
3. Use only flame retardant artificial trees and decorations in appropriate locations (flame retardancy information can be found on the packaging).
4. Trees or decorations shall not block or obstruct exits, aisles, corridors, vision panels on the hallway doors, stairwells, fire extinguishers, fire alarm pull boxes, exit signage, evacuation floor plans and other emergency equipment or information.
5. No trees or wreaths of any kind are permitted in laboratories. However, a wreath on the exterior of a laboratory door is permissible.
6. Place all decorations and combustibles at least 3 feet away from sources of heat, e.g., radiators, lights.
7. Turn off all decorations with powered electricity when unattended or before leaving the area for the day.

4. Electrical wires shall not be extended through windows or doors or under carpeting.
5. Use of lighted candles or lanterns is strictly prohibited in all University facilities.
6. Electrical light bulbs shall not be decorated with paper or other combustible materials.
7. Turn off all lightings when unattended or before leaving the area for the day.
8. **All decorations and lightings shall be removed by JANUARY 8<sup>th</sup>.**
9. For additional information: Contact your campus EOHSS office or Physical Plant.

### Life Safety Measures for Departmental Holiday Events

Every attempt should be made to avoid the use of emergency EXIT corridors for seating and tables. If these spaces must be used, EOHSS must first be consulted.

### Don't Forget Holiday Fire Prevention At Home

According to the National Fire Protection Association, nearly 30 percent of home fires occur during the holiday months of November, December and January, and 35 percent of fire deaths occur during that time of the year. To keep your holidays from going up in smoke, you may also visit: [www.nfpa.org](http://www.nfpa.org). Just type 'holiday safety' in the 'search' box to review more fire safety tips. *Have a Safe and Happy Holiday!*

### Holiday Lighting

1. Carefully inspect new and previously used electrical light strings and replace damaged items before plugging lights in. Light strings are not to be used in laboratories or occupancies such as University Behavioral Healthcare Centers.
2. All holiday lighting and electrical decorations shall be 'UL' (Underwriter's Laboratories) listed and shall be plugged directly into wall-mounted outlets or 'UL' listed power-strips (Look for a 'UL' symbol on the equipment). Follow manufacturer's instructions for installation and maintenance.
3. Extension cords shall not be used for holiday lighting. Instead, use 'UL' listed outlet power-strips with built-in fuse or circuit breaker protection.

### Contact Information:



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