



Title: <b>Holiday Decorations</b>			
Number	EH&S -5-1	Revision:	8/1/08
Date	1/90	Pages	2

**PURPOSE:** To prevent fires and other hazards caused by the improper use of decorations.

**SCOPE:** Hospital wide.

**PROCEDURES:**

**I. Trees and Decorations**

- A. Live Christmas trees, tree branches, pine cones, and other dry vegetation shall not be displayed in any area of the hospital. Metallic trees are also not permitted.
- B. Artificial trees and wreaths are permitted but they must be fire retardant.
- C. Decorations may not be hung from or affixed to fire protection equipment or systems including but not limited to sprinklers, smoke detectors, and strobe lights nor shall they be placed so as to block visibility from, or access to fire protection items and systems.
- D. Decorations or displays shall not be located so as to obstruct any exit corridor, doorway or stair. No decorations or other objects shall be permitted that reduce corridor clearances to less than eight feet.

**II. Lighting**

- A. Electric lighting is not permitted in patient care areas.
- B. When permitted, electric lighting shall be UL listed, not overload circuits or lighting sets, nor shall extension cords be used.
- C. Wiring shall not be frayed or in any way be altered from it's original configuration.
- D. Wiring shall not be strung across walking surfaces, through doors or ceilings, or placed under carpeting.

**III. Miscellaneous**

- A. Fire and smoke doors may not be decorated.

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- B. Open flame of any type (including candles) is prohibited.
- C. Hanging paper decorations are not permitted unless they are flame retardant.

**INQUIRIES/REQUESTS:**

Environmental Health and Safety  
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Zip 8017  
Main Office: 444-6783  
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**RELATED FORMS:**

**RELATED DOCUMENTS:**

Hospital Fire Response Plan, Policy 2-1