



Environmental Health and Safety Guidance Document

Title: UTHSC-H Holiday Decorations Policy

Original Date: July 24, 1999

Section: Fire Safety

Revised Date: December 15, 2008

Statistics show that fires dramatically increase during the holiday season. By following these simple requirements, we can help ensure the safety of all faculty, students, employees and visitors of UTHSC-H, and still enjoy the festive atmosphere accompanying the holiday season.

Only non-flammable materials are to be used for holiday decorations. Labels indicating non-flammability are to be kept in the department where the decorations are used.

Clinical and Research Laboratory Areas

Naturally cut holiday trees or branches are prohibited.

Artificial and live potted trees and plants are permitted.

Lights that are used for decorating are to be UL approved and of the non-heat producing variety (Example: twinkle lights). Do not use lights on metal artificial trees.

Replace any string of lights with worn or broken cords or loose bulb connections.

Lights shall be unplugged at the end of each work day.

Extension cords shall be UL approved.

Extension cords shall not be run across walkways where they may present a trip hazard.

Decorations shall not obstruct exit corridors, exit signs, fire sprinklers, or other safety equipment.

Decorations shall not cover the laboratory door "Caution" signs and hazard labels.

Candles are not permitted at UTHSC-H.

Office and Assembly Areas

Natural cut holiday trees are permitted only in pre-arranged areas and must be treated with a flame retardant. Keep documentation of flame retardant treatment where the tree is used.

Keep tree base filled with water to prevent the tree from drying out.

Artificial and live potted trees and plants are permitted. Artificial trees shall be fire retardant.

Lights used for decorating must be UL approved and of the non-heat producing variety (Example: twinkle lights). Do not use lights on metallic artificial trees.

Replace any string of lights with worn or broken cords or loose bulb connections.

Extension cords shall be UL approved.

Extension cords shall not be run across walkways where they may present a trip hazard.

Decorations shall not obstruct exit corridors, exit signs, fire sprinklers, or other safety equipment.

Candles are not permitted at UTHSC-H.