Holiday Decorations Guidelines 2014

The UCDHS Fire Prevention Department offers the following information in an effort to ensure that staff, patients and visitors have a safe and enjoyable holiday season.

DECORATIONS

• Paper decorations must be flame retardant at the time they are purchased. For small items there is a product ("No Flame") found at area fabric stores. For larger items, you may contact our paint department at 4-5667 to obtain the necessary fire-retardant treating material.
• All decorations that are not flame retardant treated at the time of purchase must be treated by PO&M and the department requesting treatment must keep accurate organized records as to type and quantity of materials treated.
• Decorations must not obstruct exit doors or exit signs, or any other signs/equipment (fire extinguisher location signs and fire alarm audible/visual devices for example).
• Decorations must not be hung from the fire sprinkler system or smoke detectors.
• Open-flame devices, including candles, are strictly prohibited.
• Decorations should not be hung from the ceiling in such a manner that the spray pattern of a fire sprinkler head is obstructed.
• Decorations attached to corridor ceilings must not hang lower than seven feet (7’) from the floor.
• Decorations including holiday cards, must not occupy more than 10% of an individual door.
• Food and gift collection barrels must be treated with a fire-retardant material or be non-combustible. Locations must be approved by UCDHS Fire Prevention.
• All decorations constructed from wood must be flame-retardant or painted with intumescent (flame retardant) paint.
• Permits are required for decorating any public assembly area, including lobbies, at UCDHS. Contact the Fire Prevention office at 916-734-3036 to acquire a permit prior to decorating.

PARTIES AND EVENTS

• For large holiday parties; where more than 50 occupants will assemble into one area, a permit shall be acquired prior to the event. Please contact Fire Prevention at 916-734-3036

DECORATION REMOVAL

• Please remove all decorations no more than five (5) working days after the holiday.

LIGHTS

• All light sets must be UL-labeled, free of visible defects and protected from mechanical damage while in use.
• **The use of decorative lights on real or artificial trees within the hospital facility and the Same Day Surgery Center is prohibited.** Use of lights in clinics and office buildings is permitted as long as lights are not placed in a corridor environment.

• Use of extension cords is strongly discouraged. If absolutely necessary extension cords must be UL-labeled, free of visible defects and protected from mechanical damage while in use. **And be used in accordance with UCDHS P&P 1653.**

• All decorative lights should be disconnected when a display area is left unattended.

**YULETIDE TREES**

• Natural cut trees are not allowed in ANY Institutional facility. This includes the Hospital & Same Day Surgery.

• All trees, whether natural or artificial, must be flame-retardant and display such certification. Fire-retardant treating will be done by the PO&M Paint Shop as noted in the attached Information Bulletin.

• Natural trees shall be re-cut at least ½ inch above the original cut and placed in a tip-resistant stand holding sufficient water for at least two days. The water level, when full shall cover the bottom trunk at least 2 inches above the fresh cut and checked daily. Trees may *not* be displayed on wooden stands provided by vendors. Water should be added daily to help prevent trees from drying out.

• Natural trees shall be removed from the building whenever the needles or leaves fall readily when tree branch is shaken or if needles are brittle. The tree shall be checked for dryness daily.

• Only non-combustible or fire-resistive ornaments may be used.

• Trees must not obstruct corridors, exits, or block access to fire and life safety equipment/devices.

Thank you for your continued cooperation to ensure that this holiday season remains fire safe. If you have any questions about holiday fire safety, please contact the Fire Prevention Office at 916-734-3036.

**HAPPY HOLIDAYS!**