

 STATE UNIVERSITY OF NEW YORK	Environmental Health and Safety Manual	
	Policy Number: EH&S 5-1	
Title: Holiday Decorations		
Effective Date: 1/90	Revision: 2/97	Number of Pages: 2

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

SCOPE: University wide.

PROCEDURES:

I. Trees

1. Natural trees, wreaths or garlands are not permitted.
2. Artificial trees must be selected and handled carefully. Plastic or metalized trees can burn. Use a product clearly marked as made of slow burning materials. Products with built-in electrical systems should carry the Underwriters label (UL). Metal trees are not a fire hazard but may be a shock hazard.
3. Support the tree firmly. Keep the tree away from all sources of heat. Do not position the tree where, upright or fallen, your escape in case of a fire might be blocked.
4. Know the location and proper usage of fire extinguishers provided and be sure that the proper extinguisher is in proximity of the tree.

II. Decorations

1. Use non-combustible decorating materials (metal, glass, etc.) at all times. Do not use untreated cotton batting, flock, and paper which may ignite easily and burn intensely.

III. Lighting

1. Tree lighting sets, electric candles and similar holiday lighting equipment should be avoided, both to conserve energy and to eliminate the fire hazard from frayed wires and loose connections.
2. If used, check tree lighting sets, electric candles, etc., for frayed wires, loose connections and broken sockets. Use only equipment carrying the Underwriters' label (UL).

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3. Use only indirect lighting with metal trees. If lighting strings are placed on metal trees, they may become "charged" and dangerous.
4. Use only sets listed for outdoor use for outdoor lighting.
5. Where arrangements have been made with the Department of Environmental Health and Safety, lighted candles may be used as table decorations as long as a sturdy metal or glass holder, with protective globe, is provided. Lighted candles in any holder should never be placed near combustible materials, or on a window sill where curtains may blow against them. Lighted candles, incense, and open flames are strictly prohibited in Residence Halls.

INQUIRIES/REQUESTS:

Environmental Health and Safety
110 Suffolk Hall
Zip 6200
Main Office: 632-6410
FAX: 632-9683

RELATED FORMS:

RELATED DOCUMENTS:

Emergency Evacuation, Policy 2-1

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