

HOLIDAY DECORATIONS SAFETY POLICY

Revision Date: August 25, 2010

1. Applicability

This policy applies to indoor locations at all OHSU locations and campuses.

2. Scope and Purpose

This policy describes what holiday decorations are allowed to ensure compliance with applicable fire and life safety codes and minimize related safety risks.

3. Implementation

Implementation of the provisions within this policy is the responsibility of each employee under the direction of individual OHSU departments. Environmental Health & Radiation Safety (EHRS) is responsible for providing technical guidance.

4. Requirements

OHSU policy does not allow departments to use University funds for holiday decorations.

a) Decorations Placement

- i) Decorations must not impede doors, corridors, stairs or other means of egress.
- ii) Decorations are prohibited on 90 minute fire separation doors.
- iii) Decorations must not be placed closer than 18 inches from the ceiling within sprinklered areas.
- iv) Decorations may not project more than 4 inches into corridors.
- v) No more than 20 % of a wall and 10 % of a room door may be covered with combustible decorations, including existing artwork.

b) Lights

Only miniature lights (rated, UL-Listed) may be used during the holiday season. Check for frayed cords, loose or cracked wires, sockets or connections before decorating. Lights may be placed near the ceiling but must not impede flow from, block, or hang on sprinkler heads. Miniature lights are not permitted in the patient vicinity.

- i) All lights and electrical devices should be disconnected during non-business hours or when unattended.
- ii) Extension Cords: A single, grounded, heavy duty (14 gauge or more), UL-Listed extension cord may be used safely and properly to provide power.

c) Candles

Candles are prohibited.

d) Holiday Trees

Fresh-cut and imitation trees may be displayed between December 1 and December 27 and must comply with the requirements appropriate to the display area:

- i) All above listed placement, egress and height requirements must be met.
- ii) **Building entrance lobbies:** Fresh-cut trees kept in water may be placed in building entrance lobbies only. For all Fresh-cut trees, an individual must be designated to ensure trees are kept watered. If the tree becomes dry and the needles begin to drop, the tree must be removed immediately.
- iii) **Patient rooms:** Imitation trees up to 24 inches high are allowed.
- iv) **Other areas:** Imitation trees up to 7 ½ feet in height are allowed as long as tree and decorations are not closer than 18 inches from the ceiling.

5. Definitions

- “Holiday Season”: Halloween through New Year’s Day
- “Patient Vicinity”: Within 6 feet of the patient bed

6. Resources

Questions or requests for exceptions may be routed to Environmental Health and Radiation Safety at 503-494-7795.

Reference:

Fire and Life Safety Codes (NFPA and Joint Commission)

Related policies, procedures and forms:

Employee Recognition, Contests and Celebrations Policy:

http://ozone.ohsu.edu/policy/pac/chapt_3/3-25-090.htm

Healthcare System: [Environment of Care Program](#)

Responsible Office:

[Environmental Health & Radiation Safety](#) (503-494-7795)