



## **Holiday and Decoration Fire Safety Guidelines**

The following guidelines have been developed by the Environmental Health & Safety Department of Pace University. Should you have any questions related to the holiday decorations guidelines, please contact our department at 2-2818.

### **General Decoration Safety Guidelines**

- Candles or any open flames are prohibited.
- Decorations (including trees) should not block sprinkler heads, emergency telephones, fire alarm pull stations, fire extinguishers and emergency egress (exit passageway).
- All holiday/decorative lighting and surge protectors (extension cords are prohibited) should bear the appropriate Underwriters Laboratories  LISTED tags.
- Lighting sets should be examined for wiring that is frayed, worn, or in any other condition that may potentially create a shock or fire hazard.
- Decorations (including lighting) should not hang from fire sprinkler heads or piping.
- Lighting should not hang from the ceiling or in any manner that may obstruct means of egress.
- There should be no overloading of electrical connections.
- Electrical decorations or cords must not be laid or taped across floors where they could pose a trip hazard or become damaged.
- Lighting should not come into contact with draperies, paper, or combustible materials.
- All decorative lighting should be turned off at the end of the workday.
- Natural cut holiday trees and other plant materials that have not been treated with a fire retardant material are not permitted.

### **Artificial Holiday Trees**

Artificial trees are permitted anywhere provided that they bear the  LISTED tags and adhere to the following safety precautions:

- The artificial tree should be placed in an appropriate stand to prevent from tipping over.
- The artificial tree should not obstruct any exits, corridors or any other means of egress.
- Any decorative lighting should be examined for wiring that is frayed, worn, or any other condition that may potentially create a shock or fire hazard.

### **Additional Holiday Fire and Safety Materials:**

- [FEMA Holiday and Christmas tree fire safety outreach materials](#)
- [NFPA Christmas Tree Fire Safety](#)