

Figure 7.2

## Safe decorations and displays sample policy

Policy Title:  
Effective Date:  
Submitted by:

Policy Number:  
Revision Date:  
Approved by:

Review Dates:

**Purpose:**

The purpose of this policy is to assure maximum safety for all patients, employees and properties of (facility name)\_\_\_\_\_.

**General Information:**

Often the greatest fire and accident potential occurs as a result of decorations and displays installed for special events such as holiday parties, special events, etc. The safety committee/safety officer is committed to providing a safe environment free from these potential risks as well as providing guidelines for a safe celebration of all holidays and events. These rules apply year round. Any infringement is reported to the Safety Officer (Ext. \_\_\_\_\_) and the offending items will be removed.

**Procedure:**

- A. Decorations, Posters, and Furnishings
  - 1. No furnishings, decorations, posters or other objects are permitted in egress routes.
  - 2. No furnishings or decorations of highly flammable or combustible character are allowed in the facility.
  - 3. All decorations and decorative materials are to be flame retardant or flameproof.
  - 4. Loose paper or decorations on walls/doors shall not exceed 10% of the total wall surface. Only approved signage is allowed in corridors.
  - 5. Do not tape decorations or papers onto other painted/varnished surfaces (ceilings, walls, door frames and doors) as it can damage the finish or occlude emergency information.
  - 6. Do not hang decorations/signs/banners, etc. from ceiling tiles or ceiling tile grids as this will infringe on the fire protection properties of the ceiling.
- B. Decorating guidelines
  - 1. Do not install decorations within 18 inches of sprinkler heads or 24 inches of the ceiling.
  - 2. Do not place decorations near electrical equipment or other heat sources.
  - 3. No lit candles, open flames or spark producing devices are allowed as decorations.
  - 4. Lights or decorations using electricity must be approved by the safety officer prior to use. They must be UL approved and must be turned off when unattended. Never remove the UL listing information from the product.
  - 5. Trip and fall hazards must be abated when using any decorations. Cords are not to run across aisles or corridors.
  - 6. Extension cords and multi-outlet strips are not acceptable for use.
- C. Holiday Specifics
  - 1. The use of artificial trees and decorations is allowed. All must be listed as flame retardant by a nationally recognize testing laboratory with evidence of this attached to the tree or decoration.
  - 2. Natural or "live" trees/decorations are not allowed unless specifically approved by the safety officer. Specific directions for watering and monitoring will be put in place by the department, when these items are allowed. (Never in patient care areas.)
  - 3. Lighted candles may be used for religious ceremonies in approved areas only. Approval must be obtained from the safety officer or the prior to their use. They must be constantly attended when lit and extinguished immediately at the conclusion of the ceremony.

Approved date:

Review date:

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