



Rancho Los Amigos National Rehabilitation Center

ADMINISTRATIVE POLICY AND PROCEDURE

SUBJECT: DECORATIONS GUIDELINES

Policy No.: A432
Supersedes: March 9, 2016
Revised: October 29, 2021
Page: 1 of 5

PURPOSE:

To ensure that decorations used throughout the medical center are safe and meet the local, state, and federal fire codes and regulations.

To define what types of decorations are allowed for use in the medical center for holidays and special events.

POLICY:

Rancho Los Amigos National Rehabilitation Center (RLANRC) understands the importance of observance of holidays and special events with the appropriate decorations. It is Rancho's policy to follow the local, state, and federal fire codes and regulations. Decorations will be allowed for display within the interior of the medical center in the spirit of the holiday or special event without increasing the potential for fire or decreasing the overall level of fire safety in the facility.

The Safety Officer is responsible for ensuring the fire and electrical safety of hospital decorations and displays in accordance with fire regulations. Only non-combustible materials that have been treated to be flame resistant with approved and tested fire retardant shall be used for decorative purposes. The Environment of Care /Safety Committee must approve any exceptions to the guidelines in this policy. Decorations not meeting the guidelines discussed below will be removed and discarded by the Safety Officer, department managers or leadership.

Designated areas for decorations in patient care units are: JPI Lobby; JPI Activity Dining Rooms; JPI Care giver station, therapy treatment rooms, Caregiver stations, waiting room; Main Lobby, OPB.

Decorations are allowed in patient rooms, but they must follow the decorations guidelines. If staff have questions about the safety of decorations in a patient room, they may call the Safety Officer at ext. 56672.

Decorations are allowed in non-patient care areas (conference rooms, office lobby areas, private offices) as long as they are in accordance with the guidelines below.

PROCEDURE:

1. Decorations shall not create a safety hazard to patients, visitors, or employees due to size, composition for placement within the medical center.
2. NO decorations or other objects shall be placed in a manner which would obstruct access or visibility to exits or exit signs.
3. Decorations or displays shall not be located so as to obstruct any exit corridor, doorway or stairway. No decoration or other objects shall be permitted that reduce corridor clearances to less than 8 feet.

EFFECTIVE DATE: October 1, 2007

COUNTY OF LOS ANGELES • DEPARTMENT OF HEALTH SERVICES

APPROVED BY:

4. All decorations displayed in corridors or public areas should be flame/fire retardant.
5. The use of crepe paper is prohibited.
6. Decorative materials shall not be placed on ceiling or any component such as light fixtures, electrical equipment, electrical outlets, circuit breaker panels, etc.
7. No material or substance shall be sprayed on the floor, walls, windows or surfaces.
8. Decorations or other objects shall not be placed in a manner which would obstruct access or visibility to fire alarms, alarm panels, fire hoses, extinguisher cabinet, sprinkler heads, or patient care, etc.
9. Fire and smoke doors (exit corridor doors) and exit corridor walls shall not be decorated.
10. Open flames of any type, including candles, is STRICTLY prohibited.
11. Electric string lights used on trees, plants, walls, windows, doorways, etc. are STRICTLY prohibited for use anywhere in the Medical Center.
12. Vision panels in any door or care giver station, shall not be covered with any decorations.
13. Catered parties: Food warmers using open liquid Sterno type fuels are not permitted. Only the enclosed gel-type Sterno fuel cans using a wick are permitted for use with food warmers. Catering table must not block exits or exit corridors in the hospitals. Tablecloths must be laid flat on tables to prevent them from catching fire from the Sterno cans.
14. Decoration shall not be hung from or affixed to fire protection equipment or systems including but not limited to sprinklers, smoke detector, heat detectors, strobe lights, and alarm boxes.
15. Glass ornaments are not permitted for use as decorations in any areas.
16. Live Christmas trees, wreaths, tree branches, garland, pine cones, mistletoe, etc., shall not be used in any area of the hospital.
17. Artificial trees, wreaths, garland, etc. are acceptable and must be fire/flame retardant with UL "fire retardant label." Artificial trees must be in a remote area of a room or lobby and maintained away from all paths of travel. The location of artificial Christmas trees shall be approved by the Safety Officer with only one (1) tree permitted in any one location.
18. The use of straw, hay, palm, cane, reeds, vines, branches, leaves, cotton, gauze, artificial snow blankets and hanging paper snowflakes as decorations are not permitted unless they are listed as fire retardant.
19. Sparking toys or decorations are not permitted.
20. DO not use adhesive, surgical or duct tape to affix decorations to surfaces. Regular scotch tape is permitted. Use adhesive remover pads to clean tape residue which is available through Central Services.
21. Use only extension cords that are approved by the Electrical Department.
22. Battery operated decorations are permitted.

23. Decorations for any occasions should be appropriate for a culturally diverse patient, staff and guest population. If you have any questions about your decorations, please consult with your Department Head or Administrator.
24. Remove all decorations completely and promptly after holiday or event has passed.
25. The following seasonal dates, times, and locations must be strictly followed. Decorations will be monitored by the Safety Officer.
 - a. Thanksgiving holiday decorations can be displayed beginning the first week in November and removed the first Monday after the holiday.
 - b. December holidays and New Years decorations can be displayed the first week in December and removed during the first week in January.
 - c. All other holidays or special event decorations can be displayed beginning one week before and removed the next business day after the holiday.

Enjoy your holiday and special event decorations with the safety of our patients, visitors and staff, in mind. Direct any questions that you have to the Safety Officer at ext. 56672. Thank you for your cooperation.

REFERENCES: Title 22
Building and Safety Codes
The Joint Commission
Fire Department Regulations
DHS Health and Safety Regulations

PD:gg

Attachment

RANCHO LOS AMIGOS NATIONAL REHABILITATION CENTER

Halloween and upcoming Holiday Decorations

It is that time of the year to remind staff of Fire Code and Safety regulations concerning decorations. Please be sure that:

All decorations are non-combustible, and have proof of fire resistance certificate available in the area. This should be kept in the immediate area where decorations are installed to show upon request.

- ❖ Do not bring old decorations from home that have become dry, brittle, or are deteriorated. Discard any shabby and worn ward/office decorations from years past.
- ❖ It is strongly recommended that decorations, which are designated, as flame retardant, not be used if they are over three years old.
- ❖ Do not gift wrap doors.
- ❖ Do not drape or place decorations on or over fire protection equipment, fire extinguishers, fire sprinklers, fire hose boxes and alarm boxes.
- ❖ Do not hang decorations from ceilings, doorways, or in front of elevators. If ignited, these could impede the safe and rapid evacuation from an area.
- ❖ The use of natural Christmas trees is prohibited. Artificial trees, if used, must be accompanied by valid proof of fire resistance issued for each tree.
- ❖ Do not use electric lights in Christmas trees due to potential fire and electrical hazards.
- ❖ Do not use open flames (candles, lamps, torches, etc.).
- ❖ The use of battery powered lights is permitted.
- ❖ Do not use extension cords to power decorations.
- ❖ Do not run extension cords through doors or windows to power decorations in a remote area.
- ❖ Remember the three-foot rule. Do not install decorations that interfere with fire fighting equipment or fire extinguishers. Materials should not obstruct or conceal exits, exit signs, doors or aisles.
- ❖ After the holidays, please store decorations safely. Do not store them closer than 18 inches to the sprinkler head, or closer than 36 inches beneath a un-sprinkler ceiling.
- ❖ Office and non-patient care areas will adhere to these same guidelines.

In spite of all the "Do nots", the Safety Office and Safety Representatives do wish all employees and volunteers a happy, healthy, and safe holiday season.

PD:gg

