

# LAC+USC MEDICAL CENTER SAFETY POLICY

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Subject: <b>HOLIDAY DECORATIONS</b>		Original Issue Date: 1993	Policy # <b>SP 122</b>
		Supersedes: March 2019	Effective Date: March 2022
Departments Consulted:	Reviewed & Approved by:  (Signature on File)  Safety Officer	Approved by:  (Signature on File) Director, Facilities Management	

## PURPOSE

To ensure fire safety during the holiday seasons.

## POLICY

The LAC+USC Medical Center shall enforce and comply with local Fire Code and NFPA Life Safety Code for holiday decorations.

## PROCEDURE

The following requirements are applicable to all places of employment, assemblage and institutions, public lobbies, and other occupancies where the public is admitted or invited.

- All holiday decorations are non-combustible and have available proof of a **current** fire resistance certificate.
- Do not bring old decorations from home that are dry, brittle, or are deteriorated.
- It is strongly recommended not to use any decorations that are over three years old.
- Do not gift wrap doors.
- Candles in/on decorations are not permitted.
- 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 must be accompanied by valid proof of fire resistance issued for each tree.
- **Do not use electric lights**. In addition to posing a potential fire hazard, these lights tax an already overloaded electrical system.
- The use of battery-powered lights is permitted.
- Do not use extension cords to power holiday decorations.

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- Do not install holiday decorations that interfere with firefighting equipment or fire extinguishers. A minimum of 3 feet clearance must be maintained.
- Store holiday decorations safely. Store them 18 inches below sprinkler heads or 36 inches below unsprinklered ceiling.

**REFERENCE:**

- Los Angeles City Fire Code 57.22.04
- NFPA 101 Life Safety Code 10.3.5 and A10.3.5

**REVIEW/REVISION DATE** – 02/99, 11/03, 07/04, 12/07, 12/10, 03/13, 03/16, 03/19, 03/22