

**OLIVE VIEW-UCLA MEDICAL CENTER
POLICY & PROCEDURE**

NUMBER: 2411

VERSION: 2

SUBJECT/TITLE: HOLIDAY DECORATIONS

POLICY: The Olive View-UCLA Medical Center shall enforce and comply with the local Fire Code and NFPA Life Safety Code for holiday decorations.

PURPOSE: To ensure a fire safe environment in all buildings during the holiday season.

DEPARTMENTS: ALL

DEFINITIONS:

PROCEDURE: The following requirements are applicable to all buildings, places of assembly, public lobbies, waiting areas, and other occupancies where the public is admitted or invited at OVMC.

- Decorative materials, including artificial trees, are to be non-combustible, flame-resistant or treated with flame-retardant materials and have proof of a valid fire resistance certificate available at all times. All product information including the certificate, user guide, instructions, etc. should be kept and readily available at all times.
- Cut natural trees are prohibited from use.
- Artificial trees must have a valid fire resistance certificate issued for each tree.
- Decorative materials shall not be dry, brittle, or in a deteriorating state. It is strongly recommended not to use any decorative material that is over three years old.
- Decorative materials must not obstruct, conceal, or interfere with exits, doors, aisles, corridors, exit signs, exit lights, fire alarms, fire extinguishers, or any other fire-fighting equipment. A minimum clearance of three (3) feet shall be maintained at all times.
- Decorative materials are not to be installed in or on ceilings, fire sprinklers, doorways, egress corridors, fire exits, stairwells or elevators.

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- Gift wrapping of doors is not permitted.
- Open flame devices such as candles, lanterns, tiki torches etc. are prohibited from use.
- Electric lights are prohibited from use. In addition to posing a potential fire hazard, these lights can unnecessarily tax an already burdened electrical circuit.
- The use of battery-powered lights is permitted.
- Extension cords to power decorations are prohibited from use.
- Surge protectors are permitted for use; however, they are to be plugged directly into a wall outlet and never daisy chained together.
- Decorations shall be properly and safely stored at all times. In fire sprinklered areas, they must be stored at least 18 inches below the ceiling. In non-fire sprinklered, areas they must be stored at least 36 inches below the ceiling.

Additional information regarding safe use and placement of holiday decorations may be obtained from the Office of Environmental Health & Safety at (818) 364-3405.

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| References: Los Angeles City Fire Code, Section 57.22.04 NFPA 101 Life Safety Code, Sections 10.3.5 and A10.3.5 | |
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