

<p style="text-align: center;">Environmental Health and Safety Division</p>	<p style="text-align: center;">Holiday, Special Event, and General Decorations Safety</p>	<p style="text-align: center;">AU/EHS 37 Rev. 0 Date: 9/8/2016</p>
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1.0 PURPOSE

All holiday, seasonal, special event, and general purpose decorations used in Augusta University facilities by faculty, staff, employees, visitors, and students shall comply with fire and personal safety regulations and requirements.

2.0 REFERENCES

- 2.1 State of Georgia Code Chapter 25, *Fire Protection and Safety*.
- 2.2 State of Georgia, *Rules of the Safety Fire Commissioner*, Title 120-3.
- 2.3 Adopted and amended codes from the National Fire Protection Association and the International Code Council

3.0 DEFINITIONS

- 3.1 Combustible – Any material that will ignite and burn.
- 3.2 Conductivity Hazard – Any equipment/material that has the ability to allow the flow of and electric charge or current.
- 3.3 Extension Cord – An electrical power cord that is used on a temporary or emergency basis for less than eight hours.
- 3.4 Augusta University Facilities – Any facility that is part of any campus of Augusta University, including university owned facilities, leased facilities, or facilities otherwise controlled by Augusta University.
- 3.5 Holidays – Days or periods that are designated as times of celebration.
- 3.6 Multi-Plug Power Strip – A unit that has multiple three-prong outlets, with or without a cord, and a circuit breaker feature.
- 3.7 Pyrotechnics – Any materials classified as fireworks or that can create a visual or audible special effect by combustion or detonation.
- 3.8 Special Events – Any function held on Augusta University premises either inside buildings or on the grounds.
- 3.9 Sterno Pots – Small metal cans of a material that provides a small flame under food warming/serving trays.

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3.10 UL-Listed – Items that have been tested and listed by the Underwriters Laboratories, Inc.

4.0 PROCEDURE

4.1 Overview

4.1.1 Augusta University has adopted and thoroughly endorses a progressive fire safety program to promote student, employee, patient, and visitor safety in compliance with state and federal regulations. Augusta University will take precautions to protect all persons and property against hazards from unsafe or unauthorized decorations used during holiday seasons, special events, and for general purposes.

4.1.2 All holiday, seasonal, special event, and general purpose decorations used in Augusta University facilities will comply with fire and personal safety regulations and requirements as outlined by the State of Georgia and the Richmond County Fire Department.

4.2 General and Special Event Decorations

The following guidelines must be adhered to by all Augusta University faculty, staff, and students who display event decorations at Augusta University facilities:

- Decorations and events set-up may not block exit doors, emergency equipment, or obstruct exit signage from any point in a room, corridor or access way.
- The arrangement of tables and chairs must be maintained to provide paths of travel.
- Decorations may hang on walls or ledges, but not across corridors or on handrails, and may not be positioned to create a tripping hazard.
- All lighting and decorations must be UL listed and must be maintained in good condition. Decorations may not be highly combustible.
- Extension cords are regulated by the Electrical Safety Policy. Extension cords, if used, must be a multi-plug power strip and must be in good repair.
- Electrically powered decorations must be disconnected when areas are unsupervised. **Electrical timers should be used on decorations to ensure shut-down at the end of the workday.**
- Electrical lights are not permitted on metal decorations due to the conductivity hazard.
- Open flames are not permitted in any area. Sterno pots under food servers are an exception.
- Candles of any kind are not permitted in Student Housing. In other areas of the campus, only candles that have never been lighted or are without a wick are permitted.
- Pyrotechnics of any type are not permitted in any area.

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- Decorations and other materials used for a special event should be removed the day after the event.

4.3 Christmas and Other Holiday Decorations

The following guidelines must be adhered to by all Augusta University faculty, staff, and students who display Christmas and holiday decorations at Augusta University facilities:

- No live or cut Christmas trees are permitted inside buildings.
- UL listed artificial trees are permitted if placement, lighting, decorations and monitoring rules, as outlined above, are adhered to. Artificial trees shall never be placed in corridors or restrict an exit in any way.
- Light strings must be low-wattage, insert-type bulbs. All screw-in type bulbs are prohibited. Electrical lights are not permitted on metallic trees.
- Christmas decorations should be removed by December 31. For other holidays, decorations should be removed the day after the holiday.

Approved: _____



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Date: _____

