

<p>Responsible Official (Title): Manager, EHS / RMS Responsible Office: EHS / RMS Responsible Division: Facilities Management</p>
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Policy on Holiday Decorations

1. Policy Statement

It is crucial that facilities are maintained in a condition that will allow for quick and safe evacuation in the event of an emergency. This policy will outline the regulatory requirements designed to provide good fire prevention practices as well as maintaining safe egress (exit) routes.

2. Authority

California Fire Code 8.06 and California Code of Regulations Title 19 Section 3.08.

3. Scope

This policy and regulations apply to all indoor units of the University.

4. Exclusions – N/A

5. Supersedes – N/A

6. Definitions – N/A

7. Policy Procedures

7.1. Required Treatment or Flammability Standards:

7.1.1. Natural trees or other natural decorative vegetation:

7.1.1.1. Shall be treated and maintained in a flame-retardant condition by means of a flame-retardant solution or process approved by the State Fire Marshal verification or proof of this treatment must be forwarded to the Office of Environmental Health & Safety, Risk Management & Sustainability (EHS/RMS).

7.1.1.2. Shall not be placed in places of assembly that are not sprinkled regardless of treatment with flame retardant.

7.1.1.3. **Daily** the tree shall be checked for dryness and if dry shall be removed from the building. Dryness check requiring removal of the tree includes:

- Whenever the needles or leaves fall off readily when a tree branch is shaken or,
- If the needles are brittle and break when bent between the thumb and index finger.

7.1.2. Artificial trees or other artificial decorative vegetation:

7.1.2.1. Must be certified flame retardant by the original manufacturer and a copy of the written certification from the original manufacturer must be available upon request.

7.2. Location Requirements:

- 7.2.1. Decorative vegetation may be located within fire-rated corridors as long it is either in an alcove or a lobby of the corridor so that it does not obstruct the required exiting width of the corridor.
- 7.2.2. Trees shall be supported adequately to prevent tipping over of the tree.
- 7.2.3. Shall be located away from heating ducts and heating devices at least equal to the height of the tree.

7.3. Prohibited Practices:

- 7.3.1. Decorative vegetation shall not conceal, in whole or in part, exits, exit lights, fire alarm sending stations, wet standpipe hose cabinets, and fire extinguisher locations.
- 7.3.2. Shall not be placed in exiting stairwells.
- 7.3.3. Shall not interfere with the operation of fire rated doors with self-closing hardware.

8. Related Policies, Procedures, Information, Forms – N/A

9. Contact Information

If you have any questions regarding the Policy on Holiday Decorations, please contact the Office of Environmental Health & Safety, Risk Management & Sustainability at 559.278.7422.

10. Key Search Words

Holiday, Christmas, flammable, decoration

11. History/Revision Dates

Approved: December 1995
Revised: October 2014
Policy Format Updated: September 2015

12. Next Evaluation Date: September 2025

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