

Auburn University Risk Management and Safety <b>Standard Operating Guideline</b>	Effective Date: <b>11/27/07</b>		SOG Number: <b>FS.1.2</b>
	Supersedes: <b>101.01</b>	Superseded: 7/29/10	Page: <b>1 of 1</b>
Subject: <b>Holiday Decorations</b>	Approval: <u>Kenneth D. Harrison</u> University Fire Safety Program Manager		

## I. PURPOSE

During the holiday season, many departments will be displaying decorations in Auburn University facilities. The purpose of this guideline is to reduce the risk of fire in all Auburn University buildings and to ensure the holiday season is as safe as possible. All faculty, staff, students and visitors are requested to comply with this guideline.

## II. OBJECTIVE

This guideline identifies holiday decorations and holiday trees permissible for use in all Auburn University facilities.

## III. SCOPE

This guideline applies to all University faculty, staff, and students.

## IV. GENERAL GUIDELINES

### A. Trees

1. The use of natural cut holiday trees is prohibited inside all University buildings because they are extremely combustible and difficult to maintain in an acceptable condition.
2. The use of artificial trees is permissible in all University buildings, provided they are flame resistant or flame retardant.
3. Artificial holiday trees must be labeled or otherwise identified or certified by the manufacturer as being flame retardant or flame resistive.
4. Holiday trees must not obstruct corridors, exit ways or other means of egress.
5. Only Underwriters Laboratory (UL) listed electrical lights and wiring are permitted to be used on artificial trees.
6. Electric lights are prohibited on metal artificial trees.
7. Do not locate trees or decorations near any heating device/heater. Please see Space Heater policy for additional information.
8. Decorate tree first and plug in lights last. Lamps/bulbs should not touch the tree or other decorations.
9. Turn the lights off and unplug whenever the area is unattended.

### B. Decorations

1. All decorations must be made of flame retardant or noncombustible material.
2. Decorations must not obstruct an exit, a path to an exit, smoke detector, fire alarm pull station, fire extinguisher or sprinkler system device.
3. Do not hang decorations from sprinkler piping or sprinkler heads.
4. Decorative lights must be UL Listed and in good condition.
5. All wiring must be in good condition. Discard any damaged electrical light sets.
6. Do not connect more than three strands of mini light sets together.
7. Extension cords must be UL listed multiple outlet strips equipped with a circuit breaker. Do not extend cords across doorways, under carpets, or in walkways.
8. Multiple outlet strips that are UL listed and equipped with a circuit breaker are permitted. Do not plug multiple outlet strips into each other as this can overload the circuit and start a fire.
9. Do not overload electrical circuits.
10. Do not run lights or decorations on the floor across any aisles or corridors.

### C. Candles

Candles and other sources of open flame are not permitted inside University buildings.