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Holiday, Special Event, and General Decorations Safety Policy

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Responsible Office: Environmental Health and Safety

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Policy Statement

All holiday, seasonal, special event, and general purpose decorations used in Georgia Health Sciences University-owned or –controlled facilities will comply with fire and personal safety regulations and requirements.

Reason For Policy

Georgia Health Sciences 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. This policy outlines safety guidelines for the use of holiday, seasonal, special event, and general purpose decorations in GHSU facilities.

Entities Affected By This Policy

All units, divisions, subsidiaries or other entities of GHSU are covered by this policy.

Who Should Read This Policy

All staff, faculty, and students should be aware of this policy.

Contacts

Contact	Phone	e-mail/URL
Fire Safety Office, Environmental Health and Safety	706-721-2663	http://www.georgiahealth.edu/services/ehs/firesafe/
Associate Vice President, Environmental Health and Safety	706-721-2663	http://www.georgiahealth.edu/services/ehs/

Printable Version of This Policy

<http://www.georgiahealth.edu/policies/documents/Decorations.pdf>

Related Documents

Fire Safety Office Webpage:

<http://www.georgiahealth.edu/services/ehs/firesafe/>

Definitions

These definitions apply to these terms as they are used in this policy:

Combustible Any material that will ignite and burn.

Conductivity Hazard Any equipment/material that has the ability to allow the flow of an electric charge or current.

Extension Cord A cord that is used on a temporary or emergency basis of less than eight hours.

Holidays Days or periods that are designated as times of celebration.

Multi-Plug Power Strip A unit that has multiple three-prong outlets, with or without a cord, and a circuit breaker feature.

Pyrotechnics Any materials classified as fireworks or that create a visual or audible special effect by combustion or detonation.

Special Events Any function held on GHSU premises either inside buildings or on the grounds.

Sterno Pots Small metal cans of a material that gives a small flame under food warming/serving trays.

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

Overview

Georgia Health Sciences 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. GHSU 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. All holiday, seasonal, special event, and general purpose decorations used in GHSU-owned or –controlled facilities will comply with fire and personal safety regulations and requirements as outlined by the State of Georgia and the Augusta Fire Department.

Guidelines

The following guidelines must be adhered to by all GHSU faculty, staff, and students who display decorations in GHSU-owned and/or –controlled facilities.

General and Special Event Decorations

- 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, 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 (<http://www.georgiahealth.edu/policies/documents/ElectricalSafety.pdf>).
- Extension cords, if used, must be a multi-plug power strip as specified by the aforementioned policy 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 disconnection 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.
- Decorations and other materials used for a special event should be removed after the event.

Christmas and Other Holiday Decorations

- 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.

Responsibilities

The responsibilities each party has in connection with Environmental Health and Safety’s Policy 4.4.04, Holiday, Special Event, and General Decorations Safety Policy are:

Vice President for Administration	Responsible for providing administrative, logistical, and operational services to facilitate the teaching, research, and health care missions of GHSU
Environmental Health and Safety Division	Responsible for providing environmental safety services to members of the GHSU community.
Fire Safety Office	The Fire Safety Office monitors GHSU facilities to ensure compliance with this policy.
Supervisors	Ensure that their departments/units follow the safety procedures as outlined in this policy.
All Personnel	All GHSU faculty, staff, and students must follow the safety procedures as outlined in this policy.

Forms

None

Appendices

State of Georgia Un-Annotated Code – Chapter 25

Rules and Regulations of the Fire Safety Commissioner, 120-3

(Adopted and amended codes from the National Fire Protection Association and the International Code Council.)

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