NAME OF ORGANIZATION

Office file symbol Policy No.

Disk File Name

Effective Date

Date Removed from Service

HOLIDAY DECORATION POLICY

1. Purpose. To provide policy and guidance on the proper use of seasonal decorations.

2. Authority.

 a. The Joint Commission (TJC) CAMH/CAMAC, latest edition

 b. National Fire Protection Association (NFPA) 101, Life Safety Code, latest edition

3. Policy. All personnel will follow this policy when planning a theme party, event, meeting, or decorating any work area. Personnel will notify the Safety Manager at extension XXXX as soon as possible, but no less than 72 hours prior to the placement of decorations.

4. Responsibilities and Procedures.

 a. Department chiefs and work area supervisors will enforce the following procedures and immediately take corrective action to eliminate violations –

 (1) Trees and decorations.

 (a) Live holiday trees, tree branches, pine cones, and other dry vegetation shall not be displayed in any area of the hospital. Metallic trees are also not permitted.

 (b) Artificial trees and wreaths are permitted but they must be fire retardant.

 (c) Decorations may not be hung from or affixed to fire protection equipment or systems including but not limited, to sprinklers, smoke detectors, and strobe lights nor shall they be placed so as to block visibility from, or access to fire protection items and systems (e.g., fire extinguishers and pull stations).

 (d) Decorations or displays shall not be located so as to obstruct any exit corridor, doorway or stair. No decorations or other objects shall be permitted that reduce corridor clearances to less than eight feet.

 (e) Decorative materials shall not exceed 10% of the aggregate of wall and ceilings.

 (2) Lighting.

 (a) Electrical lighting is not permitted in patient care areas.

 (b) When permitted, electric lighting shall be UL listed, not overload circuits or lighting sets, nor shall extension cords be used.

 (c) Wiring shall not be frayed or in any way be altered from its original configuration.

 (d) Wiring shall not be strung across walking surfaces, through doors or ceilings, or placed under carpeting.

 (3) Miscellaneous.

 (a) Fire and smoke doors may not be decorated.

 (b) Open flame of any type (including candles) is prohibited.

 (c) Hanging paper decorations is not permitted unless the decorations are flame retardant.

 (d) All combustible holiday and party decorations shall be removed from the area immediately following the event.

b. The Safety Manager will –

 (1) Inspect all holiday decorations and verify that they are flame retardant and properly displayed.

 (2) Keep a log of all inspected holiday decorations.

Submitted by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Approved by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_