

Seasonal Holiday decorations bring a cheerful atmosphere on campus, but at the same time they can create unintentional safety hazards. To avoid the risk of serious injury and potential property loss, please follow these guidelines when decorating office/work areas during any holiday season. If you have any questions or concerns, please contact the Environmental Health & Safety Department at [ehs@csn.edu](mailto:ehs@csn.edu).



**DECORATIONS:**

- ✓ All decorations must be made of noncombustible material or treated with a flame-retardant coating. Decorations that are treated must have a label attached by the vendor.
- ✓ Decorations must not block exit access, exit, exit sign, or other emergency equipment (i.e., fire extinguisher, pull station, fire alarm notification device, sprinkler head, etc.).
- ✓ Combustible materials such as wrapping paper, contact paper, and plastic may not be placed on (more than 5% of) the surface of interior doors facing hallways, stairways, or other doors in the exit path.
  - ✓ Decorations on other doors shall not obstruct views through door vision panels.
- ✓ Decorations must not be hung from sprinklers, smoke detectors, emergency lights, or any life safety equipment.
- ✓ Always use the proper stepstool or ladder when hanging items higher than you can reach while standing on the floor. DON'T stand on chairs, desks or other furniture.



**LIGHTS:**

- ✓ The use of candles or any type of open flames is strictly prohibited by the State Fire Marshal's Office. As an option, battery-operated flameless candles may be used.
- ✓ Decorative lights must have a UL (Underwriters Laboratories) listing tag attached.
- ✓ Before use, light strings should be carefully checked to ensure there are no loose sockets and that wires are not frayed or damaged.
- ✓ Wiring may not be placed across doorways, under carpets, in walkways or exit paths.
- ✓ Do not use extension cords, only one (1) power strip (UL listed) can be used. Do not plug multiple power strips into each other (daisy-chain). If possible, plug the lights directly into a power outlet.
- ✓ Holiday lights should not come into contact with paper, packages, cloth, or other combustible items.
- ✓ All holiday LED lights shall be turned off before leaving the area and at the end of the workday.



**TREES:**

- ✓ Natural cut trees are not permitted in any College facility, due to their fire potential and rapid flame spread.
- ✓ Artificial trees must be flame resistant or flame retardant. Electrical wiring used on artificial trees shall be UL listed.
- ✓ Artificial trees should do not block exit access, exits, exit signs, or other emergency equipment.

**Have a safe and happy holiday season!**