

# Holiday Decorating

## SAFETY TIPS

If you plan to decorate campus spaces for winter holidays, please comply with the following safety regulations:



Do not use open flames or lighted candles.



Use only electric or battery powered lights that are UL safety certified. Turn off when no one present.



Make sure that decorations do not block any fire extinguishers, exit signs, pull stations, lights, light switches, AEDs, walkways, corridors, and hallways.



Assure there are no tripping hazards, such as cords or other décor. Cords may not be covered with rugs.



Do not cover or obstruct emergency exit signage; decorations may not obstruct the view of an exit sign from any viewpoint in the space.



Don't hang decorations from sprinkler heads, or within 18 inches of the ceiling to allow fire sprinklers to operate as designed.



Keep all doors/doorways clear, within at least 48 inches, for unobstructed exit requirements



Don't use naturally flammable items in offices, including natural pine branches.



Don't use extension cords.

