

## GUIDELINE 8. HOLIDAY TREES AND DECORATIONS

### 1.0 PURPOSE

- 1.1** To establish a guideline for safe display and usage of holiday decor in buildings and around the campus of the University of Pennsylvania.

### 2.0 RESPONSIBILITY

- 2.1** Cut or live trees, boughs, and flammable decorations are not permitted in campus buildings per University Policy and the Philadelphia Fire Code.
- 2.2** All decorations must be flame retardant; check tags or wrappers prior to purchase.
- 2.3** Decorations must not be placed in a manner that would block aisles or passageways to any exit.
- 2.4** Electric light strings should not be directly attached to metallic trees and/or decorations to avoid fire hazard and the possibility of severe electrical shock.
- 2.4.1** Lights must be tagged as having been Underwriters Laboratories (UL) listed.
- 2.4.2** Check for frayed wires, loose connections and broken or cracked sockets; damaged sets should be discarded.
- 2.4.3** All lights must be unplugged from the outlet at the end of the working day, no exceptions.
- 2.5** Open flame decorative candles are strictly prohibited.
- 2.6** Prior to igniting a gas fireplace, remove all combustible materials within a 36-inch radius and follow the manufacturer's guideline per each use. A carbon monoxide detector must be added near the fireplace.
- Prior to igniting a wood fireplace, remove all combustible materials within a 36-inch radius. Ensure the flue is open and a qualified technician has cleaned the chimney properly. A carbon monoxide detector must be added near the fireplace.
- 2.6.1** A screen must be kept in front of the fireplace while the fire is burning.
- 2.6.2** Do NOT use liquid fuel starters.
- 2.6.3** When using paper, limit the amount, to avoid quick acceleration that could cause a flare-up.

### 4.0 GENERAL REFERENCES

- 4.1** Philadelphia Fire Code, Chapter 8, Section 806 Decorative Vegetation in New and Existing Buildings, 806.1 Natural Cut Trees

### 5.0 CONTACT INFORMATION

- 5.1** For questions regarding this guideline, contact Fire and Emergency Services at (215) 573-7857 or by email [F&ES@publicsafety.upenn.edu](mailto:F&ES@publicsafety.upenn.edu)