

Purpose:

To establish guidelines for selection and safe display of holiday decorations used at UConn Health (UCH).. Holiday decorations shall not contribute to the initiation or spread of fire.

Procedure:

1. General Guidelines:

- a. The Director, Radiation Safety/Environment of Care, UConn Fire Department, Department Manager, or designee will assure decorations and displays are in accordance with this policy.
- b. If the UConn Fire Department or the Clinical Environment of Care Safety Officer identifies decorations in a patient care area that appear to be in violation of this policy, Hospital Administration or UMG administration will be notified of the location.
- c. If an official code interpretation is necessary, the UConn Fire Department, the Clinical Environment of Care Safety Officer, or designee will request the assistance of the UConn Fire Department's Fire Marshal Unit. This request shall be made through the UConn Fire Department.
- d. Decorations not meeting this policy shall be directed to be removed and returned to the owner. If the owner is not present, the decorations shall be properly stored until the owner can pick them up within seven (7) days of removal. Abandoned decorations shall be properly discarded.
- e. Decorations shall not damage the walls, doors, moldings, ceilings, ceiling tiles, or any part of the facility that would require repair by the Facilities Management and Operations. If repairs to the facility are required due to the installation and/or removal of the decorations, repair charges shall be recouped from the Unit or Department where the damage occurred.
- f. All decorations must be removed and properly stored and/or disposed of within five (5) days following the end of the holiday. This includes all adhesive tape, temporary hangers, string, etc.
- g. All decorations shall be in good taste and non-denominational. This will be determined by UCH Administration.

2. Safety Guidelines

- a. Holiday decorations shall not be flammable or pose a fire hazard.
- b. Live trees, natural branch cuttings, pinecones, mistletoe, natural wreaths, and small bales of hay/straw shall not be used within an occupied building.
- c. Artificial trees, wreaths, and all decorations must be flame/fire retardant. Artificial trees must have a Underwriter's Laboratory (UL) Label attached and legible. Extension cords must have a UL Label. The packaging shall be available for inspection.

2. Safety Guidelines (continued)

- d. Decorations such as paper cut-outs, plastic wall hangings, banners, ornaments, and posters, are prohibited in patient areas or within buildings having patient care areas, unless they are "fire/flame retardant" and do not conflict with other fire codes and regulations. Packaging must be readily identifiable for the particular decoration as being "fire or flame retardant." The packaging shall be available for inspection.
- e. Furnishings, decorations, or other objects shall not obstruct exits or exit signs. Decorations or other objects shall not reduce corridor clearances and/or paths of travel.
- f. Open flames, such as the use of candles, or open flame heating devices (e.g., Sterno Cans) shall not be allowed.
- g. Simulated candles will be allowed provided they are operated per manufacturer's instructions.
- h. At no time shall decorations be hung from or within three (3) feet of any smoke detector, fire alarm panels), fire suppression equipment (e.g., extinguishers, sprinklers, sprinler piping) or placed on light fixtures, electrical equipment, electrical outlets, circuit breaker panels, etc., or any other life safety device.
- i. Holiday electric lights or displays must be UL listed as "Commercial Grade" and the label must be attached and legible. Holiday lights and displays shall be attached securely; cords and cables shall be attached per manufactures listing and protected from physical damage. No decorations shall be attached or taped onto railing or handrails.
- j. Doors in patient care areas shall not be wrapped or fully decorated.
- k. Fire and smoke doors shall not be decorated, and the operation of doors shall not be obstructed. Vision panels in fire and smoke doors may not be covered.
- l. Extension cords, lights, heat-producing electrical equipment shall not be used. Holiday electrical lights or displays must be UL listed and the label must be attached and legible.
- m. Battery operated lighting is permissible. Depleted batteries must be disposed of according to the Universal Waste Policy or discarded by the owner of the decoration at home.
- n. Decorations that can pose one of the following facility hazards shall not be used: choking, lacerations, injuries from sharp objects, and wall-mounted displays extending greater than (1) inch from the wall.

UCONN HEALTH

UCONN JOHN DEMPSEY
HOSPITAL

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POLICY

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- o. Sprinkler piping or sprinkler heads shall not be subject to external loads by materials either resting on the pipe or head, or hung from the pipe or head.

CROSS REFERENCES:

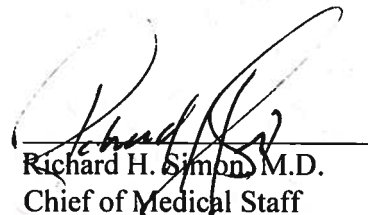
Connecticut Fire Prevention Code, (NFPA 1) Fire Code – currently adopted edition.

National Fire Protection Association (NFPA 101) Life Safety Code – 2012 edition

The Joint Commission (TJC) Comprehensive Accreditation Manual for Hospitals (CAMH), currently adopted edition.



Andrew Agwunobi, MD, MBA
Executive Vice President for Health Affairs



Richard H. Simon, M.D.
Chief of Medical Staff

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