



## **FIRE MARSHAL'S OFFICE**

### ***Holiday Decorations Guidelines***

The UCDH Fire Marshal's Office offers the following information in an effort to ensure that staff, patients and visitors have a safe and enjoyable holiday season.

#### **DECORATIONS**

- Paper decorations must be non-combustible or flame retardant at the time they are purchased. For small items there are flame retardant sprays sold at various stores. Please make sure the manufacturer states it is registered with the California Fire Marshal.
- All decorations that are **not** flame retardant or not-combustible cannot be used.
- Decorations must **not** obstruct exit doors or exit signs, or any other signs/equipment (fire extinguisher location signs and fire alarm audible/visual devices for example).
- Decorations must **not** be hung from the fire sprinkler system or smoke detectors.
- Open-flame devices, including candles, are strictly prohibited in the hospital. Refer to SafetyNet - Candle and Open Flame Guidelines for further information. Use flameless candles in place of real candles.
- Decorations shall **not** be hung from the ceiling in such a manner that the spray pattern of a fire sprinkler head is obstructed, or block exit signs.
- Decorations attached to corridor ceilings must **not** hang lower than seven feet (7') from the floor.
- Decorations including holiday cards, must **not** occupy more than 10% of an individual door.
- Food and gift collection barrels must be treated with a fire-retardant material or be non-combustible. Locations must be approved by UCDH Fire Marshal's Office.
- All decorations constructed from wood must be flame-retardant or painted with intumescent (flame retardant) paint.

#### **PARTIES AND EVENTS**

- For large holiday parties; where more than 49 occupants will assemble into one area, a permit shall be acquired prior to the event. Visit the Fire Marshal's Office website at [www.ucdmc.ucdavis.edu/fire/](http://www.ucdmc.ucdavis.edu/fire/), navigate to Permits and complete the Special Events/Assemblies Online Application B. Please allow 3 business days to process for weekday events, and 2 business weeks for events that occur over the weekend.



### **LIGHTS**

- All light sets must be UL-labeled, free of visible defects and protected from mechanical damage while in use. Use of low heat LED is recommended.
- **The use of decorative lights on artificial trees within the hospital facility and the Same Day Surgery Center is prohibited.** Use of lights in clinics and office buildings is permitted as long as lights are not placed in a corridor environment or on all metal surfaces.
- Use of extension cords is strongly discouraged. However, if extension cords must be used, they shall be **used in accordance with UCDH P&P 1653, Electrical Equipment in Non-Patient Areas.**
- All decorative lights should be disconnected when a display area is left unattended.

### **YULETIDE TREES**

- Natural cut trees are **not allowed** in ANY UC Davis Health building.
- All artificial trees shall be approved by the State Fire Marshal.
- Only non-combustible or fire-resistive ornaments may be used.
- Trees must not obstruct corridors, exits, or block access to fire and life safety equipment/devices.

### **DECORATION REMOVAL**

- Please remove all decorations no more than five (5) working days after the holiday.

Thank you for your continued cooperation to ensure that this holiday season remains fire safe. If you have any questions about holiday fire safety, please contact the Fire Marshal's Office at 916-734-3036.

**Have a HAPPY & SAFE Holiday!!**