

ADMINISTRATIVE PROCEDURE

CHRISTMAS TREES AND DECORATIONS

3511

Procedure No.

July 1, 2013

Date

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- I. **PURPOSE:** To provide guidelines for the use of Christmas trees and decorations.
 - II. **PROCEDURES:** It shall be the responsibility of each principal to assure that all Christmas trees and decorations meet the following guidelines listed below:
 - A. Due to their highly flammable characteristic, trees of combustible material shall not be used. Natural trees that are cut, regardless of any preservative or fire retardant treatment, previously prescribed are hereby prohibited.
 - B. All artificial trees and decorations must bear the seal of U.L. (Underwriters' Laboratory) or F.M. (Factory Mutual) test as flame resistant if they are to be used. Any product or device not bearing the U.L. or F.M. seal, but which has been approved by another testing laboratory will need the approval of the Bureau of Fire Prevention.
 - C. Decorative lighting of any type is prohibited. This applies to "all" lighting, whether on trees, indirect, etc.
 - D. Trees and decorations shall not be placed in line of egress.
 - E. Trees and decorations shall be kept away from heat sources.
 - F. In school buildings, trees and decorations are to be removed prior to winter break.
 - III. **RELATED PROCEDURES:** None.
 - IV. **MAINTENANCE AND UPDATE OF THESE PROCEDURES:** The Safety Office will review and update annually, if needed.
 - V. **MAINTENANCE AND UPDATE OF THESE PROCEDURES:** This Administrative Procedure cancels and supersedes Administrative Procedure 3511, dated November 19, 1979.
 - VI. **EFFECTIVE DATE:** July 1, 2013.

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