

Office and Door Decorating Fire Safety Rules

Holiday decorations for the workplace can be a fun way to help students, faculty and staff enjoy the spirit of the holiday seasons together. Please remember to keep safety in mind while respecting the traditions of our students, faculty and staff by observing these rules for holiday decorations in all Clarkson facilities.

TREES

- LIVE trees are **NOT** permitted.
- Consider using fire-resistant or flame-retardant artificial trees which pose less risk. Product packaging will indicate if item is fire-resistant or flame-retardant.
- Trees should be in a location that does **NOT** interfere with foot traffic.
- **DO NOT BLOCK** your escape route – doorways, exits, stairways – or emergency safety equipment – fire extinguishers, fire alarm pull stations, exit signs, etc.

ELECTRIC LIGHTS

- Before plugging in electrical decorations, carefully check each set of lights, new or old, for broken or cracked sockets, frayed, loose or bare wires, or loose connections. Damaged sets may cause a serious electrical shock or start a fire; if damaged, discard – **DO NOT** attempt to repair.
- **DO NOT** overload power strips or outlets, which could overheat and start a fire.
- Extension cords are **NOT** permitted.
- Use indoor lights indoors only and outside lights outdoors only. LED lights are preferred.
- Use only lights that have been tested for safety, identified by the Underwriters Laboratory (UL) Label.
- **DO NOT** connect more than 3 strands of lights together.
- **DO NOT** string lights across the ceiling or over doorways – they can fall and become an entanglement hazard.

TRIMMINGS & OTHER DECORATIONS

- Use only non-combustible or flame-resistant materials.
- Natural decorative greens (wreaths, boughs) are **NOT** permitted and are against NYS Fire Code.
- **DO NOT** cover more than 20% of any walls or door with decorations.
- **DO NOT** hang decorations from ceilings, sprinklers, pipes or light fixtures.
- Wear gloves and safety glasses while decorating with spun glass “angel hair,” which can irritate eyes and skin. A common substitute is non-flammable cotton. Both angel hair and cotton snow are flame retardant when used alone.
- When spraying artificial snow on windows or other surfaces, be sure to follow directions carefully. These sprays can irritate your lungs if inhaled.
- **DO NOT BLOCK** your escape route – doorways, exits, stairways – or emergency safety equipment – fire extinguishers, fire alarm pull stations, exit signs, etc.

OPEN FLAME LIGHTING DEVICES

Candles contribute to 10,000 fires per year. Open flame lighting devices, including candles, lanterns, oil lamps, etc. are prohibited from use at Clarkson University. Consider electric holiday decorations, flameless candles or wickless candle warmers as a safer alternative instead.