

Augusta University

Policy Library

Holiday, Special Event, and General Decorations Safety Policy

Policy Owner: Environmental Health and Safety Division

UNIVERSITY POLICY STATEMENT

All holiday, seasonal, special event, and general purpose decorations used at Augusta University (“AU”) facilities must comply with fire and personal safety regulations and requirements.

AFFECTED STAKEHOLDERS

Indicate all entities and persons within the Enterprise that are affected by this policy:

- Alumni Faculty Graduate Students Health Professional Students
 Staff Undergraduate Students Vendors/Contractors Visitors
 Other:

DEFINITIONS

These definitions apply to these terms as they are used in this policy:

Combustible: Any material that will ignite or burn.

Conductivity Hazard: Any equipment/material that has the ability to allow the flow of an electrical charge or current.

Extension Cord: An electrical power cord that is used on a temporary or emergency basis of less than eight continuous hours.

AU Facilities: Any facility that is part of any campus of AU, including university-owned facilities, leased facilities, or facilities otherwise controlled by AU.

Holidays: Days or periods that are designated as times of celebration.

Multi-Plug Power Strip: A unit that has multiple three-prong outlets, with or without a cord, and a circuit breaker feature.

Pyrotechnics: Any material classified as fireworks or that can create a visual or audible special effect by combustion or detonation.

Special Events: Any function held on AU premises either inside buildings or on the grounds.

Office of Compliance and Enterprise Risk Management Use Only

Policy No.: 3274

Policy Sponsor: Environmental Health and Safety

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Sterno Pots: Small metals cans of material that provides a small flame under food warming/serving trays.

UL-Listed: Items that have been tested and listed by the Underwriters Laboratories, Inc.

PROCESS & PROCEDURES

Overview

AU has adopted and thoroughly endorses an aggressive fire safety program to promote student, employee, patient, and visitor safety in compliance with state and federal regulations. AU will take precautions to protect all persons and property against hazards from unsafe or unauthorized decorations used during holiday seasons, special events, and for general purposes. All holiday, seasonal, special event, and general purpose decorations used in AU facilities will comply with fire and personal safety regulations and requirements as outlined by the State of Georgia and the Richmond County Fire Department.

Guidelines

The following guidelines must be adhered to by all AU faculty, staff, students, and vendors/contractors who display decorations in AU facilities:

General and Special Event Decorations

- Decorations and event set-ups may not block exit doors, emergency equipment, or obstruct exit signage from any point in a room, corridor, or access way.
- The arrangement of tables and chairs must be maintained to provide paths of travel of not less than 36 inches.
- Decorations may hang on walls or ledges, but not across corridors or handrails, and may not be positioned to create a tripping hazard.
- All lighting and decorations must be UL listed and must be maintained in good condition. Decorations may not be highly combustible.
- Extension cords are regulated by the Electrical Safety Policy. Extension cords, if used, must be a multi-plug power strip and must be in good repair.
- Electrically-powered decorations must be disconnected when areas are unsupervised. Electrical timers should be used on decorations to ensure shut-down at the end of the workday.
- Electrical lights are not permitted on metal decorations due to the conductivity hazard.
- Open flames are not permitted in any area. Sterno pots under food servers are an exception.
- Candles of any kind are not permitted in Student Housing. In other areas of campus, only candles that have never been lighted or are without a wick are permitted.

- Pyrotechnics of any kind are not permitted in any area with the exception of vendor furnished special event pyrotechnics used in accordance with an Augusta-Richmond County permit.
- Decorations and other materials used for a special event should be removed the first working day after the event.

Holiday Decorations

- No live or cut Christmas trees are permitted inside buildings.
- UL listed artificial trees are permitted if placement, lighting, decorations and monitoring rules, as outlined above, are adhered to. Artificial trees shall never be placed in corridors or restrict an exit in any way.
- Light strings must be low-wattage, insert-type bulbs. All screw-in type bulbs are prohibited. Electrical lights are not permitted on metallic trees.
- Christmas decorations should be removed by December 31. For all other holidays, decorations should be removed the first working day after the holiday.

REFERENCES & SUPPORTING DOCUMENTS

Official Code of Georgia Annotated – Chapter 25

Rules and Regulations of the Fire Safety Commissioner, 120-3

Adopted and amended codes from the National Fire Protection Association and the International Code Council

APPROVED BY:

President, Augusta University and CEO, AU Health System Date: 02/21/2017