

<b>Environmental Health and Safety</b>
<b>Title:</b> Holiday Decorations SOP
<b>Document #:</b> EHS-600-07
<b>Version #:</b> 03
<b>Approved by EHS Date:</b> 28Jan2026

### **I. Purpose**

To reduce or eliminate the risk of fires by ensuring the safe and responsible use of decorations at UNT Health.

### **II. Scope**

This policy applies to any employee or contractor who may use seasonal decorations, fixtures, or similar ornamental objects at UNT Health.

### **III. Procedure**

The following requirements apply to all seasonal decorations, fixtures, or similar ornamental objects:

- Decorations shall meet, or be arranged in a manner which does not exceed required flame spread and smoke index ratings for the occupancy and building type according to NFPA 101: The Life Safety Code;
- All electrical lighting shall be listed by a Nationally Recognized Testing Laboratory;
- Decorations shall not prevent egress or restrict door closure; nor cause an obstruction to any fixed or portable fire protection equipment such as fire sprinkler heads, fire alarm pull stations, or fire extinguishers;
- The storage of decorations shall be kept a minimum of 18" from the ceiling of a building with an automatic sprinkler system, or 24" in a building without an automatic fire sprinkler system;
- Decorations shall not be hung from any fire sprinkler heads, emergency exit lighting, exit signage, or any fire protection equipment;
- No candles, incense, or any open flames are permitted on campus without prior approval from EHS;
- Natural (live) Christmas trees are not permitted;
- Artificial Christmas trees must be labeled or otherwise identified by the manufacturer as being "flame retreatment" or "flame resistive."
- Decorations shall be constructed of non-flammable materials.

# HOLIDAY DECORATION SOP

- Only rated extensions cords may be used with No “Daisy chained” plugs.

## **IV. Definitions**

NFPA 101: Life Safety Code: A document produced by the National Fire Protection Association which establishes minimum criteria for the design of egress facilities so as to allow prompt escape of the occupants from the building or, where desirable, into safe areas within buildings.

NFPA 1: Fire Code: A document produced by the National Fire Protection Association which prescribes the minimum requirements necessary to establish a reasonable level of fire and life safety and property protection from the hazards created by fire, explosion, or dangerous conditions.

## **V. References**

- Fire Safety Manual EHS100-05
- 2015 ed. of NFPA 1: The Fire Code
- 2015 ed. of NFPA 101: Life Safety Code

## **I. Version revisions**

Initial approval April 2022

Revised October 2025

Revised 28 January 2026 rebranded