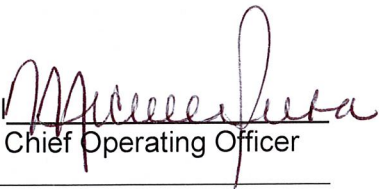




ADMINISTRATION

**SUBJECT:** Holiday / Special Event Decorations

Effective Date: 2001

Approval   
Chief Operating Officer

**PURPOSE:**

To ensure that the Lewis County Health System is a safe place to receive quality healthcare, and to ensure compliance with Life Safety Regulations when decorating any areas within the organization for any occasion.

**POLICY:**

- A. Approval for hanging holiday decorations shall be communicated to and approved by the Risk Manager at the Lewis County Health System.
- B. All decorations must be made of non-combustible or flame-retardant material and approved by Plant Operations. When purchasing decorations be sure to save proof of flame retardancy (UL approved). **NO NATURAL TREES, WREATHS**, or other **NATURAL** decorations are allowed, regardless of size.
- C. Artificial trees shall be placed in family lounges, alcoves, or in areas that:
  - 1. Allow for a minimum of 96" (8) eight feet of egress clearance on the hospital campus. **Trees cannot be placed in halls that reduce the egress clearance to less than 96" (8) eight feet.**
  - 2. Allow for a minimum of 60" (5) five feet of egress clearance at the satellite clinics. **Trees cannot be placed in halls that reduce the egress clearance to less than 60" (5) five feet.**
  - 3. **Packages cannot be placed under the trees or in the halls as they pose a trip hazard.**
- D. Lighting:
  - 1. Battery operated lighting and plug in LED UL approved lighting is allowed on **TREES ONLY** and must have UL label attached and information immediately available for inspection.
  - 2. Electric lighting plugged into a battery UPS is **prohibited**.
  - 3. Use of extension cords is **prohibited**.
  - 4. Use of open flames/candles is **prohibited**.
  - 5. **RHCF ONLY** - In addition to trees, lights may be installed in lobbies, dining rooms, windows, resident rooms, and hallways providing there is no trip hazard.

E. Although the organization recognizes the important role of holiday decorations in the healing environment, the NFPA Life Safety Code prohibits wall decorations in excess of 20% of the

corridor wall space in which they are applied to (corridor doors are considered part of the wall).

F. Decorations shall not:

1. Interfere with any door operation by wrapping around doors (e.g. gift wrapping a package) or interfere with proper door closure. Over the door hangers are prohibited.
2. Be applied to walls or doors utilizing thumbtacks, as they are prohibited, tape of any kind, or push pins.
3. Be applied to cross corridor doors, soiled utility room doors, exit doors, stairwell doors or fire rated doors.
4. Be strung across hallway ceilings or doorways.
5. Be hung from the ceiling closer than 36" to a sprinkler head.
6. Be attached to sprinkler heads, smoke/heat detectors, electrical panels, or electrical fixtures.
7. Block exit lights/signs or interfere in paths of egress and exits.
8. Interfere with access to fire extinguishers, fire bells/lights or fire pull stations
9. Cover the entire wall surface.
10. **RHCF ONLY** - Decorations may be strung across the ceiling but **SHALL NOT** be within 36" of a sprinkler head.

G. Please ENSURE decorations:

1. Are not a tripping hazard on floors for patients/visitors.
2. Are securely fastened to the wall using PlastiTak or a similar product which can be ordered from the storeroom, to prevent accidental injury of employees, patients, and visitors. Interfere with access to fire extinguishers, fire bells/lights or fire pull stations.

**REFERENCE:**

NFPA 101 Life Safety Code (2012)

<b>APPROVAL</b>	1. Chief Operating Officer 2. Standards Review Committee 3. Medical Bylaws and Board of Managers Signed by: Chief Operating Officer
<b>Interdisciplinary Involvement</b>	Education as required and designated at Standards Review Committee Meetings.
<b>All employees of Lewis County General Hospital / Residential Health Care Facility are to receive this policy.</b>	
<b>Created:</b>	2001
<b>Revised:</b>	3/02, 11/07, 4/11, 12/18 (complete revision of policy)
<b>Reviewed:</b>	3/02, 11/07, 4/11, 7/18, 10/20
<b>Location</b>	Admin Shared / Administration / Policies / Holiday – Special Event Decorations

Holiday / Special Event Decorations – Administration (10/20)