POLICY STATEMENT
The greatest risk of fire occurs as a result of decorations and displays installed for special events such as Christmas, Halloween, parties, and etc. The Georgia Regents Medical Center is committed to providing a safe environment, free from these potential risks as well as providing guidelines for a safe celebration of all holidays and events. These rules apply year round for all owned and operated buildings of Georgia Regents Medical Center. Any infringement should be reported to the Safety Office for Georgia Regents Medical Center. The offending items will be removed. The reason for this policy is to assure safety for all patients, families, care givers and employees for Georgia Regents Medical Center.

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

☒ Administrative Services
☒ Hired Staff
☒ House staff/Residents & Clinical Fellows
☒ Leased staff
☒ Medical Staff (includes Physicians, PAs, APNs)
☒ Patient Care Services (Nursing, PCT’s, Unit Clerks)
☒ Professional Services (Laboratory, Radiology, Respiratory, Pharmacy; etc.)
☐ Vendors/Contractors

DEFINITIONS
A. Egress Route – A means or place of exiting
B. Decoration – An addition that renders something more attractive or ornate
C. Furnishings – A moveable article in a building
D. Flammable – Easily ignited and capable of burning rapidly
E. Combustible – A substance that ignites and burns readily
F. Flame Retardant – Not subject to quick or easy burning through chemical treatment
G. UL – Acronym for Underwriters Laboratories

PROCESS & PROCEDURES
A. Guidelines for Decorations, Posters, and Furnishings

1. All event and holiday decorations must be approved by the Safety Office.
   i) Personnel can notify the Safety Office at extension 1-4527 as soon as possible, but no less than 72 hours prior to the placement of decorations.

2. Department directors and managers are responsible for assuring that event and decorations in their areas are in compliance with these guidelines:
   i) Furnishings, decorations, posters, or other objects are not permitted in egress routes.
   ii) Holiday furnishings or decorations cannot be stored with patient care supplies or equipment.
   iii) Furnishings or decorations of highly flammable or combustible character are not allowed in the facility.
      1) All decorations and decorative materials are to be flame retardant or flameproof.
   iv) Loose paper or decorations on walls/doors shall not exceed 30% of the total wall surface per room.
   v) Only approved signage is allowed in corridors.
   vi) Do not tape decorations or papers onto other painted/varnished surfaces (ceilings, walls, door frames, and doors) because it can damage the finish or block emergency information.
   vii) Hanging of decorations from ceiling grid is preferable but should not raise the tile from its setting grid.
   viii) Lights or decorations must be UL approved and must be turned off when unattended.
      1) Never remove the UL listing information from the product.
      2) If extension cords and power strips are used to support event or holiday decorations, they must be UL approved.
         a) Extension cords and power strips must be in good condition (no frays or exposed, inside wiring).
         b) No more than one extension cord or power strip may be used per electrical device. Extension cords and power strips cannot be “daisy chained.”
   ix) Do not:
      1) Install decorations within 24 inches of sprinkler heads or within 18 inches of the ceiling;
      2) Hang any decorations from sprinkler head or associated piping;
      3) Place decorations near electrical equipment or other heat source;
      4) Have lit candles, open flames, or spark producing devices;
(5) Impair the visibility of an exit sign or portable fire extinguisher;
(6) Lay cords across aisle or corridors (trip and fall hazard); and
(7) Use glass bulb ornaments and/or decorations.

B. Holiday Specifics
1. The following are permitted:
   i) The use of artificial trees and decorations if they are flame retardant and recognized by a national testing laboratory with evidence of this attached to the tree or decoration; and
   ii) In non-patient areas, light strings that are low-wattage and UL approved.

2. The following are not permitted:
   i) Metallic trees;
   ii) Natural or “live” trees/decorations;
   iii) Decorations that impair the visibility of an exist sign or portable fire extinguisher;
   iv) Electrical lights of any kind for use in vicinity of patients (any room where a patient dwells or receives care);
   v) All screw-in type bulbs; and
   vi) Doors wrapped with any type of paper, whether it is flame retardant or not.

C. Safety Department

Contact Safety Department (706/721-4527) or Facilities Dispatch Center (706/721-9675) with questions and/or clarifications.

REFERENCES, SUPPORTING DOCUMENTS, AND TOOLS


RELATED POLICIES

APPROVED BY

Peter F. Buckley, MD  
Interim Chief Executive Officer, Georgia Regents Medical Center  

Date: Date Approved