

Recommended Holiday Decoration Fire Safety Guidelines

1. **Cut or life trees are not recommended for use in Delta Tau Delta shelters. If, a life or cut tree is used, the following guidelines are highly suggested.**

- Place tree in an appropriate tree stand.
- The water level must be checked daily.
- Loose needles and other debris must be removed from the tree before it is displayed.
- Should the fresh tree dry out, as evidenced by falling needles, remove it from the building immediately.
- The tree should not obstruct any corridor, exit doorway, or other means of egress.
- The tree should not be located near any heating vent or other heating device which could cause the greenery to dry out prematurely.
- Only non-combustible trimmings are recommended.
- Prior to departure for holiday break, all trees and holiday decorations should be removed from the shelter.

2. **Artificial Holiday Trees**

Artificial holiday trees must bear Underwriter's Laboratory (UL) listing labels for fire resistance.

3. **All holiday lighting sets should bear UL listing tags. Lighting set guidelines are as follows:**

- All lighting sets should be physically examined before use to detect frayed wiring and other conditions which might create a shock or fire hazard. Defective sets must be discarded; sets showing evidence of repair should not be used.
- Lighting sets may be utilized on artificial trees, or placed around room windows.
- Lighting should never be in contact with draperies, paper, or combustible decorations.
- All electric lighting sets should be removed from the resident rooms and shelter when departing for the holiday break.

4. **General Decoration Regulations**

- Only heavy-duty extension cords should be used for decorations.
- Use power strips with a fuse or circuit breaker – not multi-plug adapters – if there are not enough outlets for electrical cords.
- Do not route electrical cords under doors, rugs, or loose carpeting.
- Lights and extension cords should be unplugged at the end of each day.
- Do not attach or hang from sprinkler heads or sprinkler system piping decorations as this may damage the sprinkler system.
- All decorations should be kept away from exit signs, fire alarm devices (pull stations, smoke and fire detectors, etc.), and fire extinguishers and emergency and normal light fixtures. Exit signs and emergency lights must not be obstructed in any way.
- Avoid the use of candles in shelters. Particularly avoid candle use associated with holiday decorations. Electric light Menorahs are permitted.
- Combustible party decorations, gift-wrappings, etc. must be disposed of promptly after use in the dumpsters provided outside of the residential buildings.

