DECORATION GUIDELINES:

1.0 PURPOSE: These guidelines are intended to promote the safe use of holiday, special event, and general use decorations on Oklahoma City Community College (“OCCC”) campus and facilities. The following guidelines reduce the risk of fire and injury associated with the use of decorations.

2.0 GENERAL GUIDELINES:

2.1 Only those materials labeled “noncombustible,” “flame-resistant or flame-retardant” should be used.

2.2 Do not block or obscure exits, passageways to exits, or exit and emergency lights.

2.3 Keep all materials away from heat sources.

2.4 Decorations should not be attached to any fire protection equipment or fire alarm devices.

2.5 Ceilings should not be covered by decorative materials. No more than 30% of any wall space shall be covered by decorative materials.

3.0 PROHIBITED MATERIALS: The following materials are strictly prohibited for decorating purposes:

3.1 Bamboo

3.2 Cedar trees or branches

3.3 Corn stalks or shucks

3.4 Cotton or confetti (loose or in large amounts)

3.5 Dry moss or leaves

3.6 Flammable powders or liquids

3.7 Hay or straw (loose or baled)

3.8 Paper streamers (serpentine)

3.9 Plastic sheeting or pellets

3.10 Sawdust

3.11 Tumbleweeds

3.12 Wood bark or shavings

4.0 TREES AND GREENS: With the exception of cedar trees or cedar greens, certain varieties of evergreen trees and greens are permissible:

4.1 Guidelines for permissible use of certain varieties of evergreen trees and greens include:

4.1.1 Live trees should be burlap-balled or potted and watered frequently. It shall be necessary to properly dispose of any trees or greens that turn brown or begin to shed needles.

4.1.2 Locate trees and greens away from exits and passageways to exits so as not to block doors, aisles, corridors, equipment or access to facilities;
4.1.3 Keep trees and greens away from heat sources (e.g. radiators, air vents, large appliances and light receptacles;
4.1.4 With the exception of table center pieces, cuttings used for door adornment, corridor or stairwell decorations, or any other public areas shall be “flame-proof;” and
4.1.5 Artificial trees may be used if labeled as “flame-resistant,” “flame-retardant,” or “noncombustible.”

4.2 Restrictions on use of certain varieties of evergreen trees and greens include:
4.2.1 Live burlap-balled or potted trees used indoors shall not exceed six (6) feet in height; and
4.2.2 Cut trees are strictly prohibited.

5.0 ELECTRIC LIGHTS: All electric light sets and extensions cords should bear the Underwriters’ Laboratories (UL) or Factory Mutual (FM) label and be marked for INDOOR use. Guidelines for permissible use of electric lights include:
5.1 Inspect each light set for broken or cracked sockets, frayed or bare wires and loose connections. Repair any damage before using or discard damaged sets.
5.2 Replace broken or damaged lamps or bulbs being sure to unplug the set prior to changing lamps or bulbs or performing any other repairs to light sets.
5.3 Use no more than three (3) sets of lights per extension cord.
5.4 Do not overload electrical outlets (cube taps are prohibited).
5.5 Do not run light sets or extension cords under carpet, through doorways or other high traffic areas. Any light sets or extension cords running along the floor shall be properly secure to reduce risk of trips and falls. Do not use nails or tacks to secure light sets or extension cords to door frames, windows sills or frames or walls.
5.6 Do not use electric lights on metallic trees. Spotlights for illumination purposes are permissible.
5.7 Refrain from having lamps and bulbs on light sets touch trees.
5.8 Unplug lights anytime they are going to be unattended.

6.0 COSTUMES: Commercial costumes should be used whenever possible. Homemade costumes made of any flammable-type material should be flame-proofed for the protection of the wearer.

7.0 OPEN FLAMES, CANDLES AND LANTERNS:
7.1 Lighting devices using open flames (e.g. tiki lamps, oil lamps, torches, candles) are prohibited from indoor use. Outdoor use of any open flame must be approved by OCCC Risk Management Department on a case-by-case basis. Limited use of open flame devices (e.g. candles) may be permitted only under certain conditions described under Section 7.3.
7.2 Lighting devices using enclosed flames (e.g. jar candles and lanterns) may not normally be used for decoration. Limited use of enclosed flame devises may be permitted only under certain conditions described under Section 7.3.
7.3 Open flame and/or enclosed flame devices necessary for ceremonial purposes are permitted but must be arranged in a manner to minimize direct contact with or exposure to combustible materials. Open flame devices used in this manner shall be supervised at all times when lighted and be extinguished as soon as possible upon the conclusion of the ceremony.

7.4 Any outdoor cooking done in conjunction with decorative events shall utilize suitable outdoor cooking appliances manufactured and intended for that purpose. Outdoor cooking appliances shall be placed at least 50 feet from any outdoor decorations and at least 25 feet from any structure.

7.5 Open flame devices used in preparation of food including but not limited to Sterno tins, votive warming candles and flambé techniques may be lighted by authorized catering staff only. Staff must remain present until the flames are extinguished. Direct contact with or exposure to combustible materials shall be avoided at all times.

7.6 Carts or other equipment that store or transport open flame devices shall be equipped with a fire extinguisher or other means of fire suppression.

7.7 Open flame devices to warm food are permissible as long as a shield is erected to prevent direct contact with or exposure to combustible materials. Devices shall be extinguished as soon as possible.

8.0 REMOVAL OF DECORATIONS: Upon the conclusion of any event all decorations should be removed as soon as possible. Indoor holiday decorations shall be removed prior to closing for the Winter Holiday and Break period.

9.0 OUTDOOR DECORATIONS: Decorations used on the exterior of any OCCC facility or on the campus of OCCC should be coordinated with and approved by the Risk Management Department.

10.0 FIRE SERVICES: Additional information is available from the Risk Management Department at 405-682-7587. Please call Risk Management if training is needed for flame proofing solutions, training in fire prevention and extinguishers and fire inspection services.

Adopted: October 26, 2007