

# The Medical College of Georgia

## Administrative Policies and Procedures

**Office of Primary Responsibility:**  
Environmental Health and Safety, Fire Safety

**Subject:**  
Holiday, Special Event, and General Decorations Safety

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### 1.0 Purpose

To establish safety policy and procedures associated with holiday, special event, and general-use decorations at the Medical College of Georgia (MCG).

### 2.0 Policy

The Medical College of Georgia will take precautions to protect all persons and property against hazards from unsafe or unauthorized decorations used during holiday seasons, special events, and general use. Fire safety and personal protection will be provided by compliance with fire code regulations adopted by the State of Georgia and fire code requirements as administered by the Augusta Fire Department.

### 3.0 Procedure

#### 3.1 General and Special-Event Decorations

- 3.1.1 All lighting and decorations must be UL approved and must be maintained in good condition.
- 3.1.2 Decorations may not block exit doors or obstruct exit signage from any point in a corridor or access way. Decorations may hang on walls or ledges, but not across corridors and may not be positioned to create a tripping hazard.
- 3.1.3 Extension cords are regulated by MCG Policies and Procedures 4.4.01 Electrical Safety: General Use ( <http://www.mcg.edu/Policies/4401.html> ). Extension cords, if used, must be a surge protector or as specified by section 5.0 of the aforementioned policy, and must be in good repair. Approved extension cords may be purchased from the Facilities Management Division as outlined in section 3.2. of the aforementioned policy.
- 3.1.4 Electrically powered decorations must be disconnected when areas are unsupervised. Electrical lights are not permitted on decorations due to the conductivity hazard.
- 3.1.5 Open flames are not permitted. Candles of any kind are not permitted in Student Housing. In other areas of campus, candles that have never been lighted or are without a wick, for decoration purposes only, are permitted.
- 3.1.6 Pyrotechnics of any type are not permitted in any area.

#### 3.2 Christmas and Holidays

- 3.2.1 No live or cut Christmas trees are permitted inside buildings.
- 3.2.2 UL approved artificial trees are permitted if placement, lighting, decorations and monitoring rules, as stated in 3.1.4 of this policy, are adhered to. Artificial trees shall never be placed in corridors or restrict an exit in any way.
- 3.2.3 Light strings must be low-wattage, insert-type bulbs. All screw-in type bulbs are prohibited. Electrical lights are not permitted on metallic trees.
- 3.2.4 Electrical timers should be used on trees and decorations in 8 a.m. to 5 p.m. work areas to insure disconnection.
- 3.2.5 Decorations should be removed the day following the holiday. Christmas decorations should be

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removed by the 31st of December.

#### **4.0 Responsibility of All Personnel**

- 4.1 Personnel must follow the safety procedures as outlined in this policy.
- 4.2 Questions regarding these requirements should be directed to the Environmental Health and Safety Division's Fire Safety Office.