

# A Season for Safety...

## Holiday Decorating Procedures

at Appalachian State University

The Office of Environmental Health, Safety and Emergency Management wants to remind departments decorating for the holidays of certain safety procedures which must be followed to ensure the safety and health of Appalachian's students, faculty, staff, and facilities. Please take a few moments to read these procedures carefully. If you have any questions contact Beth Clark, Fire and Life Safety Manager at 262-4007 or via email at [clarkbs@appstate.edu](mailto:clarkbs@appstate.edu).

### Trees and Greenery

Certain buildings classified as assembly, educational and mercantile will be limited to the use of artificial trees or natural trees containing a root ball. These buildings must also utilize artificial greenery (wreathes, roping, etc.), unless the building is equipped with an approved automatic sprinkler system. All artificial trees and greenery must be labeled or certified as flame resistive or retardant. The following campus buildings fall into the above classifications: ASU Day Care, Belk Library, Broyhill Music, Camp Broadstone, Holmes Convocation Center, I.G. Greer, Kidd Brewer Stadium, Legends, Living Learning Center (Academic Wing), Lucy Brock, McKinney Alumni Center, Plemmons Student Union, Quinn Recreation Center, Roess Dining Hall, Schaefer Center, Sofield Practice Facility, Student Recreation Center, Trivette Hall, Turchin Center, University Bookstore, Valborg Theater, and Varsity Gym. Natural trees and greenery are not permitted in Residence Halls.

In areas where natural (real) cut trees and greenery are allowed, it is very important to use the freshest product possible. If at all possible obtain trees which are harvested at the time of purchase. If you are using a pre-cut tree from a tree lot or retail store be sure to check the tree for freshness. After obtaining your tree, place it in water as soon as possible. Prior to placing the tree in the stand, make a fresh cut across the base of the tree at least one inch above the end. This will allow for better water absorption. Be sure to check and maintain the water level in the tree stand on a daily basis. Do not allow the tree to dry out and keep greenery away from heat sources. Trees and greenery should be removed from the building immediately upon evidence of dryness and before leaving for the holidays. Remember, never place decorative items in emergency egress areas such as stairwells, hallways or exit passageways.

### Lights and Wiring

Use only U.L. approved lights/wiring and follow the manufacturer's instructions. Check to see that lights/wiring have no noticeable damage such as burned out bulbs, frayed or kinked cords, or bent/broken plug ends. Test the lights prior to use to ensure they are working properly. Lights should not come in contact with metallic surfaces such as metal window frames/doors and should be disconnected whenever the area is un-occupied. If the use of an extension cord is necessary, be sure to utilize a U.L. approved heavy duty cord or appropriately rated power strip equipped with a circuit breaker and avoid the use of multi-plug "cube type" adapters. Extension cords are permitted on a temporary basis (up to 90 days), however care should be taken in their placement. Be careful not to place cords where they may be stepped on or tripped over. Use hard plastic cord covers when needed to prevent damage to the cord's inner wiring and to prevent trip hazards. Cords may not be placed through doorways, across hallways, under doors, through ceilings or walls and may not be covered with rugs and carpeting.

### Candles and Open Flames

Candles (except battery powered) and other open flame devices such as oil lamps, incense burners, etc. are not permitted in campus buildings. Special provisions may be made for the use of open flames in academic/support buildings through a permit process. For permit information, please contact the Office of Environmental Health, Safety and Emergency Management or visit our website at [www.ehsem.appstate.edu](http://www.ehsem.appstate.edu).

Environmental Health, Safety  
and Emergency Management

APPALACHIAN STATE UNIVERSITY

Happy Holidays Appalachian!