

November 28, 2005

DEANS, DEPARTMENT HEADS, BUSINESS OFFICERS, ADMINISTRATIVE
ASSISTANTS

GUIDELINES FOR CHRISTMAS TREE SAFETY

All "cut" formerly live Christmas trees on Campus, regardless of size, must be treated with a flame-retardant chemical approved by the State Fire Marshal (SFM). Cut trees must display evidence of SFM certification for flame retardant treatment. Compliance with these regulations is mandatory in all indoor areas, as a dry Christmas tree exposed to an ignition source becomes an instant torch. Most local tree vendors are licensed by the SFM to apply a flame-retardant solution. Live trees in a pot with soil are exempt from this process.

If you are planning to have a cut tree in your office space or building, the following precautions will help to ensure a safe holiday:

- Cut trees must be displayed in a water filled, non-tip stand - not on the Christmas tree wood stands provided by the Christmas tree lots.
- Fasten trees securely to keep them from overturning.
- Be sure trees do not block exits.
- All trees must be removed before New Year's Day.
- Do not use ignition sources such as candles, lamps, lighters or electrical appliances near trees.
- Use only UL listed electric lights and appliances. (Exception: **Never** use electric lights or appliances on metal trees.) Replace any sets of electric lights that are worn or have loose connections.
- Do not use cellophane. There is no way to make it flameproof.
- Do not use cotton batting or paper decorations unless they have been treated with retardant.
- If there is a fire, pull the building fire alarm and call 9-911 to report the location **immediately**.
- If fire extinguishers cannot control the blaze, walk, do not run, to the nearest exit and get out!

To help ensure a safe holiday season in the workplace, please make copies of this guideline for your staff.

Chris Wiesen
Campus Fire Marshal