

C.2.1.8 (Procedure) Holiday Decorations

Responsible Department: Enterprise Risk Management

Based on Board Policy: [C.2.1](#) Environmental Health and Safety

Approved: 3-7-17

Last Amended:

I. Introduction.

These procedures were developed and implemented to provide guidelines on the safe use of Natural/Artificial Holiday Trees & Decorations on District properties and inside buildings.

II. References.

- a. National Fire Protection Association (NFPA) 1, Uniform Fire Code, Chapter 10 General Fire Safety, 2006 Edition
- b. International Fire Code, International Code Council (ICC), Section 806, Decorative Vegetation in New & Existing Buildings, 2009 Edition
- c. City of San Antonio Local Amendments for Christmas Trees, September 3, 1987

III. Responsibility.

- a. Director, Enterprise Risk Management
 1. Overall Management of this program
- b. District Environmental Health and Safety Coordinator
 1. Develop, implement and administer these procedures.
 2. Conduct routine unannounced inspections to ensure compliance.
- c. Department Supervisors
 1. Ensure compliance with the procedures.
 2. Procure only approved holiday decorations.
 3. Ensure adherence no open flame procedure.

IV. Holiday and Christmas Decorations

1. **A CUT NATURAL HARVESTED HOLIDAY AND/OR CHRISTMAS TREE is not allowed (“PROHIBITED”)** under any circumstances, not even in buildings with approved automatic sprinkler systems, regardless of any attempts to flameproof the tree, immerse the base in water, or apply any other treatment. A violation of any provision in this ordinance shall be subject to the penalties provided by the San Antonio City Code Section 11-1 providing for a maximum penalty or \$2,000.00 for each violations.
2. An **ARTIFICIAL HOLIDAY AND/OR CHRISTMAS TREE** shall be labeled or otherwise identified or certified by the manufacturer as being flame resistive or retardant.

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3. The artificial tree shall not be located near heating vents or other fixed or portable heating devices that could cause it to ignite.
4. The artificial tree shall not obstruct corridors, exit ways, or other means of egress.
5. The use of electrical wiring and lighting on artificial trees constructed entirely of metal shall be prohibited.
6. The use of unlisted electrical wiring and lighting on artificial decorative vegetation shall be prohibited.
7. Only Underwriters Laboratory (UL) approved electrical lights and wiring shall be used on artificial Christmas trees and other similar decorations.
8. Candles and other open-flame decorative lightings are prohibited and shall not be used to decorate the workplace.
9. Artificial decorative vegetation shall meet the flame propagation performance criteria of NFPA 701. Meeting the flame propagation performance criteria of NFPA 701 shall be documented and certified by the manufacturer in an approved manner.
10. The artificial Christmas trees and all electrical light decorations shall be removed and properly stored prior to the start of Alamo Colleges holiday schedule.

V. Comments

The purpose of the District Environmental Health and Safety Program is to provide our employees and students with a safe and healthful working and learning environment.

It is the practice of the Enterprise Risk Management to identify safety issues and recommend appropriate corrective measures by utilizing all available references and guidelines.

If you have any questions, please contact ERM.