

WEISMAN CHILDREN'S REHABILITATION HOSPITAL (WCRH)

ADMINISTRATIVE MANUAL

SUBJECT: Decoration Use

NO: AM 8 42

EFFECTIVE DATE: 12/14

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REVIEWED/REVISED: 1/15; 1/18; 1/21; 1/24

POLICY:

WCRH permits the use of flame retardant decorations and a limited quantity of photographs and paintings to minimize the hazard of fire development or spread.

PROCEDURE:

The Safety Officer or designee of WCRH shall conduct safety rounds to ensure decorations comply with this policy, and the decorations are not posing any safety hazards to patients, staff or visitors.

The Safety Officer has the authority to determine if any decoration is unsafe. Decorations must not interrupt the quality of patient care.

DECORATION REQUIREMENTS:

Trees:

- ✓ Real trees, wreaths, garlands, pine cones and other dry natural vegetation shall not be displayed in any area of WCRH.
- ✓ Metallic trees are not permitted.
- ✓ Artificial decorations, wreaths, garlands and trees, must be made of flame retardant materials. Proof of rating from Underwriters Laboratories (UL) must be visible.
- ✓ Only fire-retardant ornaments may be used. (i.e. glass/metal ornaments, candy canes.)
- ✓ Trees must not obstruct corridors or exit doors; block access to fire extinguishers, fire hose cabinets, fire alarm pull stations, exit signs; or cause any other hazard.

Lighting:

Electrical decorations, string lights with UL Listing are permitted in the WCRH specified locations only.

Decorations:

- ✓ Patients rooms cannot have lighted trees or lighted hanging decorations
- ✓ Only fire-retardant decorating materials are to be used.
- ✓ No decorations shall be hung or strung from fire sprinklers, or lights.
- ✓ Paper decorations are to be flame retardant.
- ✓ Fire barrier doors shall not be decorated.
- ✓ Open flame of any type is prohibited.
- ✓ Wrapping paper shall not be used to cover the walls, doors, desks, etc.
- ✓ No Latex Balloons permitted

DOCUMENTATION:

Decorations must have the UL tags attached. Managers will maintain evidence from original packaging that demonstrates evidence of flame/fire retardant status at purchase

Administrator