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# SAFETY ALERT

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No. 04-11

HOLIDAY SAFETY

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"DECK THE HALLS," BUT DO IT SAFELY. It's that festive time of the year when everybody's in the best of moods. It is important that the following points be kept in mind when decorating classrooms or other offices.

## Trees

- All fresh cut trees should be properly treated with a flame-retardant material and should always have a tag indicating compliance with State Fire Marshal regulations before placement in District facilities. The tag must never be removed.
- Secure fresh trees in a receptacle containing water or wet sand to prevent drying.
- Secure trees so that they cannot topple over.
- Place trees away from radiators and other heat sources.
- Artificial trees should be made of fire-resistant materials.
- Keep trees away from combustible materials and from exits and aisles.
- A fire extinguisher with a minimum of an "A" rating should be readily available within 75 feet of the tree.

## Lights

- Use only lights and wiring that bear an Underwriters Laboratories label.
- Discard or repair broken or cracked sockets, frayed or bare wires or loose connections.
- Do not use electric lights on a metallic tree.

## Decorations

- Use only noncombustible or flame retardant materials as decorations.
- Ensure no lead-containing metals or materials are used in the decorations.
- Avoid decorations that are sharp or breakable.
- Keep decorations with small removable parts out of reach of children.
- Do not hang decorations on sprinkler heads and lights.
- Do not place decorations near heaters or electrical connections.
- Never use candles or open flames as decorations.
- Loose "glitter" is not to be used in early education centers or elementary schools.
- Be aware of individual sensitivities to fragrances and other airborne materials that may cause allergic reactions in some individuals.

If you have any questions, please call the Office of Environmental Health and Safety at (213) 241-3199.