POLICY

To assure that the potential for fire is minimized, it is the policy of Johns Hopkins to prohibit the use of certain types of decorations. Part of this policy applies to the entire Institution; part applies only to the Johns Hopkins Hospital.

THIS SECTION APPLIES TO THE ENTIRE INSTITUTION.

All decorating must be approved by Departmental Administrators.

Electric lights or electrically operated ornaments must bear the seal of approval of a Nationally Recognized Testing Laboratory (NRTL). The two most common ones are Underwriter's Laboratory (U.L.) and Factory Mutual (F. M.). A list of all NRTLs can be found here:

http://www.osha.gov/dts/otpca/nrtl/index.html

Electric lights or electrically operated ornaments may not be used on aluminum or any other similar metal due to the risk of electrical shock.

Cut trees and live cut decorations are prohibited. Living trees may be used with prior approval of Health, Safety and Environment.

At no time may decorations conceal or impede access to any safety device or building safety feature, including fire extinguishers, exit signs, fire alarm pull stations, sprinkler system heads and emergency shut off valves for medical air/oxygen or utilities. At no time may decorations obstruct or impede egress.

THIS SECTION APPLIES ONLY TO THE HOSPITAL.

All ornaments, decorations, and displays made of materials considered combustible (e.g. paper, fabric, plastic) must be flame retardant. You must keep all documentation to be able to prove that the item is flame retardant.

REFERENCES

National Fire Protection Standards (NFPA), Life Safety Code 2006

The Joint Commission 2011 Hospital Accreditation Standards

RESPONSIBILITIES

Departmental Administrators	Enforce this policy.
Health, Safety and Environment	Monitor appropriate use of decorations.

REVIEW CYCLE

Annually