

Holiday Fire Safety Information

University Fire Marshal's Office
Environmental Health & Safety Department



Decorations

- May not obstruct or conceal (in whole, or even in part) any emergency routes, signage, or devices— such as exits, exit lights, fire alarm pull boxes, fire hose cabinets, fire extinguishers, sprinkler heads, smoke detectors, etc.
- Must be made from non-flammable material or treated with a flame-retardant solution or process approved by the State Fire Marshal. Fire retardant spray is available for purchase from the Stanford Fire Marshal's Office. Call 725-2129 for information.



Trees

- All holiday trees must be kept out of corridors, and away from doorways and heat sources.
- Cut trees must have a tag showing that they have been flame-retardant treated. The tag must include: the name and registration number of the chemical used, the name of the applicator, and the date of treatment.
- Cut natural trees must be kept in water at all times to slow the natural drying process.

Approved Tree Lots – Licensed by the State Fire Marshal's Office for Flame retardant application

- **Kiwanis Club**, Stanford Stadium, Stanford
- **Barron Park Nursery**, 3876 El Camino Real, Palo Alto (650) 424-9466
- **Fire retardant solutions are also available for purchase at the University Fire Marshal's Office**



Lights

- Lights must bear the Underwriters Laboratory (UL) seal of approval.
- Be certain that there are no loose sockets, and that wires are not frayed or damaged. Do not run wiring through doorways, under carpeting, or through holes in walls.
- Do not use zip cord extension cords— we recommend using a multiple outlet power strip, with an internal circuit breaker. Never plug one extension cord into another.
- Always turn the holiday lights off when you leave the building.



Also... Please Remember

- Candles and open flame devices are not permitted.
- Do not decorate the corridor with wrapping paper.
- Dispose of all decorations, trees, and wrappings immediately after holidays by taking them to campus dumpster areas.

Have a Happy and Safe Holiday Season... from Joseph Leung, Stanford Fire Marshal