# Fire Prevention Bureau Policy

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<th>Policy Number:</th>
<th>Title: Holiday Decorations and Decorative Vegetation</th>
<th>IFC Reference: 806 &amp; 807</th>
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<tr>
<td>Date Revised:</td>
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<td>Fire Marshal: RDC</td>
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**Scope:**
All decorative vegetation and holiday decorations shall be in accordance with the adoption of the fire code and this policy. **Live cut trees and vegetation are only allowed in the following occupancies: A, E, I-1, I-2, I-3, I-4, M, R-1, R-2, and R-4 and only when those buildings are equipped with a fire sprinkler system. No live cut trees or vegetation is permitted in non-sprinklered buildings.**

**Policy:**
Natural cut trees shall have the trunk bottoms cut off at least 0.5 inches above the original cut and shall be immediately placed into a supporting device in accordance with the following:

1. The device shall hold the tree securely and be of adequate size to prevent tipping over of the tree.
2. The water level, when full, shall cover the tree trunk at least 2 inches. The water level shall be maintained above the fresh cut and checked at least once daily.

The tree shall be removed from the building whenever the needles or leaves fall off readily when a tree branch is shaken or if the needles are brittle and break when bent. The tree shall be checked daily for dryness.

Candles and open flames shall not be used on or near decorative vegetation. Natural cut trees shall be kept at a distance at least equal to the height of the tree from heat vents and any open flame device or heat producing devices.

All electrical wiring and lighting used on decorative vegetation shall be listed and used in accordance with its listing.

Artificial decorative vegetation and trees shall be **flame resistant** or **flame retardant.** Such flame resistance or retardance shall be documented and certified by the manufacturer.
Decorative materials shall not block or obstruct from view any exits, exit lights, fire alarm equipment or fire extinguishers.

Straw bales, loose straw, wood shavings or sawdust shall not be used for decorative purposes.

All decorative vegetation or combustible decorations are subject to the approval of the PFA and may be disallowed if these materials are deemed to be a distinct life safety hazard.