

## MISSOURI SOUTHERN STATE UNIVERSITY POLICY

Policy #:	PP 0001	Effective:	06/01/08	Category:	
Name:	Standards for Decoration and Displays - Inside				

### 1.0 PURPOSE

Missouri Southern State University has established guidelines for the safe use of items in decorations and displays that meet the National Fire Protection Association Life Safety Codes.

These guidelines are for the protection of students, faculty, staff, visitors, and the University community.

### 2.0 SCOPE

These guidelines apply to all facilities on campus.

### 3.0 POLICY

#### 1. Flammable

A. Flame retardant materials must be used in interior decorations or displays.

**Note:** Where required by the applicable provisions of the code, draperies, curtains, and other loosely hanging furnishings and decorations shall meet the flame propagation performance criteria in *NFPA 701 Standard for Fire Tests for Foam Plastics Used for Decorations Purposes*.

B. No flammable material, including crepe, tissue, construction, wrapping or other type of paper or plastic, may be hung, attached, or affixed to any overhead light fixture, heat emitting or producing device, or over a door and doorway that is designated as an emergency exit.

C. Paper may not be affixed to the floor of a room, hallway, or corridor for decoration or display purposes.

D. Foam or foam plastic decorations shall meet *NFPA 701 Standard for Fire Tests for Foam Plastics Used for Decorations Purposes*. The phrase “unprotected materials containing foamed plastic” is meant to include foamed plastic items covered by “thermally thin” combustible fabrics or paint.

E. No decorations or display may be suspended from any part of a fire suppression/sprinkler system.

#### 2. Electrical

A. Only UL approved power strips may be used for electrical power to displays.

B. Small gauge extension cords with 2 prong plugs cannot be used for any purpose and their use is against University policy.

C. Only UL 3 prong approved extension cords, 18 AWG gauge minimum for a period of 90 days may be used for temporary power for a decoration/display.

D. Paper, tissue, plastic, cloth or other flammable covering may not be placed over an electrical outlet.

#### 3. Trip/Fall Hazards

A. Decorations and or displays cannot be placed in a fashion to block or obstruct the egress of a doorway, hallway, corridor, or pathway.

B. Paper may not be affixed to the floor of a room, hallway, or corridor for decoration or display purposes.

**4. Enforcement**

- A. Enforcement of this policy shall be thru Missouri Southern State University Department of Fire Safety/Environmental Health.
- B. A verbal notification of non-compliance will be given to the individual or department for immediate remedy, a written notification of the offense may be sent to the Department Head or Dean as a follow-up.
- C. Items found to not be in compliance with this policy will be removed immediately by the individual or department where the violation occurred. If the item(s) are found to be an immediate threat to Life Safety the Department of Fire Safety/Environmental Health may remove those items found to be in violation.

**4.0 HISTORY**

This policy may be revised, edited, changed or removed at any time with or without notice to applicable individuals.

Initial Creation Date: 07/01/2009

Requestor: Department

Author: Bob Harrington

Review Date	Draft #	Change(s) Made	Changes	Change Date

Approval Date	Vers #	Action Taken	Final Approval: Al Stadler
			Signed:

Revision Date	Vers #	Change(s) Made	Requested by:	Change Date
none				

**5.0 INQUIRIES**

Direct inquiries about this policy to:

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