



Halloween Decorating Guidelines

Halloween can be a fun time in offices and the residence halls. In order to keep work areas and our residence halls safe from fire a few simple precautions are necessary.

Natural Materials

Because of their combustible nature, the following material may not be used for decorating: corn stalks, leaves, straw and hay.

Paper, Streamers and Plastic

Crepe paper and streamers used for decorations must be labeled as "fire-proof" or "flame-proof." Be sure to read the label before you buy the material. Plastic bags and plastic sheeting must not be used for decorating. This material is very combustible. Combustible decorations shall not exceed 10 percent of the aggregate area of walls and ceilings.

Emergency Equipment

Decorations must not block or cover up any part of the fire alarm or sprinkler system. Extinguisher cabinets, emergency lights, and exit lights must not be covered. Regular corridor lighting must not be covered. No items should be hung from the ceiling or placed in the corridors that would pose a tripping hazards.

Exits

Exits must not be blocked or hidden. Corridors must not be "wallpapered" with combustible material. Combustible decorations are not permitted in stairwells. No decorations can be placed on smoke, fire or exit doors.

Candles and Decorative Lights

Any candle is prohibited. Safe alternatives include flashlights and battery operated candles. Decorative lights and other electrical decorations must have a UL listing tag attached and follow the manufacturer's recommendations on lengths and number of strands to be plugged into each other. All decorations must be unplugged when the room, office or building is unoccupied.

Power Strips and Extension Cords

Extension cords are allowed for temporary use only and must be UL listed and tagged. Extension cord and power strip cords may not be placed across or through doorways, under carpets, in walkways or exit paths.

If you have questions about your holiday decorating contact WSU Fire Safety at 978-5803 or 5531 or email scott.murray@wichita.edu or dennis.moore@wichita.edu