

TO: All departments
FROM: Safety Department
RE: The Grinch who stole Christmas, or your personal belongings



As Christmas draws near, we all wait for the annual arrival of that special visitor that signals Christmas is really here... the visit from the Fire Marshall.

The Fire Marshall, and the Safety department, would like to remind you that stairways and corridors should ~~not~~ never be obstructed and that decorations should not be hung in such a way that they obstruct exits, exit lights, fire extinguishers, fire pull stations, or utility shut-offs. Additionally, decorations should not be hung from the ceiling or in such a way that they obstruct sprinkler heads or, smoke heads, or utility shut-offs.



We are not trying to be the Grinch who stole Christmas; we are merely trying to insure that everyone enjoy the spirit of the holidays in as safe manner of surroundings as possible. This includes our patients and visitors who entrust their safety and well being to us.



Please remember:

- ☀ Use only UL approved lighting sets with small low temperature bulbs.
- ☀ Lighting sets must be in good condition.
- ☀ All lights should be unplugged or turned off when the department is unoccupied.
- ☀ All other decorations must be **UL listed and/or flame retardant**.
- ☀ No live Christmas trees are allowed in the buildings.
- ☀ No natural wreaths or garland is allowed in the buildings.
- ☀ No lights are to be used on any artificial "metal" trees.
- ☀ No extension cords are to be used; surge protectors may be used temporarily.
- ☀ No decorations should be suspended from the ceiling ~~and~~; don't forget the 18" rule.
- ☀ No decorations should impede the proper operation of any door.
- ☀ Do not place decorations or paper on doors (departments will be responsible for any repairs or replacement of damaged doors).



Lastly, as the holiday season arrives, so does increased theft of. ~~Theft of~~ personal items, such as purses, wallets, backpacks, palm pilots, lap tops, etc. increases. The importance of securing your personal items and locking your office when you leave, even if only for a minute, cannot be ~~reiterated~~ stressed enough this time of year. If you have to leave personal items in your vehicle, please lock them in the trunk or make sure they are out of sight. If you see any suspicious persons in the hallways or in the parking areas, please inform UCH ~~HSS~~ Security Services or the University Police Department immediately.

Thank you for your cooperation and have a safe holiday season. If you have any questions, please feel free to contact Safety ([8-02888351](tel:8-02888351)), or ~~the~~ UCH ~~HSS~~ Security [Services](tel:8-7777) (8-7777).