

UNIVERSITY OF RHODE ISLAND  
DEPARTMENT OF SAFETY & RISK MANAGEMENT

STANDARD OPERATING PROCEDURE

**SUBJECT:** Christmas Trees

**Number:** 99-9-13

**POLICY:** This policy sets forth the use of Artificial, Natural Cut, and Living " Christmas" Trees in University buildings.

**APPLICABILITY:** Faculty, Staff, Employees, Students, Guests, on University property. This policy applies to URI Kingston Campus, Narragansett Bay Campus (GSO), W. Alton Jones Campus, and Providence CCE Campus, and applies to all departments and organizations on each of these campuses. This includes administrative office buildings, educational facility buildings, dormitories, fraternities, and sororities.

**PURPOSE:** To reduce the likelihood of fire and/or personal injuries which may result from the use of natural cut and/or living trees within University buildings. To reduce the likelihood of personal injuries resulting from the improper use of artificial " Christmas" trees and insure that means of egress are unobstructed.

**PROCEDURE:** The use of natural cut " Christmas" trees and/or living " Christmas" trees in a balled condition with roots protected by an earth ball are not permitted inside University buildings.

Artificial " Christmas" trees shall be labeled or otherwise identified or certified by the manufacturer as being " flame retardant" or " flame resistive" and shall not be allowed to obstruct corridors, exit ways, or other means of egress.

Only listed electrical lights and wiring shall be used on Christmas trees and similar decorations. Electrical lights are prohibited on metal artificial trees. Trees shall not be located on or near open flames or other similar combustible materials.