

THE HOWARD COUNTY PUBLIC SCHOOL SYSTEM
10910 Route 108
Ellicott City, MD 21042

Circular No. 40
Series 2018 - 2019

December 7, 2018

Chief Operating Officer

Decorations

TO: All Staff

FROM: Anissa Brown Dennis, Chief Operating Officer

A key component of the mission of the Howard County Public School System is to provide a safe and nurturing learning environment. When using decorations, please be mindful of the following Howard County Public School System safety requirements:

- The use of highly flammable furnishings or decorations (hay bales, live trees, and dried vegetation, for example) and open flames outside of approved cooking areas, such as candles, and lanterns, is prohibited by fire code.
- Hanging decorations must be kept to a minimum. No more than 50% of the wall space can be covered in classrooms or offices and no more that 20% of the wall space can be covered in hallways.
- Any material not labeled as flame retardant shall be sprayed with flame retardant spray, which can be obtained by contacting your school custodian. Additional spray can be obtained from the Office of Safety and Security at safety@hcpss.org. **Do not treat art displays or other paper displays on walls if they are temporary (< 60 days).**
- Hanging combustible decorations on doors, and painting ceiling tiles, is prohibited per fire code requirements.
- **Hanging decorations from the ceiling is prohibited.** Movement of ceiling decorations may trigger false security alarms in violation of the Howard County false alarm reduction and administration ordinance.
- Decorations shall not interfere with fire protection or security features. For example, they shall not be hung from sprinkler heads nor block a fire alarm pull station.
- Only UL listed electrical lights and wiring shall be used on decorations. Lights are not to be displayed around or through doorways, or on indoor/outdoor bleachers.

Please review this information with your staff and students. If there are any questions, please contact the Office of Safety and Security at safety@hcpss.org.

TS/TM/ABD