

# WELLESLEY COLLEGE

## ENVIRONMENTAL HEALTH AND SAFETY

### Holiday Fire Safety

We ask all student leadership and students to be aware of the Wellesley College Policy on Decoration during this holiday season. The safety of College employees, faculty, students and visitors is paramount. It is crucial that the college facilities are maintained in a condition that will allow for quick and safe evacuation in the event of an emergency. The policy outlines the state and local regulatory requirements designed to provide good fire prevention practices as well as maintaining safe egress (exit) routes. Fire Safety Officers will be visiting residence halls over the next few weeks to ensure compliance with fire prevention regulations and college policy.

Please review the policy:

<https://www.wellesley.edu/studentlife/aboutus/handbook/campus/decorations>

Some safety recommendations:

- Candles and open flame devices are prohibited at all times.
- Decorations or furnishings must not constrict or obstruct corridors.
- Never place combustibles in corridors, lobbies, stairwells or on corridor walls.
- Extension cords are for temporary use only. During the holiday season they should not be used in a way that will create a fire, tripping, or electrical hazard.
- Natural trees (cut or alive), natural wreaths, boughs, or greenery are not permitted.
- Only UL approved lights rated for use on artificial trees are to be used. They are often called "mini-lights" or "twinkle lights".
- The use of tree lights, electric ornaments, and extension cords in corridors and over exit doors are prohibited.

If there are any questions or if you would like to speak directly with a Fire Safety Officer please call 781-283-3885. Ken Tremblay can be reached via email at: [ktremblay@wellesley.edu](mailto:ktremblay@wellesley.edu) or Bob Cunha at: [rcunha@wellesely.edu](mailto:rcunha@wellesely.edu)

