

1 Oct 2021

MEMORANDUM

From: NRSW Regional Fire Prevention Chief  
To: NRSW All hands distribution of military and civilian personnel  
Subj: HOLIDAY DECORATION REQUIREMENTS FOR ALL BUILDINGS  
Ref: (a) COMNAVREGSWINST 11320.1J

Purpose: To provide all NRSW installations, tenants, commands, civilian, contractors and military personnel on information concerning turkey fryers, Christmas trees and decorations for use during the holiday season. The provisions of reference (a) shall be followed.

1. Holiday decorations and requirements are authorized beginning the week of Thanksgiving to the first week of January.
  - a. Non-combustible or flame retardant decorating materials shall be used. Decorations shall not hang or obstruct fire protection equipment such as; fire sprinkler heads, portable fire extinguishers, exit doors, hallways, or other means of egress. Open flame candles are strictly prohibited.
  - b. Underwriters Laboratory (UL) approved low voltage lights and extension cords are permitted for operating holiday lighting and shall be in good condition. No more than three strands of lights shall be connected to an extension cord. Extension cords shall not run under carpets or rugs. Holiday lighting should be unplugged when not in use.
  - c. The use of turkey fryers on NRSW installations is authorized. *The provisions listed in reference (a) shall be followed before such devices can be operated or approved by the Fire Department.* Navy housing residents should contact the local housing office for guidance.
  - d. Natural cut Christmas trees are **NOT** permitted in non-sprinkled buildings, buildings used for assembly and in BOQ/BEQ sleeping quarters. Only artificial trees are authorized and shall be labeled, identified or certified as being flame retardant or flame resistant.
  - e. Natural cut trees are authorized in sprinkled buildings and shall bare the State Fire Marshal's flame retardant seal or be treated with an approved flame retardant process. Artificial trees are authorized and shall be labeled, identified or certified as being flame retardant or flame resistant.
  - f. Potted Christmas Trees are prohibited in all government buildings to include offices, lobbies, etc.
2. Office decorations are limited to 20% wall coverage of the space. Open overhead above any cubicles or offices shall not be covered or enclosed by decorations. Exit egress, corridors and doors shall not be covered with decorations and will remain clear at all times.
3. Door & cubicle decorations shall not allow extend into the passageway. Doors must remain functional and allow access or exit as designed. Decorations may extend 6 inches onto the wall surrounding the door frame. Lights should be plugged directly into the wall, should not extend into the passageways or prevent doors from properly closing. Cubical walls may be used for those who do not have a door with the overall size remaining similar to the size of a standard door.

4. Please contact the installation Fire Prevention Office for additional information, questions or assistance.

*Janice Lozoya*  
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