

**DATE: Tuesday, Nov. 18, 2014**

**TO: The UCOP community**

**RE: Holiday Tree Safety**

Holiday trees in UCOP buildings are required to be treated with a flame-retardant chemical approved by the State Fire Marshal. A tag certifying the treatment and a contact name and telephone must be attached to the tree. For more information, please contact the UCOP Work Management Center at 510-987-0600.

If you are planning to have a tree in your office space or building, the following precautions will help to ensure a safe holiday:

- Select the location for the tree carefully. Make sure trees do not block corridors or exits. Also keep the tree away from heating vents and other heat-producing appliances that may dry out the tree.
- Secure trees to keep them from overturning.
- If you are using a real tree, saw off at least one inch of the trunk and mount the tree in a stand that holds water. Keep the water level above the base of the tree. This will keep the tree fresh and green and will reduce the risk of fire.
- Do not use open flames, such as candles, near trees.
- Use only electric lights and appliances listed by the [Underwriters Laboratory](#). (Exception: Never use electric lights or appliances on metal trees.) Replace any sets of electric lights that are worn or have loose connections.
- Before using electric lights read the instructions and warnings from the manufacturer and follow any safety requirements.
- Do not place cords under rugs or in paths of travel.
- As always, do not daisy chain extension cords (plug one extension cord into another). Also do not connect more than three sets of lights to a given socket (unless manufacturer specifies that fewer lights can be connected in series).
- Do not overload circuits; fires can start inside walls. If fuses blow, reduce the number of lights, appliances, etc., before replacing the fuse.
- Do not use cellophane. There is no way to make it flameproof.
- Do not use cotton batting or paper decorations unless they have been treated with retardant.
- If there is a fire, pull the fire alarm and immediately call 911.
- If fire extinguishers cannot control the blaze, walk, do not run, to the nearest exit and get out of the building!
- Dispose of trees as soon as the holiday season ends.

To help ensure a safe holiday season at home as well as in the workplace, you may wish to forward copies of this letter to your staff and colleagues. For further information on fire safety, call the UCOP Work Management Center at 510-987-0600.

Sincerely,  
Matthew Leet  
UCOP Chief Engineer