



Responsibility: Superintendent, Facility Services

Legal References: [Ontario Fire Protection and Prevention Act O. Reg. 213/07 2.3.2.1\(1\), 2.4.1.1\(2\), 2.7.4.1\(2\)](#)

Related References: [Administrative Procedure 4230 – Open Flames](#)

Revisions:

Reviewed: *February 2016, January 2019, April 2022, March 2023, October, 2024*

1. Preamble

The procedure that follows provides guidelines and expectations regarding the use of decorations in schools.

2. General

2.1 Displays in foyers or corridors must be constructed of non-combustible materials and in accordance with the [Ontario Fire Prevention Act \(Fire Code\)](#) as per the following.

2.1.1 You may only use 20% of wall space for hanging art, decoration, holiday displays.

2.1.2 No open flames are permitted.

2.1.3 Bales of hay, straw, sheaves of grain or corn, cedar rails or similar combustible items must not be brought into the schools to be used for displays in corridors or foyers.

2.1.4 Displays must not obstruct the corridors, stairways, doorways, or foyer.

2.2 Ensure that any tree displays are undertaken in a safe manner.

2.2.1 Use only artificial trees.

2.2.2 Decorate with fire resistant materials.

2.2.3 No electric lights should be used.

2.2.4 When locating a tree, do not block fire exits or places near heating units.

2.2.5 All holiday displays are to be removed at the end of the last day prior to the start of holidays in order to permit cleaning and maintenance activities.