



# SAFETY BULLETIN

## FOR SPECIAL SERVICES AND PROGRAMS IN PLACES OF ASSEMBLY

The Huntington Beach Fire Department promotes the safety and welfare of all citizens within our community. During holiday ceremonies and special programs such as concerts and theatre, many organizations include the use of handheld candles, live trees, dry vegetation, scenery and stage props.

To prevent accidental fires and burn injuries from occurring when any of these items are used, the Fire Department requires the following minimum safeguards be met during the special services or programs:

- Natural cut trees must be adequately supported with a device maintaining a two-day supply of water, be flame retardant treated and can ONLY be used in a building with an automatic fire sprinkler system.
- Candles or open flame shall not be used on or near decorative vegetation. Natural cut trees shall be kept a distance from heat vents and any open flame at least equal to the height of the tree.
- Candles shall be prohibited in aisles, exits or areas where occupants gather.
- The use of unlisted electrical wiring or lighting on natural cut trees and artificial decoration is prohibited. Artificial trees constructed of metal are prohibited from having wiring or lighting on them.
- Artificial decorative vegetation is required to be constructed of flame retardant materials.
- Decorative vegetation, trees, stage scenery or props cannot obstruct the exit aisles, corridors or doors.
- Scenery, stage props, fabrics, draperies, curtains and dry vegetation must be constructed of non-combustible material or be flame retardant treated.
- Hand-held candles are allowed during ceremonies if the following safeguards are met:**
  - Participants must be stationary when candles are lighted, displayed, and extinguished (i.e., no walking around or waving the candles).
  - Wearing of candles is strictly prohibited.
  - Lighted candles shall not be passed from one person to another.
  - All candles must be in Fire Department approved non-combustible drip catchers.
  - A written fire safety plan shall be established and conspicuously posted in case of emergency.
  - There must be a designated responsible adult, acting as a fire safety officer, located in an accessible location where candles are handled.
  - The fire safety officer should be provided with at least one (1) operational 2:A charged water stream fire extinguisher in addition to the fire extinguisher requirements for the occupancy. If a water stream fire extinguisher cannot be provided, then a water supply should be established to extinguish burning clothing or hair, if necessary. The water supply shall consist of full containers of water located throughout areas where candles are handled.
  - The fire safety officer shall not perform other duties while the candlelight ceremony is in progress.
  - The fire safety officer shall have direct access to a telephone and shall call or direct another designee to call 911 in the event of a fire or injury.
  - First aid classes for fire safety officers are strongly recommended.

**If you have any questions regarding this bulletin, please contact the Huntington Beach Fire Department's Fire Prevention Division at (714) 536-5411.**

Code references: HBFC Sec. 308.3.4 – 7 and Sec. 806, NFPA 101 Sec. 10.3.1, 13.4.5.11, 13.7.3.