



DEPARTMENT OF THE ARMY
UNITED STATES ARMY GARRISON WIESBADEN
UNIT 29623
APO AE 09005-9623

JUL 22 2016

IMWB-ZA

MEMORANDUM FOR All Members of the United States Army Garrison Wiesbaden Community

SUBJECT: United States Army Garrison (USAG) Wiesbaden Command Policy Letter #37, Seasonal/Holiday Decorations

1. Reference:

- a. Army Regulation 420-1, Army Facilities Management, 24 August 2012.
- b. Army in Europe Supplement to Army Regulation 420-1, Housing Management, 20 November 2008.
- c. Department of Army Pamphlet 420-1-1, Facilities Engineering, Housing Management, 2 April 2009.

2. Purpose. This policy establishes a local standard and guideline for the use of candles and outdoor holiday decorations in Army Family Housing (AFH), Unaccompanied Housing (UH) and Barracks.

3. Applicability. This policy is applicable to all personnel assigned to AFH, UH and Barracks and their Family members and guests, tenant units and activities within the USAG Wiesbaden.

4. Policy. During the various Holiday periods, special care needs to be taken to prevent accidents and fires in homes. Specified precautions listed below shall be observed and adhered to:

a. Electrical Safety and Conservation.

(1) Exterior lighting and outdoor powered seasonal/holiday decorations will only be authorized for operation during the hours of 1700-2200 daily.

(2) Ensure all (indoor and outdoor) electrical decorations, wires, and plugs are in safe working condition prior to their installation and the capacity of the circuit or transformer is not exceeded.

(3) Electrical transformers must be disconnected/unplugged when not in use.

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(4) Additions, changes or other alterations to installed electrical wiring or fixtures are prohibited.

(5) Use only electric lighting sets that have the Underwriter's Laboratories Label (UL) or Host Nation (HN) "GS" and/or "TÜV" sign.

(6) Never use indoor-only lighting outdoors.

(7) Never cover cords or electrical wiring with rugs or other materials.

b. Candles, wax warmers and incense burners.

(1) When left unattended or misused are a major cause of fires. Occasional use of these items is permitted only in the AFH.

(2) Secure items safely within a suitable mount and ensure the area above, around and close to the area is clear of materials which are easily ignitable/flammable, such as drapes, decorations, clothes, paper items, etc.

(3) Don't move candles when lit. Extinguish candles, wax warmers and incense burners before leaving and always make sure the flame is completely out. An adult must be in attendance at all times when such items are burning.

(4) Continual and excessive use of these items, candles, wax warmers and incense burners, may create a heavy soot or wax build-up to your walls and ceilings which may go unnoticed until removing furniture and pictures. Any damage caused by build-up of soot or wax shall be at your expense. Removal of soot or wax to surfaces requires special and expensive preparation prior to painting.

(5) **Never leave children alone with lit candles, wax warmers or incense burners.**

(6) The use of open flame candles is **prohibited** in Unaccompanied Housing and Barracks.

c. Holiday decorations must be removed within seven days after the holiday. Cut trees, pine branches, and similar foliage and vegetation must be removed immediately if they become dry.

d. Ensure exterior seasonal/holiday decorations are properly secured to reduce accident or damage to personnel and property and are appropriate for all ages and not offensive in nature or gruesome. Exterior seasonal lights, in general, are not to be turned on prior to sunset and are to be turned off by 2200.

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e. Winter Holiday Lights and Christmas Trees.

(1) Make sure Christmas trees are at least three feet away from all heat sources.

(2) Open flame candles on Christmas trees are prohibited.

(3) Christmas trees are known fire hazards. Freshly cut live Christmas trees and immediately place in a container filled with water. Maintain the water level above the cut surface the entire time the tree is indoors.

(4) Diagonally cut at least one inch above the original cut before placing in water.

(5) Keep a live Christmas tree moist and properly watered to prevent drying. Immediately clean up any spilled water to prevent damage to the floor.

(6) Keeping the room temperature as low as possible and placing the tree away from heat sources aids in prolonging the tree's life.

(7) Do not allow combustible material to accumulate under or near the tree. Do not place the tree near a door where a fire could trap occupants in the room.

(8) If you decide to buy an artificial tree, be sure it is marked as made of fire resistant or low-burning materials.

(9) Metal trees will conduct electricity; never use electrical lights on metal trees.

(10) Check all strings of lights carefully before placing them on the tree. Replace frayed cords, loose sockets, broken lights and worn connections before the string of lights is used.

(11) Exterior lights shall not be used/lit prior to the week of Thanksgiving.

(12) Area, Section, Building and Common Area Coordinators will be held responsible for monitoring and maintaining compliance with the above guidelines.

f. Area, Section, Building, Common Area Coordinators in AFH, UH and Barracks.

(1) Ensure residents of UH and Barracks are not using candles, wax warmers or incense burners in their rooms.

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(2) Ensure AFH, UH and Barracks access to building emergency/fire exits, exit ways, and stairs are identified and are clear of obstructions and not locked, blocked or chained to render them inaccessible. The installed panic hardware must be in good operating condition.

(3) Ensure AFH, UH and Barracks building exit doors can be readily opened from the interior of the building at all times, and no unauthorized locking devices are installed.

(4) Inspect all fire extinguishers and ensure defective/empty and/or outdated fire extinguishers are exchanged at the Fire Department, Bldg 1001, Wiesbaden Army Air Filed, 0611-705-5315/5883.

g. Ensure Emergency Telephone Numbers are posted next to each telephone. The Emergency numbers for USAG Wiesbaden are:

Military Police: DSN:	114	Civ: 0611-705-114
Fire Department: DSN:	117	Civ: 0611-705-117
Fire Department Non Emergency:	387-5315/5883	Civ: 0611-705-5315/5883
Military Ambulance: DSN:	117	Civ: 0611-705-117
German Police: Civ (when dialed from a non-government phone):		110
German Fire & Rescue: Civ (when dialed from a non-government phone):		112
German Ambulance: Civ (when dialed from a non-government phone):		112

5. Point of contact for this memorandum is the USAG Wiesbaden DPW Housing Facility Branch, DSN 548-4406 or civilian 0611-143-548-4406.



TODD J. FISH
COL, LG
Commanding