



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

IMWB-ZA

MAR 28 2016

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, Housing 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 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) Do not 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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(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 Field, 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.



MARY L. MARTIN  
COL, AG  
Commanding