



DEPARTMENT OF THE ARMY
UNITED STATES ARMY GARRISON WIESBADEN
UNIT 29623 BOX 50
APO AE 09005-9623

AMIM-WBG-ZA

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

SUBJECT: United States Army Garrison (USAG) Wiesbaden Command Policy Letter #82, Seasonal/Holiday Decorations

1. References:

- 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.
- d. Department of Army Pamphlet 385-26, The Army Electrical Safety Program, 1 February 2013.

2. Purpose. This policy establishes a local standard and guideline for holiday decorations in Army Family Housing (AFH) and Unaccompanied Housing (UH).

3. Applicability. This policy is applicable to all personnel assigned to AFH and UH, to include their Family members and guests.

4. Policy. During the various holiday periods, special care is necessary to prevent accidents and fires in homes. In consideration of this, as well as our collective status as Host Nation guests and neighbors, exterior lighting and outdoor powered decorations are authorized for operation from sunset until 22:00 hours Sunday – Thursday and from sunset until midnight on weekends and holidays. Furthermore, exterior decorations should be appropriate for all ages; not be offensive in nature; and may be displayed three (3) weeks prior to the event period with removal to occur no later than fourteen (14) days afterwards.

a. Electrical Safety Tips.

(1) Interior lighting and decorative fixtures should be turned off no later than bedtime.

(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 should be disconnected/unplugged when not in use.

(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 (UL) label 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. Safety tips for candles, wax warmers, and incense burners.

(1) These items, when left unattended or misused, are a major cause of fires. Occasional use of these items is permitted in AFH and UH apartments.

(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 should be in attendance at all times when such items are burning.

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

c. Safety tips for winter holiday lights and Christmas trees.

(1) Ensure exterior seasonal/holiday decorations are properly secured, without "invasive" anchoring, to prevent injuries and falling/tripping hazards. Furthermore, decorations must not interfere with grounds maintenance or snow removal.

(2) Make sure Christmas trees are at least three feet away from all heat sources. Freshly cut, live Christmas trees should be immediately placed in a container filled with water. Maintain the water level above the cut surface the entire time the tree is indoors.

(3) Check all strings of lights carefully before placing them on the tree and replace

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frayed cords, loose sockets, broken lights, and worn connections before the string of lights is used.

(4) Organic decorations such as pumpkins and gourds may attract animals or pests when damaged. You may wish to consider taking them to a nearby forest as a treat for wildlife. For guidance regarding disposal of natural trees, contact the Recycling Center at DSN 548-4029 (Civ. 0611-143-548-4029).

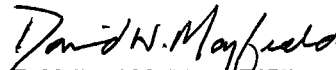
d. Area, Section, Building Common Area Coordinators in AFH, UH/Barracks Managers.

(1) 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 and exit doors must be able to be readily opened from the building interior at all times.

(2) Inspect all fire extinguishers and ensure defective/empty and/or outdated fire extinguishers are exchanged at the Fire Department, Bldg. 1001, Clay Kaserne, 0611-705-5315/5883.

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

5. See next page for emergency contact information. Point of contact for this memorandum is the DPW Housing Division at DSN 548-4409; civilian: 0611-143-548-4409.


DAVID W. MAYFIELD
COL, MI
Commanding

EMERGENCY PHONE NUMBERS

Military Police: DSN 110 or 114 Civ. +49 (0) 611143-548-0110/0114



U.S. Fire/Rescue/Medical Emergency: DSN 112 or 117 Civ. +49 (0) 611143-548-0112/0117

U.S. Fire Department NonEmergency: 3375315/5883 Civ. +49 (0) 611 -705-5315/5883

German Police- Civ. (when dialed from a civilian phone): 110



German Fire & Rescue- Civ. (when dialed from a civilian phone): 112

German Ambulance– Civ. (when dialed from a civilian phone): 112

It is recommended to keep emergency telephone numbers near, or stored within, your telephone.