



Yale University

Office of the Fire Marshal

Fire Code Compliance

344 Winchester Avenue Suite A155
New Haven, CT 06511
Voice: 203-432-9923 Fax: 203-432-8937

OFFICE FIRE SAFETY FAQ

- When the fire alarm activates, **ALL** occupants **MUST** exit the building. Never use the elevators.
- Be aware of your environment. Know where the emergency evacuation routes and emergency equipment are. Have two ways your of your area.
- Keep all paths of egress free and clear of obstructions. Maintain a minimum aisle width of 44 inches at all times.
- Do not prop or block open fire doors. Fire doors are designed to keep smoke and fire from spreading. Only approved mechanical methods should be used.
- Use only surge protectors or power strips that have an internal circuit breaker. These units will trip the breaker and prevent overheating if the power strip overloads or is shorted.
- Surge protectors, power strips, and extension cords are not a substitute for permanent wiring.
- Do not plug surge protectors/power strips in to each other. This practice is called “Daisy Chaining” or “Piggy Backing” and can lead to serious issues.
- Never block fire alarm pull stations, fire alarm speaker/horn/strobe lights, fire extinguishers, sprinkler heads, or other emergency equipment. Keep all storage 18 inches away from ceilings.
- Only use approved space heaters. Never leave units unattended. Before every use, inspect units and cords for any signs of damage. If damage is found, do not use the unit. Only use UL (Underwriters Laboratories) listed devices.

If you have any concerns of fire/life safety issues in your workplace, please contact our office for a consultation at the voice number above or contact Facilities Operations at (203) 432-6888

Be Alert and Be Safe