

Celebrate Safely:

Fire Safety Tips for the Holidays



As the holiday season approaches, office parties and celebrations bring festive joy to our office space. However, it's important to ensure that safety remains a priority to protect everyone when decorating or hosting events. Follow these simple fire safety tips to keep our workplace safe.

Decorating Safely

- **Use Flame-Resistant Materials:** Ensure that decorations like garlands, banners, and curtains are made of flame-resistant materials.
- **Keep Exits Clear:** Make sure that decorations or furniture do not block exits, fire alarms, or sprinklers.

Holiday Lighting

- **Inspect Lights for Damage:** Check light strands for frayed wires or broken bulbs before use. If damaged, replace them immediately.
- **Avoid Overloading Electrical Outlets:** Plug decorations into surge protectors and don't overload outlets to prevent electrical fires.
- **Turn Off Lights at End of the Day:** Always unplug holiday lights and decorations when leaving the office to avoid overheating.

Party Planning Tips

- **Candle-Free Celebrations:** Use battery-operated candles instead of real ones to avoid fire hazards.
- **Maintain Safe Cooking Practices:** If your office celebration includes food, ensure that all cooking appliances, such as food warmers, are attended at all times and ensure you have a fire extinguisher nearby.

Emergency Preparedness

- **Know Your Evacuation Plan:** Ensure that all employees are familiar with the office's fire evacuation routes and Emergency Action Plan (EAP).
- **Assign Fire Safety Personnel to Watch:** During large gatherings, designate team members to monitor safety and assist in case of an emergency.

Stay Safe, Stay Informed

For more holiday safety tips, contact the Fire & Life Safety Unit or visit FDNY Fire Safety for Holiday Safety Resources: https://www.nyc.gov/assets/fdny/downloads/pdf/fire-safety-education/winter_fire_safety_english.pdf

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Post Until 11/30/2024

