

## FAQ

**Q What do I do if I smell gas?**

A Leave the premises immediately, closing the door behind you and call **911**. Do not turn on or off any lights or switches and do not use the telephone inside the building.

**Q What do I do if I smell smoke or a burning odor?**

A Leave the premises immediately, closing the door behind you and call **911**.

**Q My smoke detector and/or carbon monoxide detector is sounding constantly. What should I do?**

A Leave the premises immediately, closing the door behind you and call **911**.

**Q My smoke detector and/or carbon monoxide detector is “chirping” every so often. What should I do?**

A In most cases, an intermittent chirping sound, about every 45 seconds or so, indicates a low battery. Change the battery. If the sound continues, contact your alarm company or electrician. When in doubt, call **911** and request a fire chief to investigate. Please note, fire chiefs will not change batteries or service your fire alarm system.

**Q I had a small fire that I put out myself. Should I call the fire department?**

A Yes, you should always notify the fire department of any fire to ensure the fire is completely extinguished.

**Q What should I do after a fire? (Once the fire department is gone)**

A Report the incident to your insurance company. Get your family settled. Protect your property by boarding up and fencing. Be sure to save receipts for possible reimbursement by your insurance company. Do not remove anything from the site until your insurance company has contacted you. Your insurance company will be able to work with you to arrange for clean-up, replacement and reconstruction.

**Q How do I obtain a fire report?**

A If you require a fire report for an incident that this office investigated on your property, please call this office at (631) 329-3473 during regular business hours. If you are not the owner of the property, all requests will have to go through the Town Clerks Office.

**Q Do I need to post my house number on my property?**

A Yes. Posting the correct house number will help the fire and ambulance departments easily locate your home in the event of an emergency. If you are unsure of your house number, please call the Tax Receivers office at (631) 324-2770 to verify your address.

**Q What are the requirements for posting my house number?**

A House numbers shall be displayed so as to be easily seen from the street by both pedestrians and drivers of vehicles. The numerals, letters or script used to display the street address number of the building shall be either painted or made of metal or other durable material. The numerals, letters or script shall be at least four inches in height with a minimum stroke width of 0.5 inch and of contrasting color to the background.

**Q Can I have a fire on the beach?**

A Beach fires are permitted on Town beaches provided they are contained and all provisions of the Town Code, section 141-19, are followed.

**Q Can I have a recreational fire in my yard?**

A Small recreational fires are permitted. Fires should be set in a noncombustible container with a spark guard installed. Only clean, seasoned wood is to be used. The fire must not exceed two feet in any direction. The fire must be at least 25 feet away from any structure, side yard or combustible materials. A water source such as a charged garden hose must be available close to the site. Fires must not be set on windy days or if the smoke interferes with your neighbor's health or well-being. The Police or Fire Marshal may require that a recreational fire be extinguished when deemed to be dangerous due to wind conditions or size or whenever atmospheric or other circumstances present an increased fire hazard.

**Q Can I burn trash, yard waste, leaves or scrap lumber in my yard or construction site?**

A No. Trash, yard waste, leaves and discarded building materials cannot be burned but must be properly disposed of.

**Q How do I apply for a tent permit?**

A Tent permits are issued by this office. The application is available elsewhere on this site.

**Q Do I need a business permit?**

A Though all businesses should contact the Fire Marshals' Office for periodic inspections, not all businesses are required to apply for a no fee business permit. Those that are required to apply for a business permit are listed elsewhere on this site.

**Q Do I need a fire department key box? (Knox Box)**

A "Knox Box" is an entry system that is a safe and easy way for first responders to access your building without causing damage to your property and can easily be secured when the responder leaves. A "Knox Box" is required on all commercial buildings with a monitored fire alarm and/or sprinkler system. All new residential buildings with a monitored fire alarm and/or

sprinkler system are required to install a “Knox Box”. The “Knox Box” system is also recommended for persons living alone who may not be able to answer the door and who might require emergency medical attention.

**Q How do I obtain a fire department key box? (Knox Box)**

A To obtain a Knox Box, you can visit them on the web at [knoxbox.com](http://knoxbox.com) or call their toll free number at 1-800-552-5669. There is more information elsewhere on this site.

**Q How do I schedule a fire safety inspection of my business or premises?**

A Simply contact this office at (631) 329-3473 during regular business hours to schedule a fire safety inspection.

**Q How do I obtain a fire safety inspection report?**

A Simply contact this office at (631) 329-3473 during regular business hours to request a fire safety inspection report.

**Q I plan to open a new business in East Hampton. Do I need to contact your office?**

A Yes. The Fire Marshals’ Office will arrange a meeting with you to discuss the use of your building and point out any fire safety issues that may exist or arise.

**Q Does my business have to be handicapped accessible?**

A All new commercial construction has to be designed to be “accessible”. Existing buildings must meet certain criteria of the Americans with Disability Act, ADA. Contact this office at (632) 329-3473 during regular business hours for further assistance.

**Q Are smoke detectors required for my building?**

A Smoke detectors are required to be installed in all residential buildings. Smoke detectors must be installed inside each sleeping room as well as outside, within 15 feet of each sleeping room. Further, there shall be at least one smoke detector installed on or near the ceiling in all common interior halls, corridors or stairways on each floor. Not all commercial buildings are required to have smoke detectors. Please call this office at (632) 329-3473 during regular business hours for more information.

**Q Are carbon monoxide detectors required for my building?**

A Carbon monoxide detectors are required in all buildings that have a source of carbon monoxide. For example, if you have an attached garage, oil or gas furnace or water heater, gas appliances or fireplace or woodstove, you are required to install carbon monoxide detectors. Carbon monoxide detectors are required to be installed on each level and within 15 feet of the sleeping room(s).

**Q Are fireworks legal?**

A No. Fireworks are illegal in New York State. Only trained professionals with proper licensing and approvals are permitted to handle and discharge fireworks within the Town of East Hampton.

**Q Are “paper lanterns” legal.**

A Though it is not illegal to sell, buy or possess paper lanterns, releasing lit lanterns constitutes an unattended recreational fire and is in violation of the New York State Fire Code.

**Q Do I need a fire extinguisher?**

A Fire extinguishers are required in every commercial building. Please call this office at (632) 329-3473 for assistance in selecting the correct fire extinguisher for your application. Fire extinguishers are not required in residential buildings but it is strongly recommended that one is available and you understand how to use it in the event of an emergency.

**Q Who inspects fire extinguishers?**

A Contact one of the fire extinguisher companies from the list located elsewhere on this site for service. Please note, all fire extinguisher companies that operate in Suffolk County must be licensed by Suffolk County.