

FIRE ALARM INSTRUCTIONS

TO TURN OFF ALARM

1. Take “round” key from top of control cabinet
2. Insert in front lock (“activate controls”) and turn to “on”
3. Press the red “silence alarm” button - second one down on the control panel
4. Press “reset” button – third one down
5. Reset the call point that was triggered by inserting and turning the black plastic “key” in the bottom of it
6. Turn “round” key to “off” and remove it

TO TEST ALARM

1. Select one of the “call points”
2. Insert “round” key (on chain on top of cabinet) in front lock (“activate controls”)
3. Set to “on”
4. Depress button on glass panel of call point
5. Hear alarm
6. Go to control cabinet and press “silence alarm” button - second red one down
7. Press “reset” button - third one down
8. Reset call point with plastic key
9. Turn “round” key to “off” and remove key

ZONES

1. There are three zones - listed on control cabinet
2. If alarm goes off, check control cabinet to see in which zone alarm was triggered
3. If red light below zone number is flashing or on, it is probably a real fire!
4. If yellow light is on or flashing, it is most likely a false alarm

CALLOUTS

There is a list of key members of the Management Committee, with their phone numbers, displayed on the alarm control panel. If the alarm goes off, either by mistake or in “mischief”, the “responsible person” in the Hall (hirer) is asked to ring one of these people and ask them to reset the alarm, as described above.

FAULTS

If there is a fault, it will be indicated by a yellow light flashing against the relevant “zone” on the control panel. Churches will need to be rung so that they can rectify the fault (07970 324 672 or 0870 608 4350).

IF THE ALARM GOES OFF

See the emergency evacuation procedure. One can tell which “zone” the alarm has triggered, ie where the fire is by –

1. Observing the fire!

2. Seeing which ceiling fire alarm detector has a light flashing on it
3. Seeing which light is on, on the control panel