PROCEDURE IN CASE OF A FIRE ALARM

When an alarm is heard in the building:

1. All fire marshals should go to the foyer on their floor so that they can communicate with whoever reaches the panel first, remember to take your cell phone with you

2. Whoever reaches the panel first should:

   - Press the **Accept Alarm** and **Silence Alarm** buttons
   - Press the **View Points** button to see which device is in alarm
   - The panel will tell you which device has triggered the alarm:
     - A **smoke detector** will display **ionization**
     - A **fire alarm break-glass** will display **call point**
     - A **key guard at an emergency exit door** will display **interface**
   - The panel will also tell you the location of device:
     - Block A, B or C
     - Floor 1, 2 or 3

3. Convey this information to the relevant fire marshals via your cell phone so that they can investigate the area where the device is (use the lists on the walls to give more detailed information if necessary)

4. If the fire marshal reports that no fire is detected, the Fire Alarm Panel can be reset by pressing the **Reset** button (this will then activate the fridge alarm panel to sound)

5. The fridge alarm panel also needs to be silenced by entering identifier code 000

6. Should there be a fire that cannot be controlled the premises must be evacuated by breaking the glass on the blue **Manual Call Point** next to the Fridge Alarm panel

7. This blue **Manual Call Point** can also be used to evacuate the building in case of another emergency not involving fire, such as a bomb scare