

How to reset the Fire Alarm

Silencing the alarm

1. Go to the Fire Control Panel in the Entrance Hall.
2. You will see a red light under the word 'Fire'.
3. You will see a red light in 'Fire Zone 1' on the Fire Alarm Control Panel. All 6 MCPs are linked to Zone 1 so this does not help you know which MCP has been activated.
4. Locate the red key (it stays in the lock on the control panel).
5. Turn the red key to the left.
6. The orange 'accessed' light comes on.
7. Press the red '**silence /resound sounders**' button
8. The alarms and bells will fall silent.

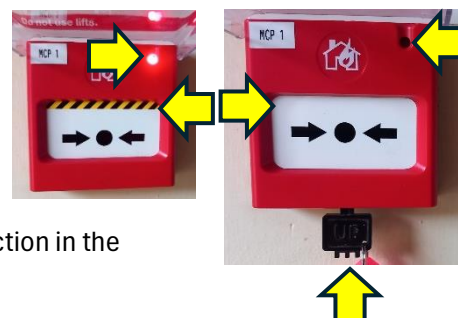


Before you reset the alarm

9. An alarm can be triggered by someone pressing a Manual Call Point (MCP - there are 6 in total).
1 by the front door, 1 in the Kitchen, 1 in the Meeting Room, 2 in the Main Hall and 1 by the fire exit beyond the Bar.
10. If one has been activated you need to find out why and by whom. If it was because they believed there is a fire call the fire brigade on 999.
11. It was accidental reset the MCP as below:

Resetting the MCP

12. Go to the Manual Call Point that was activated. If there is no fire, collect the black 'UP key' from the locked red box in the Lighting & Heating Controls cupboard.
13. Using the black plastic key with the prongs facing upwards and with the word 'UP' facing you and the right way up, insert it in the hole in the bottom of the Call Point box (it's near the front in the middle).
14. Push the upwards firmly with 2 hands until the yellow and black striped section in the display disappears and the red light goes out.
15. Withdraw the UP key
16. Lower the flap to prevent accidental activations.



If no MCP has been activated

The alarm system does not have smoke or heat detectors so, if no MCP was activated, there must be a fault in the system. Carry on and reset the system and follow the '**Reporting the alarm activation**' instructions.

Resetting the alarm

17. Return to Fire Alarm Control Panel.
18. Press the green 'control panel reset' button.
19. The Fire Alarm Control Panel will beep a few times.
20. Turn the red key back to the right to the vertical position.



Reporting the alarm activation

21. Send a message to Colin (07737 421 703) reporting that the alarm has sounded and that you have reset it. Also say whether an MCP had been activated or whether it was due to a fault and if the orange 'General fault' light is still on after the reset (this would indicate there is a problem with the alarm which needs an engineer to be called).
22. False alarms are required to be recorded in the log by the appointed Committee member (Colin Lavelle).