

## **FIRE ALARM IN NUMBER 15 AND 17 STATION ROAD**

Metal key number 827 warehouse, plastic key for No.17 both keys attached to fire boxes on the wall by both doors.

Plastic key is for testing the Manual Call Points (MCP)

We need to do a weekly test of the MCP's. Test one a week every week and a log must be taken of this to include date, time, zone (box number), action, initial. This will need to be producible to show fire alarm engineer.

To test put the plastic key in the holes/holes under the red MCP. Old version has one hole and new has two, this simulates the glass breaking and sets off the alarm. Needs to be done at the same time every week. So staff are aware of this. May need two people to do this. One to do MCP and the other to stand by the box.

When the alarm has sounded press silence alarms then press reset.

Need the metal key in alarm main box – turn to right to enable the buttons on the box and back to upright, normal, to disable the buttons.

- Reset – to reset the alarm
- Silence Alarms – for testing and if it goes off re fire or other cause
- Silence Fault – For when there is a power cut
- Evacuate – Can be used to do evacuation test. If done at different time to MCP test.

If the glass is broken in the MCP the alarm will not reset and will need to ring Keybury 01535 661197 to replace glass.

Do not need to do evacuation test every time test MCP but need to do them regularly maybe 3 monthly.

If the alarm is not a test then the responsible person must check the building for the source of fire/heat/fault. Never reset if the cause is not found.

The Main box will have a zone lit up and in that zone one of the sensors will have a red light on it, indicating that it is the one that has detected the fire or heat, have a fault or one of the MCP will have been activated (the glass will be broken or plastic will have dropped down with yellow line on the top).

If the MCP glass has been broken Keybury will come the same day to replace.

Boxes are located at the main entrance, goods in entrance, back door by Tom Thumb room and the landing outside MDs office.