Fire alarm testing procedure (Breakaway)

The Fire Alarm Panel is situated in the reception area on the right side by the door.

Fire points Locations:

No 1: Front Porch
No 2: A Side Exit
No 3: A-Side Lounge
No 4: Kitchen
No 5: B Side Lounge
No 6: B-side Exit

- Fire Alarm (In house) and Emergency Lights checks (via SBC) to be Completed Weekly.

- Fire Drill to be done once a month.

- Sound Alarm using a different numbered fire point each on a weekly rotation – *see fire book*

- Emergency Lighting is tested once every month by the building management team, there is no requirement to do this in-house.

- All staff have been shown the fire exits, fire points, how to sound the fire alarm, assembly point, etc. during their induction.

Procedure for Testing Alarm

1) Inform adults and young people onsite

2) Trigger the call point by pressing the glass in the middle after lifting the flap.

3) Whilst Alarms are sounding, check all exits doors are released. And internal door are shut

4) To silence the alarm, go to the fire alarm panel (see picture below) and press the silence button.

5) To reset the call point, use the bi-fork key at the bottom and press the bottom panel up.

6) Go to the fire panel again to reset the alarm panel by pressing the following buttons in sequence one after the other;

    - Mute

    - Silence

    - Reset

7) Once silenced, check all exit doors are closed properly and locked.

8) Check all the fire equipment. Any faults must be reported straight away to facilities.

9) Record test in fire book (Record of Weekly Fire System & Equipment Test sheet), detailing which point was tested, any findings and report/s made.

10) All faults must be reported and logged straight away (facilities) management must be informed, and handed over to the next shift leader