



## Fire Alarm Test Instructions:

Recording of Fire Alarm Tests:

### Recording of Fire Alarm Tests & Automatic Electromagnetic Door Releases

Fire Alarm Test

#### 1. Log Book

#### Complete Alarm Sheets

- (1) Panel type from Alarm Panel
- (2) Type of sounders: Sirens, bells, Electronic
- (3) Tick relevant boxes for the type of equipment supplied.
- (4) Complete an entry for each alarm point in the building. You may be required to walk the building to locate all the alarm points and number them accordingly by using appropriate permanent markers or stickers.

Once you have completed the above the Alarm Sheets are complete and you can now start your tests.

#### 2. Weekly Tests

As these tests are not for evacuation purposes testing should be arranged for the same day and time every week. You should display in the foyer a Notice indicating that an alarm test will be carried out. There is no requirement for any occupier to evacuate the premises and they should be forewarned accordingly. **On all other occasions the premises must be evacuated .**

All other persons resorting to the premises, for example tradesmen, must also be informed.

#### 3. Procedure

Normally, for convenience, it will take two persons to test the system, ie , one person at the fire alarm panel one person at the alarm point being tested.

**Before carrying out any test it is important that:**

**(a) Security is informed (50/2257)**

**(b) Fire Brigade Control is informed. (228/2401 ask for control) Security may do this for you.**

**Failure to do so will mean that Fire Appliances will arrive, together with security.**

Ensure you have the appropriate test key for the Alarm Point.

Ensure the Key for the Alarm Panel is in the appropriate position, and switched on.

For coded panels with key buttons the appropriate coding procedure will be required to **Enable** the key buttons. Ensure that you know the correct coded procedure for the Fire Alarm panel before commencing the test.

Proceed to the chosen Break Glass Point and insert the Alarm point key thus activating the alarm. Do not leave the alarm point key in the Break Glass point. If this key is not removed you will not be able to reset the Alarm panel.

For key operated panels allow a short Alarm and **Cancel and Reset** using the buttons on the Alarm Panel Turn the key to Off position

For coded panels allow a short Alarm and **Cancel and reset** using the key buttons on the Alarm Panel. Use coding procedure to **Disable** the key buttons.

**Once the test is complete inform Security and the Fire Brigade accordingly.**

The same break-glass unit should not be tested every week. Each individual break-glass unit should be tested on a weekly basis until the whole system has been tested. When they have all been tested the process should be repeated starting at the first Break-glass unit on the alarm system.

Record the test and result in the appropriate section of your logbook. All faults must be reported to the Estates & Buildings Repairline on 650-2494.

If you encounter any difficulties in carrying out your tests please contact the University Fire Safety Adviser 651-3050.

**Doors fitted with Automatic Releases**

Doors fitted with these devices will close automatically on operation of the Fire Alarm. The location of these doors must be indicated on the appropriate sheets in the logbook.

After testing the Fire Alarm these doors should be inspected to ensure the devices have operated and the door is in the closed position. You will require to reset these doors by pushing them open thus re-attaching them to the electromagnet. Please note the Fire Alarm test must be finished before the magnetic device will re-engage.

Similar to the Alarm procedure all faults must be reported to Estates & Buildings Repairline on 650-2494.