# Chinook's Edge School Division

# Fire Alarm System Check List.

**Daily Checks**

1.  Check the display panel to ensure the 'on' or 'power' light is on and there are no trouble lights illuminated.
2.  Phone Maintenance if the power light is off or a trouble light in on.

**Fire Alarm tests**.

1.  Testing of the fire alarm is to be undertaken once a month. The time can be at the discretion of the tester.
2.  While fire alarm system is being tested, the evacuation plan of the school also can be tested. This is usually done by the Principal.
3.  Preparation for a fire alarm test.
    a.  Phone the security company to tell them you are doing a fire alarm test.
    b.  You can also phone the fire department answering service to inform them you are doing a fire alarm test.
4.  Conduct the test
    a.  Pull a pull station in the school, use a different pull station for each months test moving around your building.
    b.  Walk around the building to check that the horns and strobe lights are operating.
    c.  Check to ensure fire doors that have magnetic hold opens close.
    d.  The HVAC system should shut off. This is normal.
    e.  Check the security alarm key panel. It should display a notice saying Fire Alarm. It also may show a zone number.
    f.  Check the display panel to see that the correct zone light is on.
    g.  Check the display panel to see if any of the trouble lights are on.
    h.  Reset the panel
        i.  Push the acknowledge or silence switch to shut the bells off.
        ii.  Push the reset button to reset the panel.
        iii.  Check to see if the 'on' light is illuminated and the trouble light is off.
    i.  Fire Doors with magnetic hold opens will need to be opened again.
    j.  Notice if the HVAC system starts up again.
    k.  Phone the alarm company to inform them to take the panel off 'Test". Ask them if they received the alarm. It is very important to ask this question specifically.
    l.  Record the data in the **Red Fire Safety Plan** *duo tang, normally located in the School office*. Also keep a copy of this data in your custodial office.

**Other information on the panels**

1. **Trouble** – the panel supervises itself to ensure it is ready. Some things that can set a trouble signal is low battery, no AC power, a line to a detector is cut, ground faults etc.
    a. Pushing the **<u>trouble silence</u>** will stop that annoying buzz. The light will stay on to tell you the system is still in trouble. <u>Please note that while the unit is in trouble, it will continue to monitor for fire and if it detects a fire, the fire alarm will come on</u>
2. **Lamp test** – some panels have this button – it is to allow you to check to see if all of the display lamps are operating and not burned out. More applicable to old panels with incandescent lamps.
3. **Alarm Silence.** After about 30 seconds (depending upon the panel) you can silence the fire alarm bells/horns. This requires you to push the '**<u>alarm silence</u>**' button on the panel. The zone light and alarm light will stay on and if another devise goes into alarm (detects fire/smoke or a pull station is activated) the alarm will start all over again.