

LOCATION:	WRITTEN BY:	APPROVED BY:	DATE :	LAST REVISION:
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HAZARDS PRESENT	ADDITIONAL REQUIREMENTS
<ul style="list-style-type: none"> • Fire Dept. not notified • Fire and no warning system in place 	<ul style="list-style-type: none"> • Fire Panel working knowledge • XL Alarms contact information

SAFE WORK PROCEDURE

FIRE DRILL PROCEDURE:

- 1) The building caretaker shall telephone the central monitoring agency, XL Alarms (#204-231-1072) immediately prior to the drill and advise that a fire drill is about to take place. Caretakers shall:
 - a) Document the time, date and the name of the operator you are speaking with.
 - b) Advise the monitoring company that a Fire Drill is about to take place
 - c) Let them know you will call back once the fire drill has been completed.
 - d) Let them know approximately how long the drill will take and be sure to account for any delays.
- 2) The fire alarm system shall be activated via operation of a manual fire alarm pull station by the building caretaker or designated staff member. Pull stations shall be randomly selected so that a different station is activated during each fire drill (10 different pull stations/year).

*Note: cycle the use of pull stations but **remove the glass rods** (where applicable) prior to pulling the lever down. Do not break the glass rods. Remove the glass rod by unscrewing the pull station cover and removing the glass rod. Press the button beneath the cover to activate the pull station.*
- 3) Proceed with the fire drill.
- 4) Caretaker shall go to the fire alarm annunciator panel and check that the correct "Zone" came in. (If your school has an annunciator).
- 5) Go to Fire Alarm panel. Check that the correct "Zone" came in. Wait by panel until all occupants have left building. Check to make sure that no other zone has tripped. (Sometimes students may pull a pull station on the way out. If that happens check that zone for activated pull stations and reset them)
- 6) Upon completion of the fire drill the all clear signal shall be given by the principal (everyone is accounted for) and the staff/students shall return to their offices/classrooms.
- 7) Reset the pull station to its original position.
 - For a standard pull station:
 - Use a 1/8" flathead screwdriver (pull station reset key) and insert it into the small hole in the pull station.
 - Place the flat head of the screwdriver over the metal lever and wedge the screwdriver handle up as you close the cover.
 - The cover will snap into place.

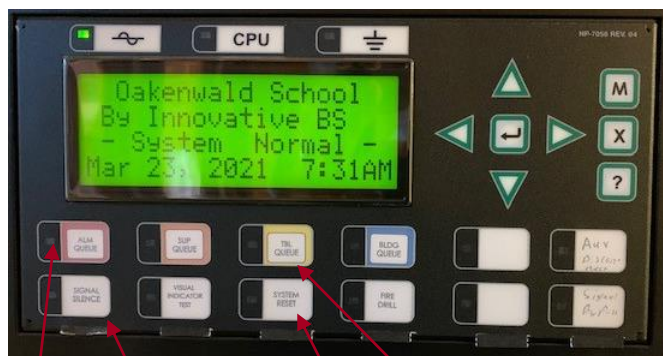
- For a glass rod pull station:
 - Re-insert the glass rod.
 - Replace the cover and screw in to secure.

8) The head caretaker shall reset the fire alarm system.

- Go to the fire alarm panel and press and hold signal silence for 3 seconds. The bells will go silence and the panel trouble buzzer will sound.
- Press buzzer silence (acknowledge trouble). The trouble buzzer will silence.
- Press the system Reset Hold for 3 seconds panel should clear.
- Once the fire alarm has returned to normal status, telephone the central monitoring agency to notify them that the drill has been completed and that they received the signal.

Note: at no time shall silent fire drills take place.

Your panel may be addressable (with display)..... or without.

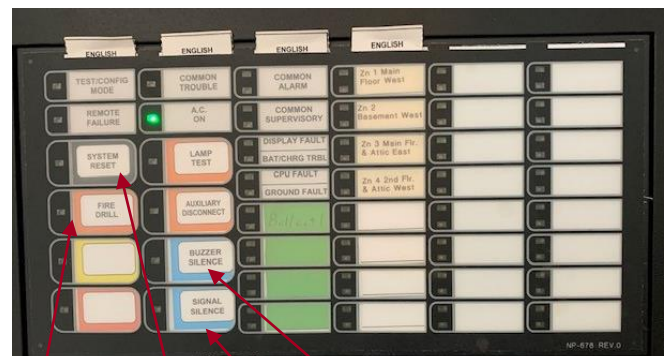


Alarm

Trouble

Signal Silence

System Reset



Alarm

Buzzer Silence

System Reset

Signal Silence

FIRE ALARM EMERGENCY: CARETAKERS RESPONSIBILITIES

- 1) If the emergency is fire related check the fire panel for zone activation.
- 2) Meet the fire department at the main entrance
- 3) Direct the fire department to the zone that has been activated.
- 4) Relay the findings to the school administrator.
- 5) In the event of a fire, the school administrator in consultation with the fire chief and SAT will determine the next step.
- 6) After the fire chief has given the all clear and at the direction of the fire department, reset the fire panel and ring the outside bells for re-entry or consult with the school administrator. Note: The fire department may reset the panel or ask the caretaker to reset the panel. Follow the instructions above for resetting your panel.

Note: DO NOT silence the bells or reset the panel without consent from the fire department.

- 7) Reset the system and call XL alarms to restore the system. Note: The fire department may reset the panel or ask the caretaker to reset the panel.
- 8) Reset the burglar alarm panel, where applicable.

Note: DO NOT return inside a building to look for a fire, life safety is of utmost importance.

TROUBLE ALARM:

1. XL alarms will receive a notice that there is a trouble alert on the panel and will notify the appropriate supervisor.
2. Press buzzer silence (acknowledge trouble). The panel trouble buzzer will silence for a short period of time and then sound again.
3. Read the display, the panel will indicate the zone location and possibly problem device (depending on the panel).
4. Go to the area/zone and fix the problem, if possible. If you cannot fix the problem, contact the custodial supervisor or the utilities supervisor for assistance.
5. Once the problem has been repaired the system (trouble indicator) will normalize itself.

REGULATORY REQUIREMENTS

- Manitoba Fire Code
- WS&H Act W210, Section 4, 5, 7, 7.1
- Mircom Fire Panel Instruction Manual