

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

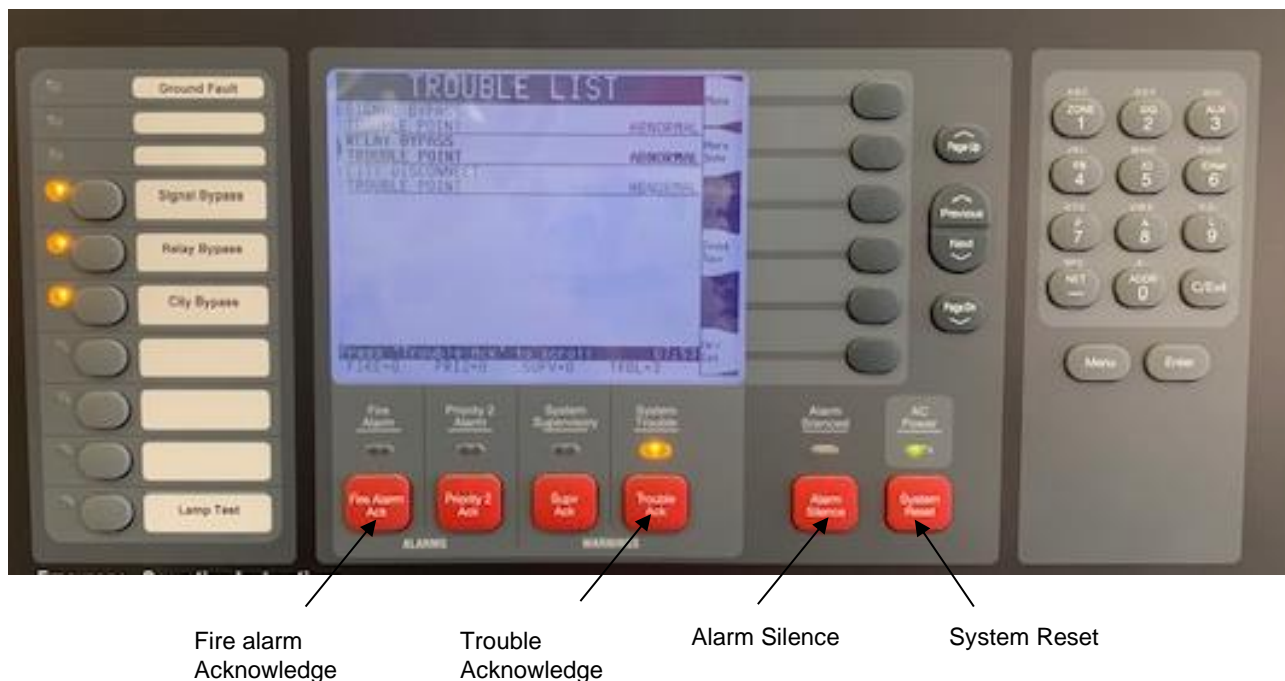
- The building caretaker shall telephone the central monitoring agency, XL Alarms (#204-231-1072) immediately prior to the drill and advise that a fire drill is about to take place. Caretakers shall:
 - Document the time, date and the name of the operator you are speaking with.
 - Advise the monitoring company that a Fire Drill is about to take place
 - Let them know you will call back once the fire drill has been completed.
 - Let them know approximately how long the drill will take and be sure to account for any delays.
- 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.*
- Proceed with the fire drill.
- Caretaker shall go to the fire alarm annunciator panel and check that the correct "Zone" is indicated in the display window.
- 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)
- 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.
- 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 panel and press the “Fire Alarm Acknowledge” button. The trouble buzzer will silence.
- Press the alarm silence button to silence the bells. The simplex panel has a one-minute delay between when the bells ring and when you can silence the bells. If it has not been 1 minutes the bells will not silence until the countdown is complete.
- Press the “System Reset” button. The panel display should clear in approximately 30 seconds.
- 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.



TROUBLE ALARM PROCEDURE:

1. Press “Trouble Acknowledge” button to silence the trouble buzzer.
2. Read the display, the panel will indicate the problem and the zone location.
3. Go to the area/zone and fix the problem, if possible. If you can not fix the problem, contact the custodial supervisor or the utilities supervisor for assistance.
4. Once the problem has been repaired the system (trouble indicator) will normalize itself.

FIRE EMERGENCY PROCEDURE - CARETAKERS RESPONSIBILITIES

1. Stop what you are doing and evacuate the area.
2. Proceed to the fire enunciator panel at the front doors and check the system display for the zone activation.
3. Press the Fire Alarm Acknowledge button. The trouble buzzer will silence.
4. Wait for the fire department and meet them at the main entrance.
5. **DO NOT SILENCE THE ALARM OR RESET THE PANEL, WAIT FOR THE FIRE DEPARTMENT.**
6. Read the display to determine the zone/device affected. Direct the fire department to that zone that has been activated.
7. Relay the findings to the school administrator.
8. In the event of a fire, the school administrator in consultation with the fire chief and SAT will determine the next step.
9. In the event of a false alarm, or after a after an alarm has been investigated, wait for the fire chief to give 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.
10. Reset the system (as per above) and call XL alarms to restore the system. Note: The fire department may reset the panel or ask the caretaker to reset the panel.
11. 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.

REGULATORY REQUIREMENTS

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