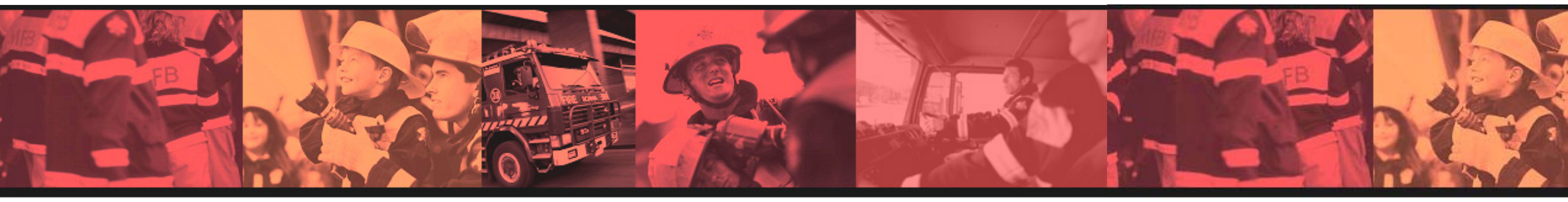

Practical solutions and tips to assist in the prevention of unwanted false alarms

Manage your site:
Egress, isolations and the alarm generally

If you need to alter, relocate or remove fire alarm equipment, permission is required from a Registered Building Surveyor

We also suggest you inform your insurance company of any intended changes.

egress of public (hire of hall, room or building)

- Establish procedures to manage buildings that are hired by third party.
- Clearly notify the third party the existence of the fire alarm system and the limitations of their egress and activities.
- Clearly establish responsibilities of the third party, especially if a building manager in your employ is not at the site.

egress of trades and contractors

- Ensure procedures are in place to control the egress of all trades and subcontractors at your site.
- Consider writing to contractors before they commence work, informing them of procedures they must adopt and who they must report to before any work is commenced.

assess risk

- Before work commences, evaluate the need for <u>temporary</u> isolation ensuring correct procedures are put in place to manage the isolated area (Refer to link under ‘Automatic Fire Alarm Systems’)
- Allow for drift of dust, steam, fumes, etc. when selecting which zones or circuits should be temporarily isolated.

manage the alarm

- Document the risk and actions required. Details may include:
  - type of work to be undertaken
  - duration of work
  - areas that will be affected by the proposed work
  - zones or circuits numbers that will need to be isolated
  - location of fire alarm cables
  - contact details of trades undertaking work
- Before resetting the alarm, check the LED’s on detectors have not activated. It is possible that detectors may have become contaminated.
- As an added precaution, especially if your detectors do not have LEDs, follow the procedure below:
  - isolate the entire alarm (using the isolate key)
  - at the FIP, de-isolate the zones or circuits
  - check for any zones or circuits in alarm
  - if clear, de-isolate the entire alarm (ASE)
  - if still in alarm, isolate the affected zone or circuit and de-isolate the entire alarm
  - check your detectors and for any residual dust, etc. and repeat the procedure – if still in alarm, we recommend you immediately contact your maintenance company for assistance.

always isolate for a minimum of time

Manage your site:
Egress, isolations and the alarm generally

manage all isolations

- Always use the minimum isolation methods eg. isolate individual zones or circuits at the fire indicator panel.
- Isolate for a minimum of time
- Always initiate alternative fire protections procedures while any part of the alarm is isolated.

time out for isolation key

- An alarm isolated by the use of the 'isolation key' will automatically time out and return to fully operational status. The following monitoring companies have advised these times:
  - 12 hours - Chubb
  - 12 hours - ADT

time out for test key

- An alarm placed in 'test' mode by the use of the 'test key' will automatically time out and return to fully operational status. The following monitoring companies have advised these times:
  - 2 hours - Chubb
  - 2 hours - ADT

emergency isolations

- Your monitoring provider may be willing to temporarily isolate your alarm for up to 24 hours to accommodate emergency works. (ADT also has the ability to isolate a specific input.) Please contact your provider for specific information and requirements prior to isolation.

contact information

- Ensure your monitoring provider has correct information for your organisation's contacts – both during office hours and after hours.

Do not leave your entire alarm (ASE) in isolation mode

Refer to brochure 'Direct Automatic Alarms' under Publications