Fire Panel Training

Winter 2022

Evacuate then Investigate

- Your priority is to safely evacuate everyone from the building
- Never silence a fire alarm until you know it’s not a real FIRE

Call 999 if there is a FIRE

- Call the Fire Service on 999
- Building address details are found on fire action notices

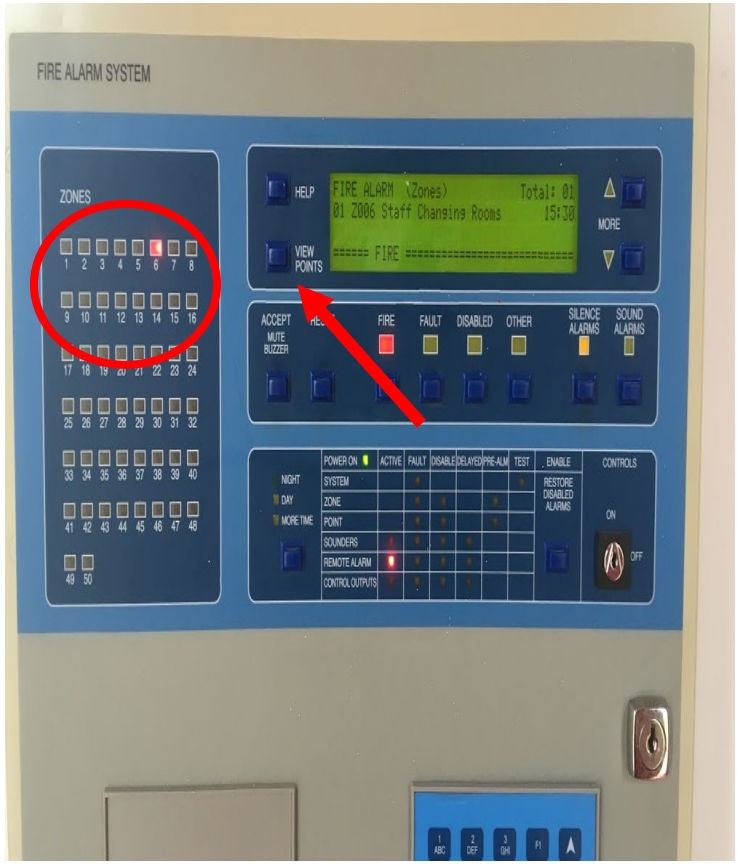
Evacuate

- Evacuate all pupils and visitors from the building
- Make sure they go to the Fire Assembly Point for your building
- A member of staff or senior pupil should always accompany them
- Work together with other staff to deal with the activation

Investigate

- The Fire Panels are in the building entrance hall/ corridor
- The Operating Instructions & Logbook are located **next to** the panel

Fire Panel Activated Ziton (Blue)



- The alarm sounders will sound and the panel will buzz
- The Ziton Panel (Blue) will show the activated zone (1st Photo)
- Press the “VIEW POINTS” button
- The Ziton Panel (blue) will display the name and location of the device that has been activated (2nd Photo)
- The Advance Panel (Grey) will say panel activated and trigger the alarm sounders on Private Side.
- An LED light will illuminate to indicate which zone of the building contains the activated device
- Go to location and check for fire, if ok return to panel to silence alarms

Fire Panel Activated Advance (Grey)

- The alarm sounders will sound
- The Advance Panel (Grey) will display the name and location of the device that has been activated and the blue panel will say Private Side Link
- An LED light will illuminate to indicate which zone of the building contains the activated device
- If it is this panel the activated device will only be on the private side.

Examples of Activated Devices

addressable

Red LED on a detector

addressable

Broken glass in a manual call point

If you discover a FIRE

Only attempt to tackle a fire yourself if:

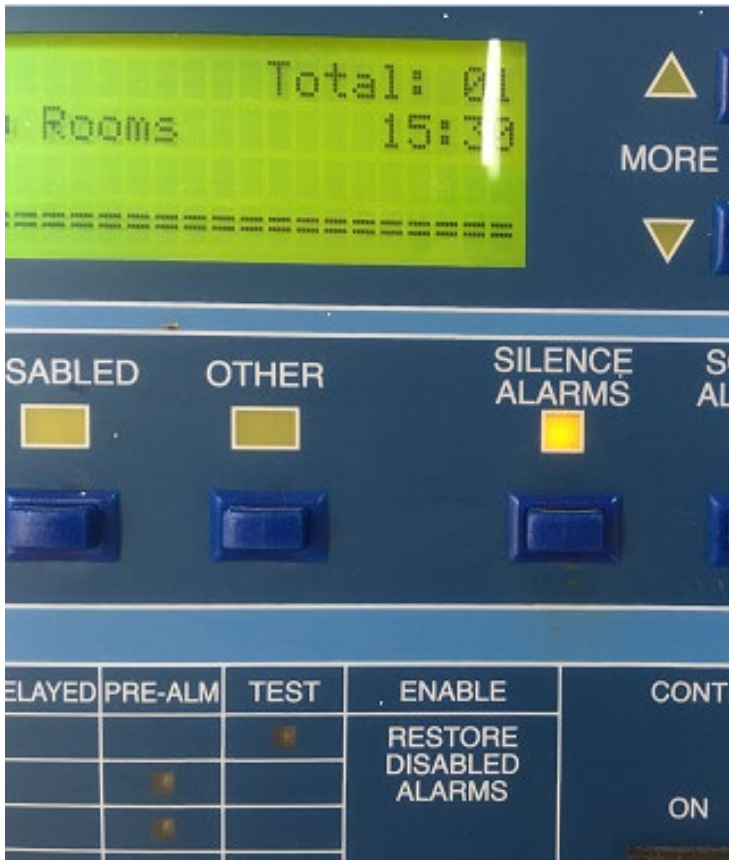
- You are confident enough to do so;
- You are not putting yourself or others at risk;
- It is one small bin-sized fire;
- You have completed Fire Extinguisher Training;
- You are using the correct type of extinguisher.

If you cannot put the fire out with a single extinguisher, **WALK AWAY**.

If you are not confident tackling the fire **GET OUT.**

Buildings can be replaced; people cannot.

Silencing the Alarm If Ziton Panel (Blue)



- Press “ACCEPT MUTE BUZZER” button to silence the Fire Panel
- Press “SILENCE ALARMS” to silence the sounders for the building.

Silencing the Alarm If Advance Panel (Grey)

- Press “ MUTE ” button to silence the Fire Panel
- Press “SILENCE ” to silence the sounders for the building.
- You will also need to press “Accept Mute Buzzer” then “Silence Alarms” on the Ziton Panel (Blue)

Update the Logbook Ziton Panel (Blue)

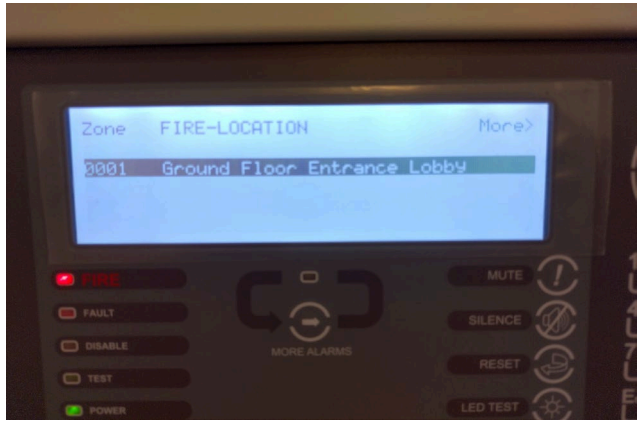
- Fill in the logbook with the date, time, and number of the activated device (which can be found in the Screen or on the device itself)
- Tick the relevant box for if the device was a detector or call point
- Record the reason for the activation and sign

Update the Logbook Advance (Grey)

- Fill in the logbook with the date, time, and number of the activated device. The information can be found by pressing the tick button then using the arrow right button. (Photo 1)
- The screen will then show as per Photo nunmbers 2-6 where you will get the device number under Adrs tab
- Tick the relevant box for if the device was a detector or call point

- Record the reason for the activation and sign

1



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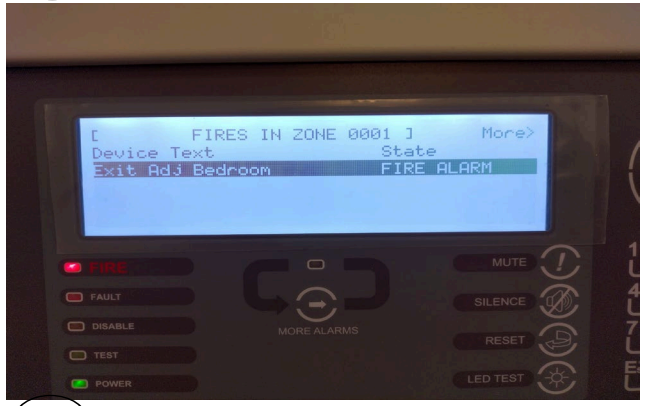

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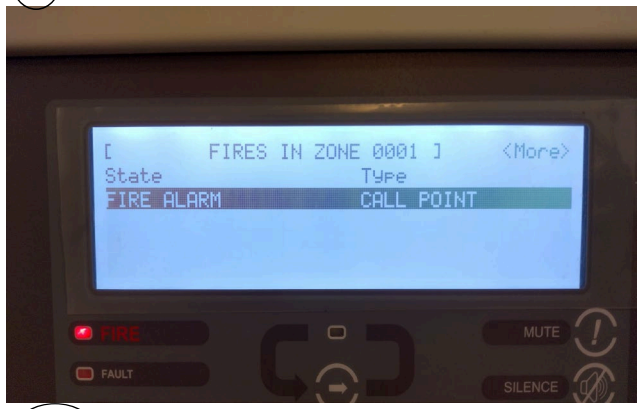

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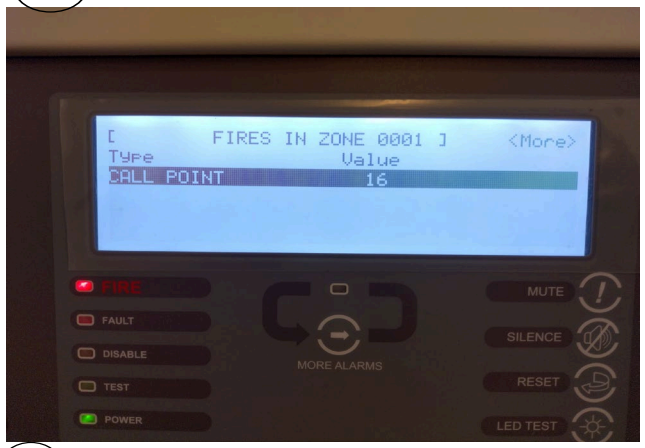

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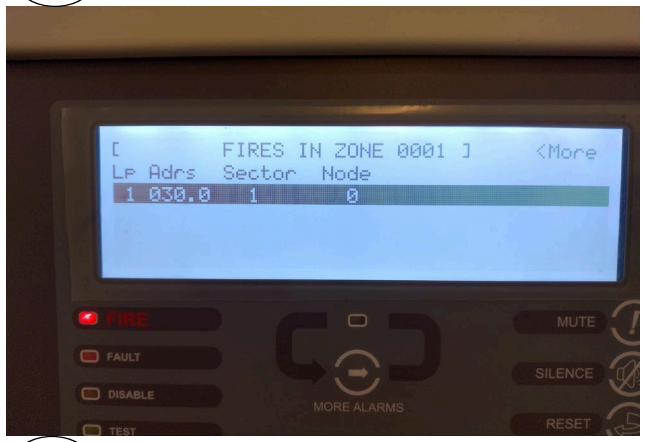
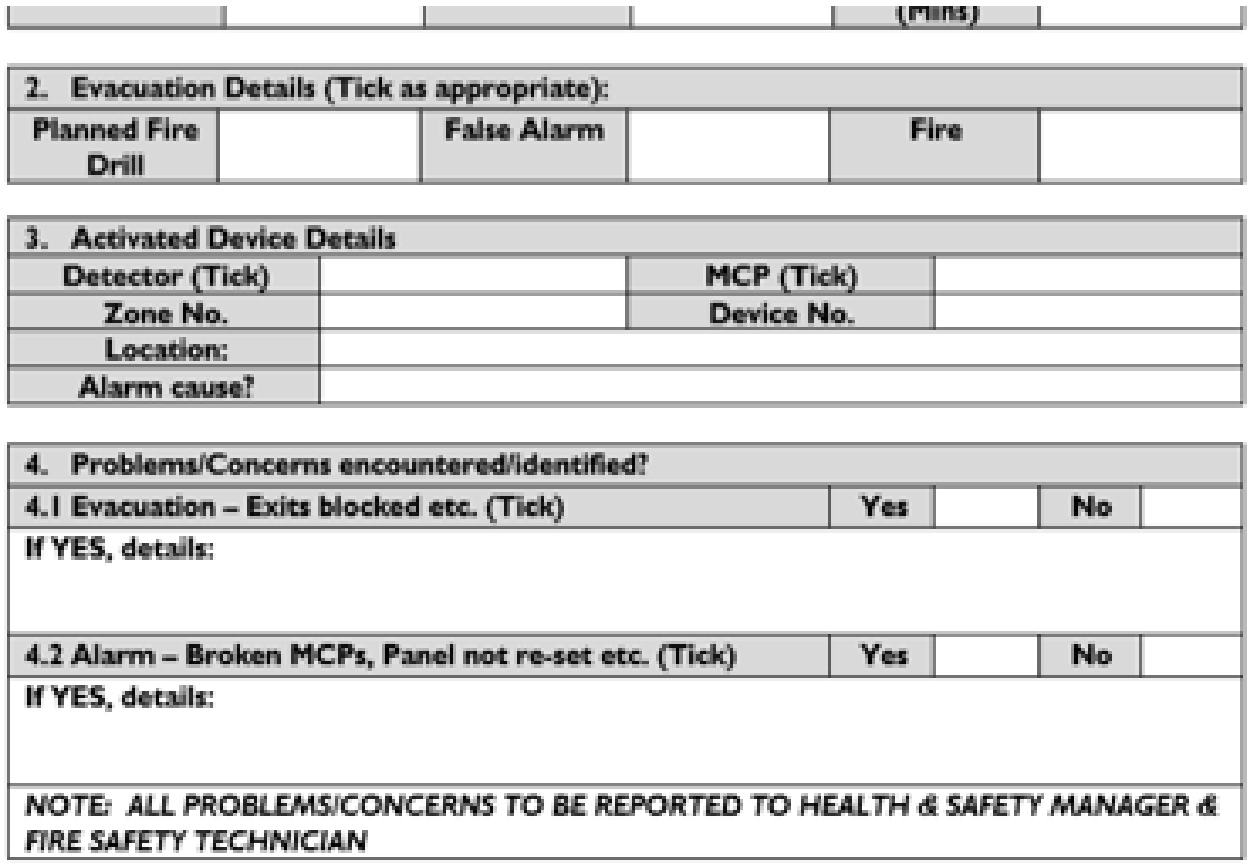


6

Complete the Fire Evacuation Report Form



				(Plans)	

2. Evacuation Details (Tick as appropriate):					
Planned Fire Drill		False Alarm		Fire	

3. Activated Device Details			
Detector (Tick)		MCP (Tick)	
Zone No.		Device No.	
Location:			
Alarm cause?			

4. Problems/Concerns encountered/identified?				
4.1 Evacuation – Exits blocked etc. (Tick)	Yes		No	
If YES, details:				
4.2 Alarm – Broken MCPs, Panel not re-set etc. (Tick)	Yes		No	
If YES, details:				
NOTE: ALL PROBLEMS/CONCERNS TO BE REPORTED TO HEALTH & SAFETY MANAGER & FIRE SAFETY TECHNICIAN				

- The Fire Evacuation Report Form can be found at the back of the Logbook.
- Completed forms should be sent to The Estates Contracts & Compliance Manager & the *Fire Safety Technician*

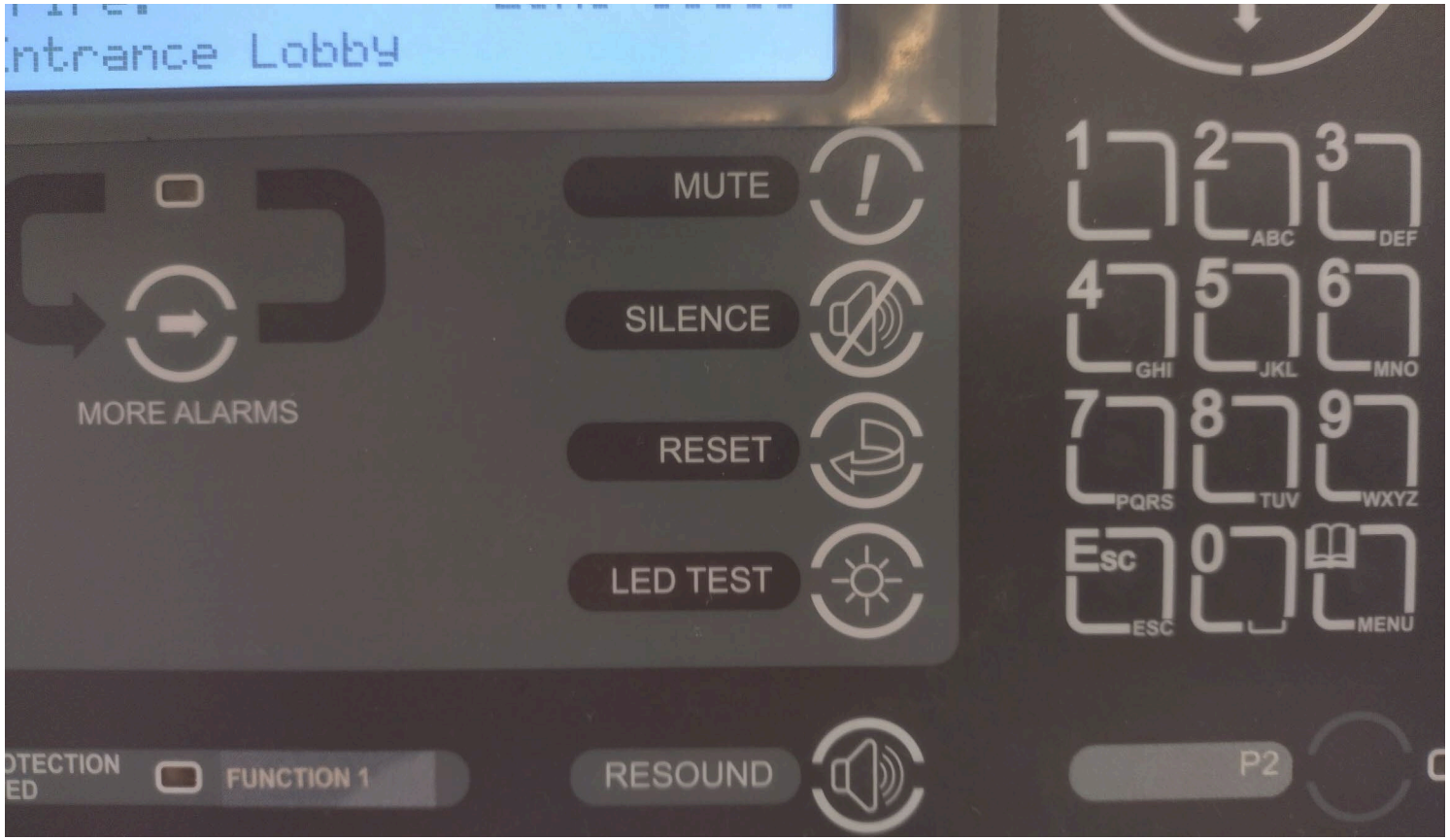
Manual Call Points

- If a manual call point has been broken, **do not** reset the Fire Panel; it will just reactivate the sirens.
- Silence the alarm and contact *Fire Safety Technician* on 07967726395, who will replace the glass and reset the Fire Panel.

Resetting the Fire Panel Ziton (Blue)

- If the glass in a Manual Call Point has been broken do not reset the Fire Panel; contact Paula Linnell (*Fire Safety Technician)*
- Press the “RESET” button once the paperwork has been completed

Resetting the Fire Panel Advance (Grey)



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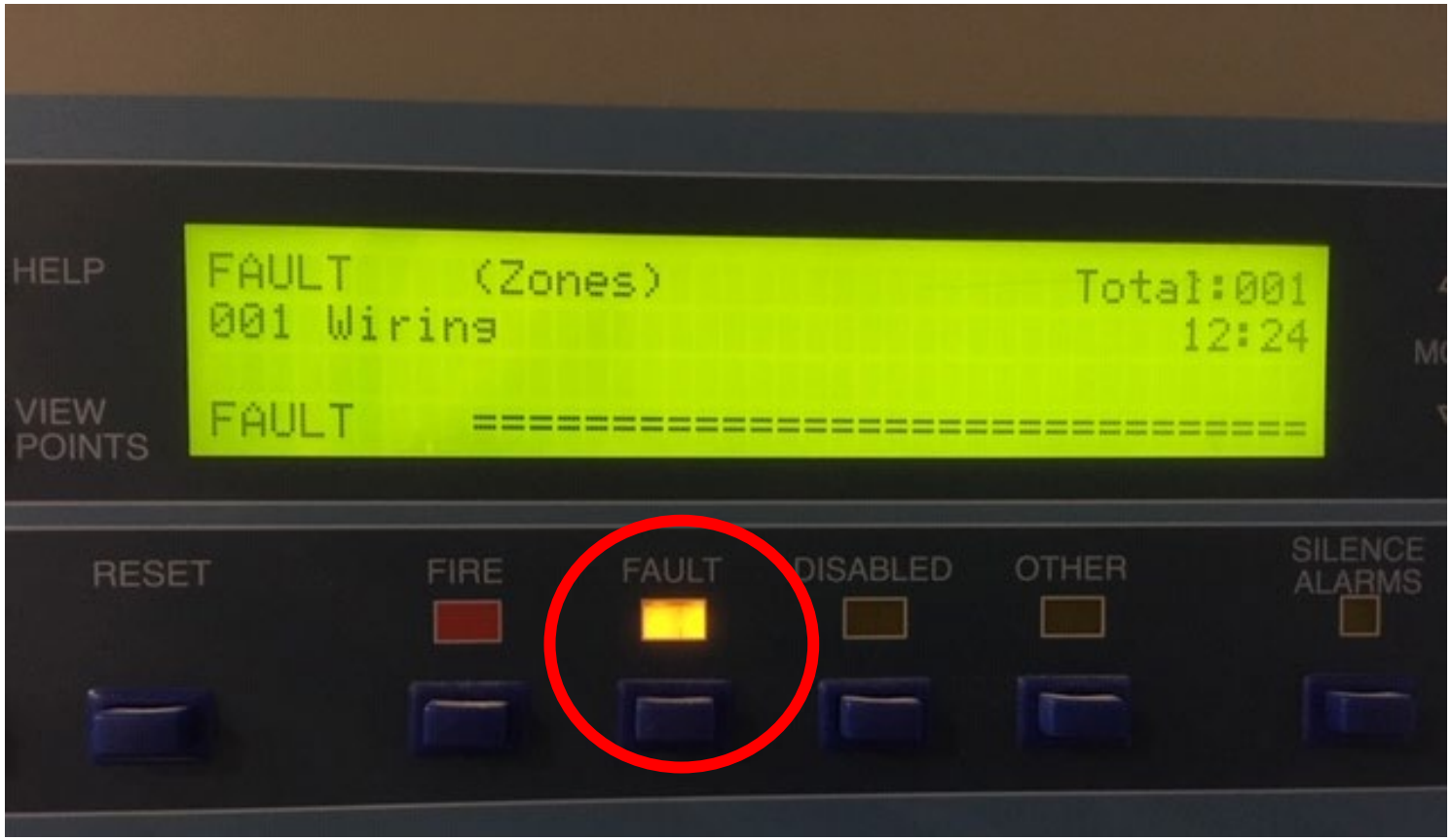
Fire Panel Faults



- If the Fire Panel goes into fault, the fault light will be illuminated either on its own or with an indicated zone.
- The Fire Panel will emit a buzzing sound to alert you that it is in “fault”.
- Using the device list in the back of the logbook, check devices in the indicated area for signs of damage, removal, water ingress etc.

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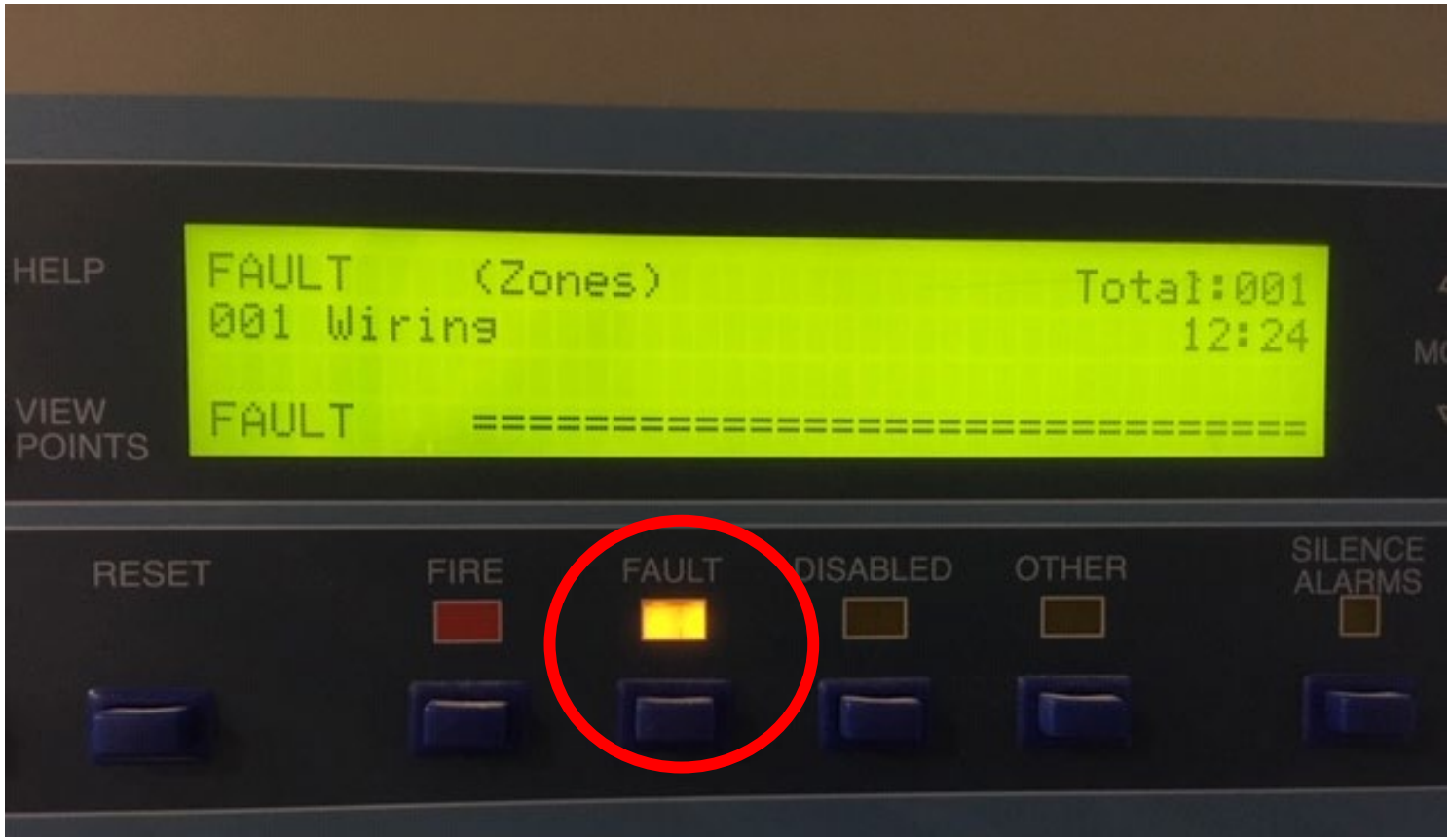

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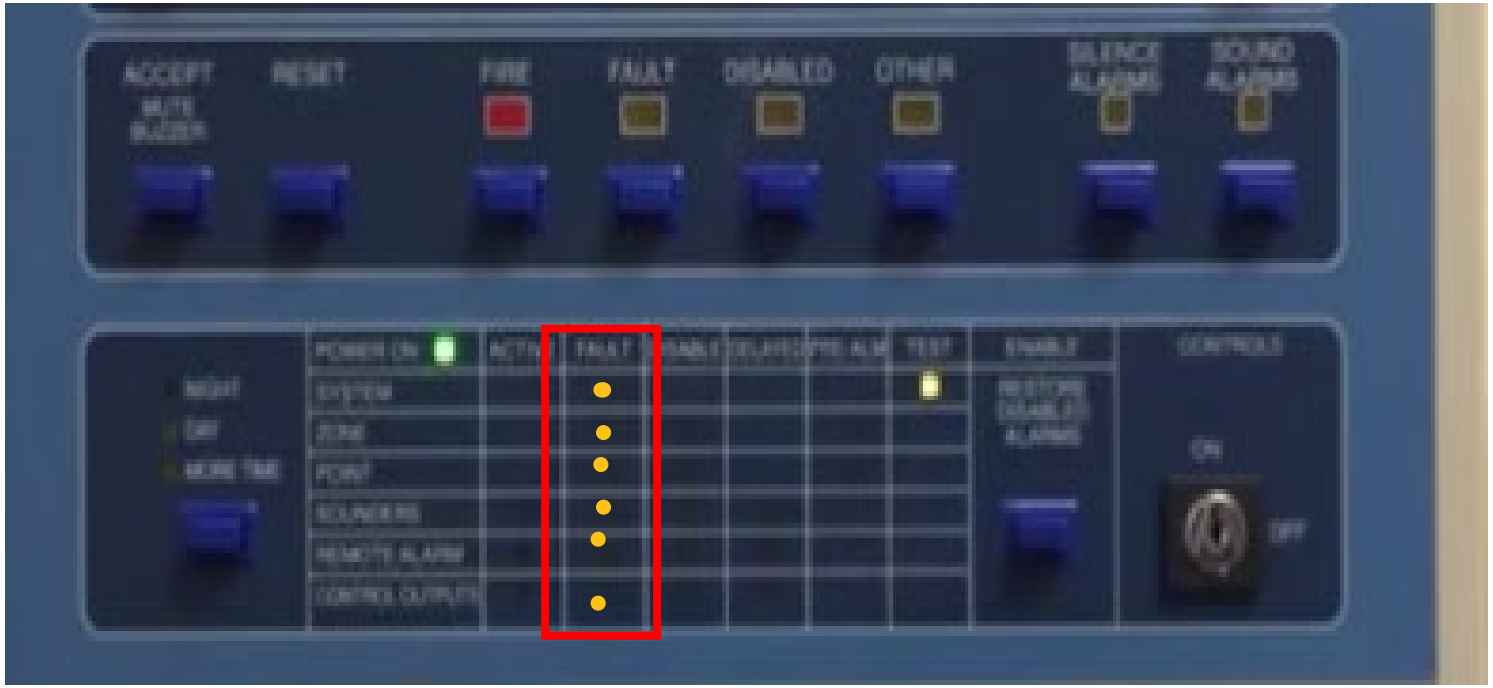

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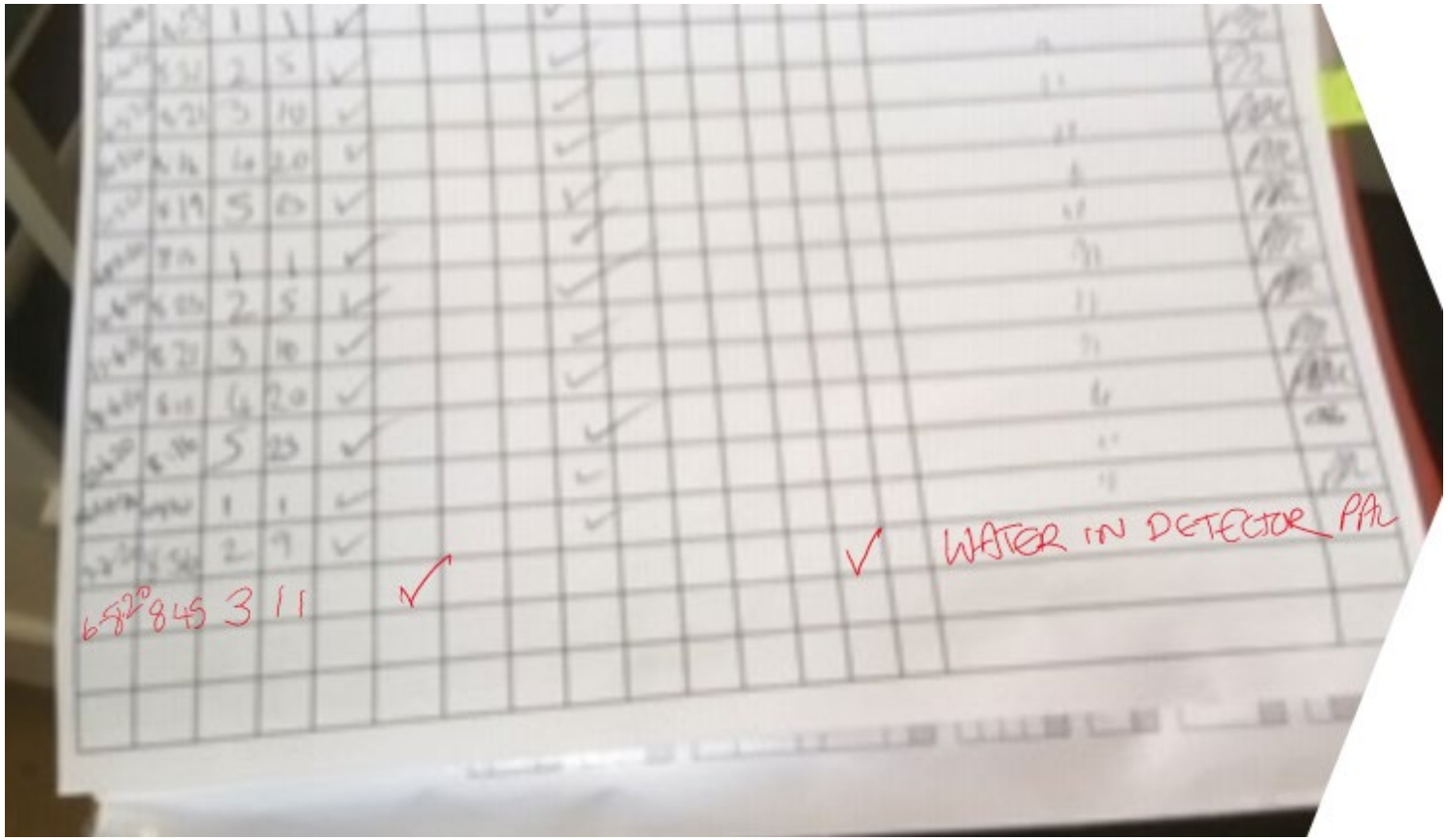
Update the Logbook



- Fill in the logbook with the date, time, and number of the faulty device (which can be found in the logbook or on the device itself)
- Tick the relevant box for if the device was a detector or call point
- Record the reason for the fault and sign

Resetting the Fire Panel

- Press the “RESET” button once the paperwork has been completed

Essential Telephone Numbers

- Monday to Thursday (07.45 – 17.00) and Friday (07.45 – 16.00) the *Fire Safety Technician* can be contacted on 01572 820648 or 07967726395.
- Out of hours the All Activation Alarm telephone number is 07736298473