

Section: Emergency Planning	Subsection: General Measures	Policy Number: EPP-1022
Subject: Resetting the Fire Panel		Revised Date: May 2022, July 2016
Standard:	Authority: CEO	Supercedes: Dec 2008, Feb 2008
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Policy

Following a fire alarm, the fire alarm system will be reset by the Environmental Services Manager /designate or the RN when the Fire Department representative on site gives approval.

Annunciator Panels are located at: each Care Centre, the Main Entrance to the facility, and the Staff/Receiving Entrance

PROCEDURE:

- Before resetting the Fire Alarm System, it may be necessary to reset the device that initiated the alarm, for instance:

PULL STATIONS

- Using the appropriate tool, open the pull station, reset the concealed switch and carefully close the pull station cover.

SPRINKLERS

- Water flow must be stopped by closing either the local sprinkler control valve or the MAIN Sprinkler control valve.

TO RESET THE FIRE ALARM SYSTEM:

- Unlock the access door of any Annunciator Panel or the Fire Panel
- Depress the SIGNAL SILENCE button to silence the fire bells
- If the TROUBLE SIGNAL sounds, depress the TROUBLE SILENCE button
- Depress the RESET button, hold for approximately three seconds
- Close and lock the access door after the switch resets

Should the fire alarm bells commence ringing again after a RESET attempt:

- Check the fire area annunciated to confirm that there is no fire condition prevalent
- Ensure that all fire alarm devices have been reset as noted above
- Attempt to reset the system again.

Further failure to accomplish RESET will necessitate calling qualified help.

Authorized Signing Authority

Date

