**Marwood Community Hall - Fire Alarm Instructions**

**Section 1 – Emergency Contact Instructions and General Information.**

1. **If there is a fire in the hall or main school, with smoke or flames visible, phone 999 before doing anything else.**
2. **Inform a Hall trustee about the fire, whether in the Hall or School – see the list of names and contact numbers below.**
3. **If a fire is suspected in the main school or if the fire in the hall is serious then contact the School Headmaster Alun Dobson (Home 01271 879001, mobile 07870 440003) or the School Caretaker.**



1. If the alarm is sounding inside the hall it can only be silenced at the hall panel if the cause is a sensor in the hall. If a sensor in the school has activated then it needs to be turned off first at the school panel before any action can effectively take place at the hall panel. Alun Dobson/School Caretaker will come to the school to do this when contacted.
2. If the problem is in the hall then a red light will show against a hall zone on the panel. Details of Hall zones are given on the front of the alarm panel. If the problem is in the school then the hall panel will show a red light against "General Fire".
3. To turn off and reset the alarm in the hall, the corridor control panel lock needs to be turned from “Off” to “On” using a key which is kept in the locked plant room, next to the alarm control panel. If it has been possible to contact a hall trustee they will come to the hall to open up the Plant Rom and proceed to silence and reset the fire alarm. However, if unable to be contacted, a key to the plant room is kept in the key safe. Hirers of the Hall may have been given the key safe access code and can then proceed to open up the plant room. Alarm silencing and resetting instructions are in folders attached to the front of the main fuse cabinet door inside the plant room.
4. If no Hall Trustee or School Staff can be contacted, or the hirer does not have access to the key safe, then please contact the alarm installers. **Independent Fire and Security using their 24 hour emergency call out number 07929 434977** (Daytime office number 01271 323931).

**Section 2 – Instructions for silencing and resetting the Hall alarm.**

1. Once inside the plant room, the fire control panel key is located in a small box on top of the main fuse cabinet. There is a spare panel key in the front plastic folder of the Instruction lever arch file kept on the floor by the side of the main fuse cabinet. Using this key, insert it into the lock on the front of the fire control panel in the corridor, and whilst pushing the key into the lock turn the lock to the “On” position. Assuming a check reveals no fire in the hall and there is no General Fire Warning indicating an issue in the main school, then just pressing the “Silence” button should stop the alarm. If there is no on-going sensor problem in the hall the “reset” button can then be pressed.
2. **NOTE: before resetting alarms, in either the hall or school, please note down which hall zone or school sensor number is being identified as the problem. This will assist later investigations.**
3. Once the alarm has been silenced and reset, using the key turn the control panel lock back to the “Off” position, and return the key to the box above the fuse panel in the plant room and relock the plant room door.
4. The silencing and resetting procedures for the school require inputting an Access Code. School procedure attached. The school procedure is given in section 3 below.

**Section 3 – Marwood School Procedure for Fire Alarm sounding when no-one is in the building.**

1. **On approaching the building do a visual check – if you see evidence of a fire call the fire service.**
2. If no external evidence of a fire then enter the main building with caution. The fire panel is in Class 3’s area next to the admin office. The panel will have a light to show which zone has set the alarm off. If no zones are lit then the hall needs to be checked. If there are two people one should remain by the panel (enter code 3112 then 1 to silence the alarm.) The other should approach the zone indicated and check whether there is a fire; taking great care in approaching and opening doors – view through the glazed panels and check for heat / smoke. If there is a fire, inform the other person and leave the building closing all doors behind you. Then call the fire service.

If there is no fire then the panel can be reset, press 3112 then 2 to reset. Please let Alun know the time it occurred and the zone which caused the false alarm.

1. If the school fire could potentially spread to the Hall or, for whatever reason make the Hall unable to be used, then a Hall Trustee should be contacted. A list of contacts can be found on page one of this document and is kept on the noticeboard in the Hall corridor as part of the Hall Fire Alarm Instructions.