

Fire Alarm Procedure

1. Go to alarm panel and open with the key that is on top of the ledge.
2. Push the silence button. (this will only silence the alarm, it will **Not** reset the system)
3. Observe the display on the panel. There will be a number displayed.
4. Reference that number to the floor plan posted next to the alarm panel to locate the source of the alarm.
5. Go to the source of the alarm to investigate the cause.
 - a. If it is a pull station that was accidentally pulled:
 - i. You can reset the pull station with the alarm panel key by simply inserting the key, turning clockwise and resetting the pull lever to its original position.
 - ii. You will then go to the panel and push the reset button.
 - iii. Call the phone number posted inside the panel to notify the alarm company that the alarm was unintentional.
 - iv. Wait outside for the fire department...They will show up. Tell them the cause of the alarm. They may leave or they may want to check things out.
 - b. If it is a smoke detector and there is **no** smoke, we have a faulty detector.
 - i. Leave the alarm silenced
 - ii. Do not reset alarm
 - iii. Call phone number posted in alarm panel and notify the alarm company that there is a faulty smoke detector. They will send a repairman out Monday morning.
 - iv. Wait outside for the fire department.
 - c. If the alarm is originating from a HVAC detector, it will be difficult to verify if the alarm is false or not. Chances are there is a burned up blower motor that has created some smoke in the HVAC system.
 - i. Depending on how large the amount of smoke is, determine whether or not to evacuate. (See **evacuation tab.**)
 - ii. If smoke minimal, Mass should be able to be continued but monitor the situation closely.
6. **If in doubt, notify the Priest to announce the need for evacuation.**