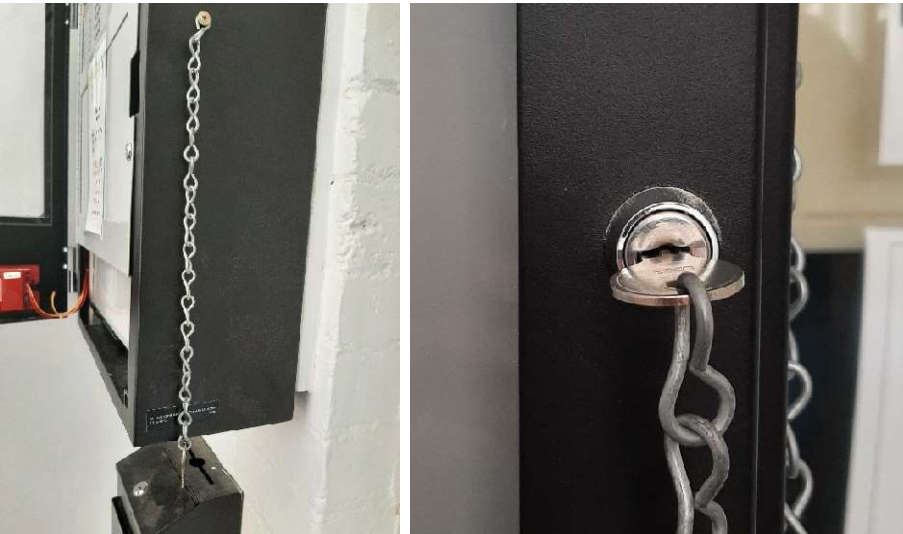


# Fire Panel Instructions

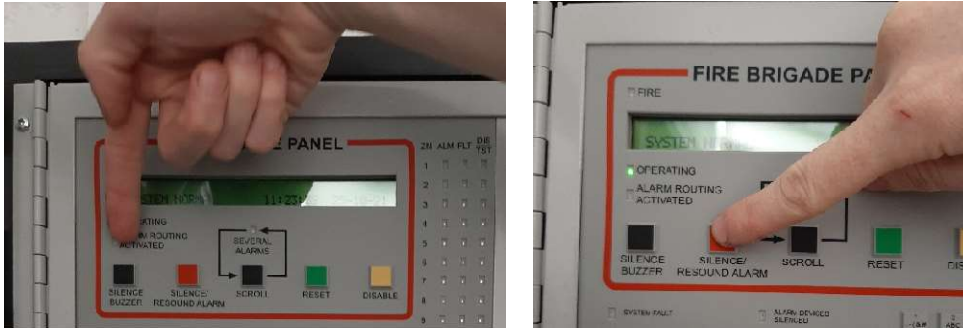
In the event of an alarm. Go to the fire panel – located in the west wing corridor up the stairs from the foyer.



Open the fire panel door using the key on the side of the box.



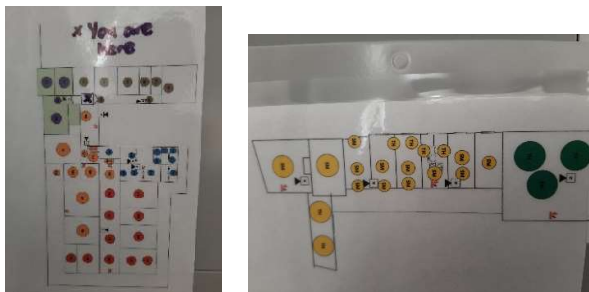
To silence the alarm and the alert on the panel, press the black and red buttons.



Identify the location of the alarm on the zone panel. A red light will be indicated beside the zone where the alarm has been triggered.



Use the map to search the section of the building relating to the zone. Colours correspond to the location list above.



Should a fire be located, please follow the evacuation plan. You can press the red button to resound the alarm if necessary.

If you are unable to access the location where the alarm has been triggered, please look for obvious signs of a fire and call 000 if signs are noted. Otherwise, please contact the manager on 0429 125 425 so that the area can be checked.

In the event of a false alarm, please identify the detector head that has been triggered. These are located in the zones according to the above map. A detector head will show that it was triggered with both the red lights illuminated. Normally operating heads have flashing red lights. (Picture shows detector head without illumination.)



Once you have located the triggered device, make a note of the location on your departure checklist.

Press the green reset button to reset the system.



If the alarm immediately resounds and there is no fire, please contact the manager on 0429 125 425 as the system may have a faulty detector head and it will need to be replaced.