

HOW DO YOU INVESTIGATE A FIRE ALARM?



**Northern Ireland
Fire & Rescue Service**

To do this safely, on hearing a fire alarm:

1. Evacuate the building.
2. Report to the assembly point.
3. Fire wardens clear their area as they leave.
4. Nominated person goes to the fire alarm panel.
5. Confirm the location of the activation by reading the fire alarm panel and zone plan.
6. Go to the location.
7. Look, listen and smell for signs of fire when on route.
8. If signs of fire are discovered at any time, leave immediately using the nearest exit, call 999 and report to the assembly point.
9. If signs of fire are not discovered, identify the cause of the activation.
10. Return to the fire alarm panel.
11. Silence the alarm.
12. Reset the alarm.
13. Confirm the fire alarm panel is healthy.
14. Report to the assembly point that everyone may re-enter the building.

Notes:

- Investigating will not put anyone at risk because at any time if signs of fire are discovered, they should leave immediately using the nearest exit, call 999 and report to the assembly point.
- Where possible, have another nominated person at the alarm panel and remain in contact by mobile phone or short-range radio.
- Nominated persons should know how to read the fire alarm panel, understand the zone plan, the building layout and how to contact the fire alarm engineer.
- It is vital that you have a full zone or detector plan displayed adjacent to the fire alarm panel.
- If there is a **strong indicator** from a fire alarm system, call 999 immediately.
- Spare frangible glasses to repair break glass points should be kept close at hand.
- If the fire alarm panel has been programmed with up to a 6 minute investigation period, begin at step 4 above. If signs of fire are discovered, operate the nearest break glass point, leave immediately using the nearest exit, call 999 and report to the assembly point.