

Amersham Band

How to do the fire alarm check.

- 1) Get the reset keys from the key safe located in the library (beside electrical box). The code is 1845#
- 2) There are two keys, a small round metal key to operate the alarm panel (key 3) and a small plastic key to reset the alarm button (key 5).
- 3) To test the alarm, press the red button in the bandroom, beside the fire exit.
- 4) Make sure the siren can be heard throughout the building and that the red light in the bandroom is flashing
- 5) Go to the fire panel in the hall and use the key to enable the controls. Press the silence alarm button.
- 6) Return to the bandroom and use the small plastic key to reset the alarm button.
- 7) Go back to the fire panel and press reset.
- 8) The display should return to normal with no indicators flashing.
- 9) Return both keys to the key safe and lock it.
- 10) Record the fire alarm check in the red booklet beside the fire panel. (the right page has the corner turned)