

# Fire Alarm Resetting & Testing Procedure

## Resetting

1. Follow your evacuation procedures.
2. Turn the Fire Alarm panel key or enter the code.  
(If the panel is not already in the position to enable the controls).
3. If you are sure that your evacuation procedures are complete press **SILENCE**.  
(Do **NOT** press reset)
4. If safe to do so - investigate the indicated zone shown with the red LED(s) on the panel.
  - a) If a smoke/heat detector has activated there will be a LED still illuminated on the device.
  - b) If a call point has been activated the glass will be cracked or a indicator will be showing.
5. If smoke is discovered: Return to the panel and press Evacuate or Sound Alarm.  
If the area of detection has been discovered and found to be a false alarm press **RESET**.
  - a) Most code operated system automatically time out. You may have to re-enter code.
  - b) The panel will only reset after the alarm condition is clear.
  - c) Any activated call points will need to be reset (See weekly testing (6) below).
6. Turn the Fire Alarm panel key to its previous position or enter code to lock the controls.  
Note: Most code operated system will automatically time out and lock after a short while.
7. Make a note in your log book. (No log book ? Download a free one [www.eandj.info](http://www.eandj.info))
8. If this is the second false alarm within a short amount of time contact your alarm contractor.

## Weekly Testing

1. The ideal testing schedule would be the same day and time each week.
2. Check the panel key is present (*If your system is not code driven*).
3. If this is not a routine test, ensure surrounding colleagues are aware the alarm will be sounding.
4. If your system has remote monitoring (redcare or building services) make them aware.
5. Insert the reset key into a call point fully (the small slotted hole is on the front - top right).  
Note: Choose a different call point each week to eventually test all of them.
6. Rotate the key gently in a clockwise direction approximately 45 degrees until the LED illuminates.  
Note: If the call point has been activated (flag showing) keep rotating the key to reset.
7. Rotate the key back and remove the reset key from the call point.
8. Check all bells or sounders are sounding.  
Note: In a large building ask your colleagues to verify they can hear the alarm in there area.
9. Turn the Fire Alarm panel key or enter the code.  
(If the panel is not already in the position to enable the controls).
10. Press **Silence**.
11. Check the correct zone is showing.
12. Wait 10 Seconds.
13. Press **Reset**.
14. Turn the Fire Alarm panel key to its previous position or enter code to lock controls.  
Note: Most code operated system will automatically time out and lock after a short while.
15. Make a note of which device was tested within your log.
16. If your system has remote monitoring make them aware the test is complete.

Note: The procedures shown above should only be undertaken by authorised trained staff.