

### **ALTERNATE FIRE SYSTEM MEASURES EXAMPLE**

In the event of impairment or shutdown of a Fire Protection System, the following procedure shall be followed:

1. Notify Fire Department and alarm monitoring company of the nature of problem and expected time of restoration.
2. The supervisory designate(s) shall patrol the affected area(s) at ½ hour intervals when the fire alarm, sprinkler or emergency lighting systems are affected.
3. The supervisory designate(s) shall carry with them devices (i.e. Whistle, Bell, Flashlight, Bull Horn, etc.) to notify occupants if a fire is discovered in the affected area(s).
4. Notify Fire Department and alarm monitoring company when system(s) have been restored to normal.
5. Post notice of system impairment or shutdown conspicuously in main entrance or other common area (see "Notice to Occupants of Shutdown of Equipment" below).
6. The supervisory designate(s) shall complete the Fire Watch Log report every ½ hour.

### **NOTICE TO OCCUPANTS OF SHUTDOWN OF EQUIPMENT**

1. Please be advised that the fire alarm system/sprinkler system will be undergoing repairs/maintenance during the following period:  
  

|              |    |             |    |                  |
|--------------|----|-------------|----|------------------|
| <u>10 AM</u> | -- | <u>4 PM</u> | on | <u>June 2012</u> |
| (Time)       |    | (Time)      |    | (Date)           |
2. We would appreciate all occupants being especially alert to potential fire safety hazards and reporting any problems to the principal/supervisor immediately.
- 3.

### **EMERGENCY PROCEDURES FOR OCCUPANTS**

#### **Upon Discovery of Fire:**

- A. Leave Fire Area **immediately** and close doors behind you.
- B. Activate Building Fire Alarm (Use Fire Alarm Pull Station).
- C. Notify Fire Department (***Dial 9-1-1, from a safe area***; never assume this has been done).
- D. Leave building via nearest exit (use an alternate exit if necessary due to smoke or fire).

#### ***REMAIN CALM***

**DO NOT USE ELEVATORS, DO NOT RE-ENTER BUILDING UNTIL DECLARED SAFE BY THE FIRE DEPARTMENT.**

