

Internal Use

1. Introduction

The primary remit of L Lynch Plant Hire & Haulage Ltd with regard to fire safety management, is the safety of staff and visitors to all premises under the L Lynch ownership. We are required to implement appropriate and effective measures to achieve a suitable and sufficient level of fire safety management, taking into account all relevant legislation and statutes and the advice and approval of the fire and rescue authorities.

2. Responsibilities

Fire/Incident Control Manager	Overall responsibility for dealing with emergency services.
Duty Fire/Incident Manager	Responsible for fire, incident Management, reporting to the Fire/Incident Control Manager. Collation of section registers and fire documents, carry out weekly fire alarm tests and 6 monthly fire drills and any other issues relating to fire safety and compliance.

3. Scope

This procedure has been developed to provide guidance on how to carry out a fire alarm test.

4. Details

- 4.1** Prior to any testing being carried out, call the Fire Alarm Call Receiving Centre (023 9226 5114) and inform them of the intention to carry out a test...**THIS MUST BE DONE PRIOR TO A TEST BEING CARRIED OUT** (PIC 1)



PIC 1

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- 4.2 The call centre will ask for our unique ref code, which is 504360121. Once they are notified, this will prevent the fire brigade arriving on site (PIC 2)



PIC 2

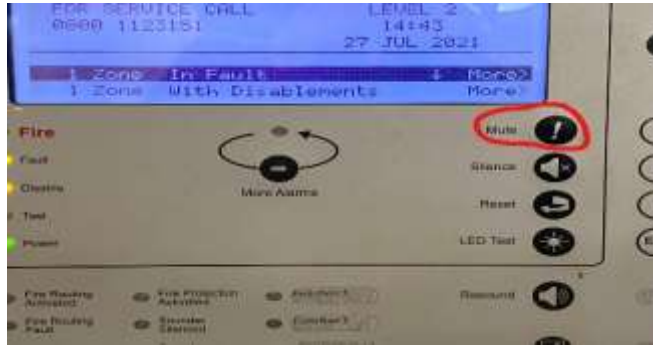
- 4.3 Once point 1 and 2 have been carried out, press the silver button in the centre of each fire call point. This will activate the alarm system (PIC 3)



PIC 3

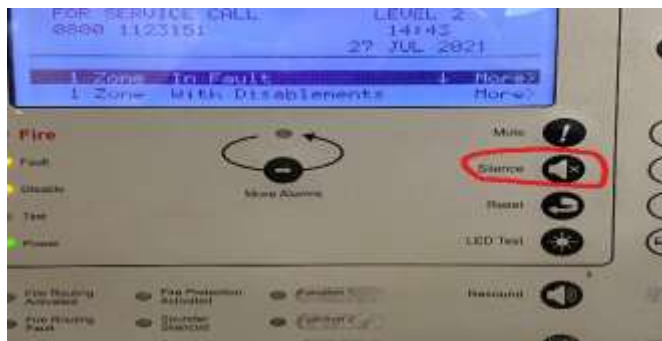
- 4.4 Ensure that the alarm can be heard and then press the “MUTE” button on main control Panel This will silence the Control Panel (PIC 4)

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PIC 4

4.5 When Control Panel is made silent, then press the “SILENCE” button on main control panel this will silence the main alarm system throughout the building (PIC 5)



PIC 5

4.6 Once the alarm has been silenced, place the white plastic key, found next to control panel (PIC 6) into the fire alarm point set off for the test (PIC 7) and turn clockwise. This will reset the alarm call point



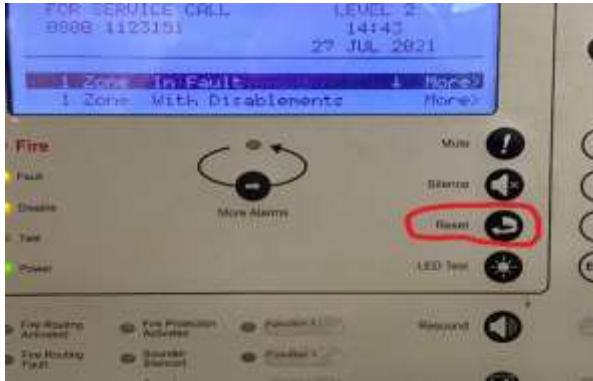
PIC 6



PIC 7

4.7 Once the alarm call point has been reset, press the “Reset” button on the fire control panel (PIC 8) This will reset the whole fire alarm system itself

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PIC 8