

11/11/2014

Fire Alarm Handling Procedure:

1. Check if there is a fire. If there is a fire, leave the building at once. Fire Department will come.
2. If there is no fire, go to the Sprinkler Riser Room on the southwest corner of the basement garage, and locate the Fire Alarm Panel located on the wall next to the door.
3. Silence the alarm following the instruction on the panel.
4. Call RFI at 800-341-9292 to inform them of a false alarm so they won't call the Fire Department. Account number is 237-7802; password is pw21017.
5. Re-arm the alarm following the instruction on the panel.
6. Check both elevators on every floor to see whether the smoke curtain has returned to the white box above the elevator. If the smoke curtain did not return and is covering the elevator, press the reset button on the curtain, and inform management. The normal operation is that the Fire Alarm Control panel should reset and return the smoke curtain.
7. Check the elevator recall light on both elevators on the Ground Floor. If it turns red, use the elevator "Fire" key and turn it to the "reset" position, wait a few seconds and turn it back to its normal position "off".