STATE SECURITY SERVICES

Meeting All Of Your Security/ Life Safety Needs

Operating procedure for FCI Model FC-ID Fire alarm panel.

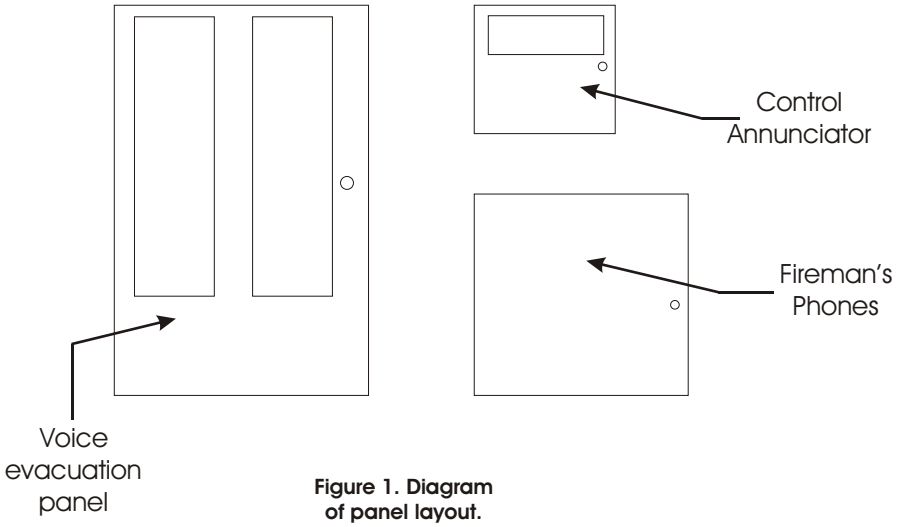

Figure 1. Diagram of panel layout.

In the event of a fire alarm occurring in the building, please follow the listed guidelines in this procedure to operate the Model FC-ID fire alarm control.

1) In the event of a fire alarm , report to the control annunciator immediately (See fig 1).

2) Open annunciator door with the brass key labeled" FC I".

3) Observe the digital display on the annunciator noting the location of the alarm.

4) Note that at this time , the fire strobes will be flashing throughout the building. But the voice announcement will be broadcast only at a floor above and floor below as well as the listed floor that is reporting the alarm on the annunciator.

5) At this time , use the FC I key to open the voice evacuation panel. (see fig 1)

6) Note the location of the various components housed in the voice evacuation panel. (Fig 2)

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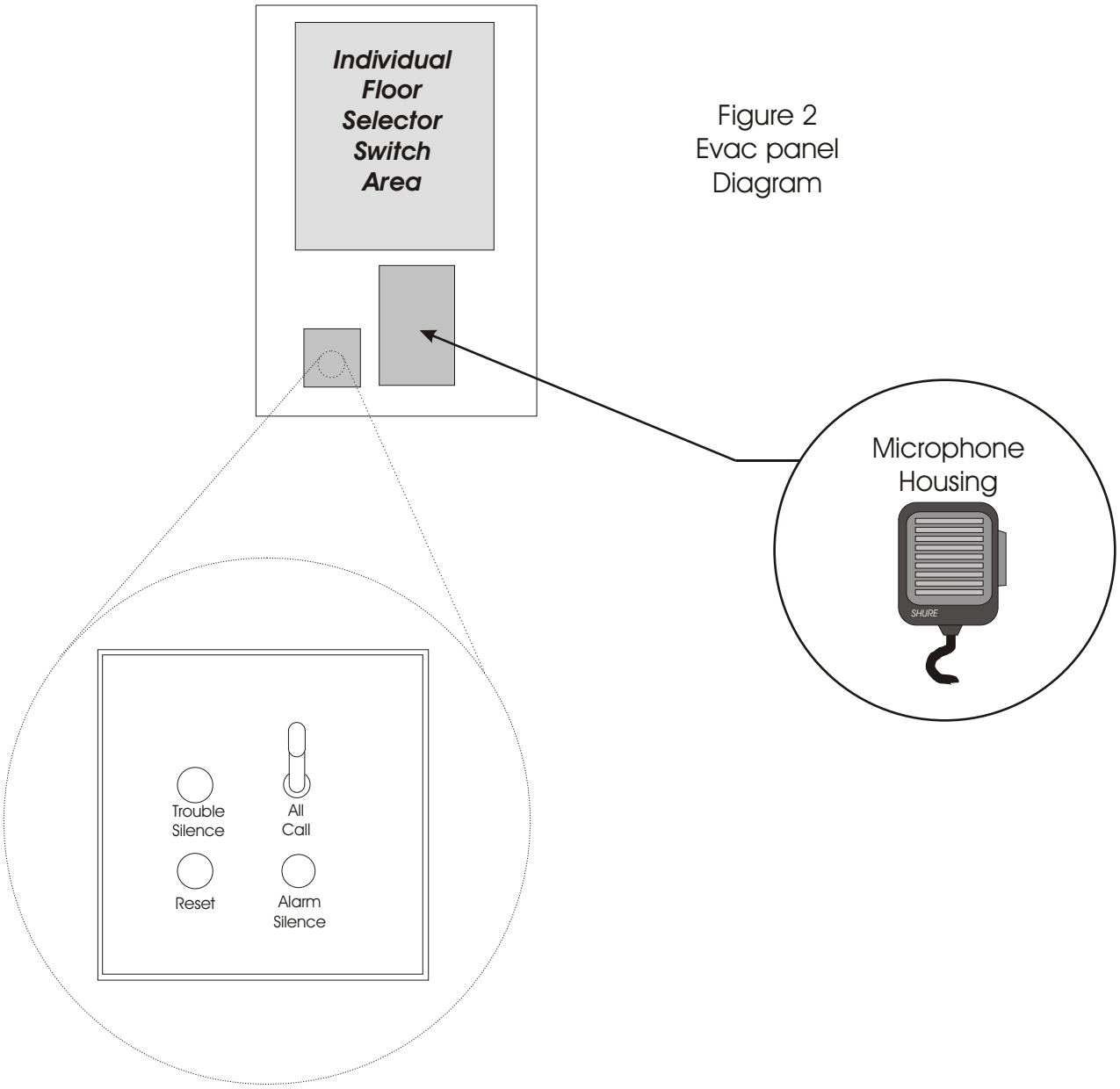

Figure 2
Evac panel
Diagram

7) After investigating the occurrence, you must either:

a) Evacuate the entire building by flipping up the "all call" switch as listed in fig. 2. This will activate the evacuation signal on all floors.

b) Give the "stay at your floors " command , only if the occurrence is a verified false alarm . To do this ,first push the "alarm silence button" (fig 2) then locate the black microphone in the housing (fig 2) . Flip up the "all call" button . At this time all lights in the switch selector area of the voice panel will light. Depress the button on the black microphone and hold. Speaking clearly announce " ***May I have your attention please. The fire alarm system has been activated. This activation is due to a false alarm. It is not necessary to evacuate the building at this time. Please return to your stations and await the all clear signal for the building. "*** Repeat this message 3 times. (skip to 10)

8) If you have chosen to evacuate the entire building, wait for the all clear to be given by the responding fire department officials. Then proceed to step 9.

9) When the all clear has been given, press the "alarm silence" button from (fig 2).

10) Reset the fire equipment in the field. (reset pull station or wait for smoke to clear off floor).

11) At the annunciator panel, press the acknowledge alarm button on the right side of the button bank. Then press the Alarm reset button located at the top right of the button bank. At this time the fire alarm will start it's reset procedure. Flip down the "all call" button on the voice evac panel and replace the microphone.

12) If you have reset the field equipment correctly at this time, the fire annunciator should return to system normal status after about a minute.

13) At this time you are to give the all clear announcement to the building. Flip up the all call switch in the voice evac panel and remove the microphone from the housing. Depress the button and speak clearly. Announce "***May I have your attention please. The fire alarm activated in the building has been cleared at this time. Please be advised that this is the all clear announcement for the building and that it is safe to return to your stations at this time. Thank you for your cooperation in this matter. Be advised that if the fire alarm activates, that it will be treated as an actual alarm. At that time please follow your outlined evacuation procedures and leave the building."*** Repeat this twice.

14) After giving the all clear. Flip down the "all call" switch on the voice evac panel.

15) Replace the microphone and relock all panel doors.