ELTON Youth &Community Centre
School Lane, Elton, CH2 4PU

>> Fire Alarm Sounds <<

1. Ensure all persons leave the premises immediately and in good order. Dial 999 if necessary. Check all are present at your Meeting Point.

2. Go to Reception and read the Alarm panel outside Room 1's door – it will be lit up RED – identify which Alarm button or which Smoke detector was triggered.

3. If applicable CLEAR the SMOKE from the detector.

4. To stop the Sounder Alarm, **press 1,2,3 –** then
Press: STOP SOUNDERS and then press: SILENCE BUZZERS

5. Investigate why the alarm/detector occurred. Record the person(s) responsible, the reasons, the date and time in the Infinity User Manual (found behind the Alarm panel – see page 14).

6. With the Black key that you will find on top of the Alarm Panel, insert it under the appropriate Alarm Button and turn clockwise): Press the Reset button and then press 1,2,3.

7. The Alarm is now in the Ready State. Call 07846 378209 or Trustee member and inform them.

Note – Alarm buttons are sited in Reception, both Changing Rooms, the Lounge (by the Fire Exit). Smoke detectors are in ALL rooms including the Bar, Store Rooms and Toilets.

Ref: ECC_ALARM_PROC 2016_11_01