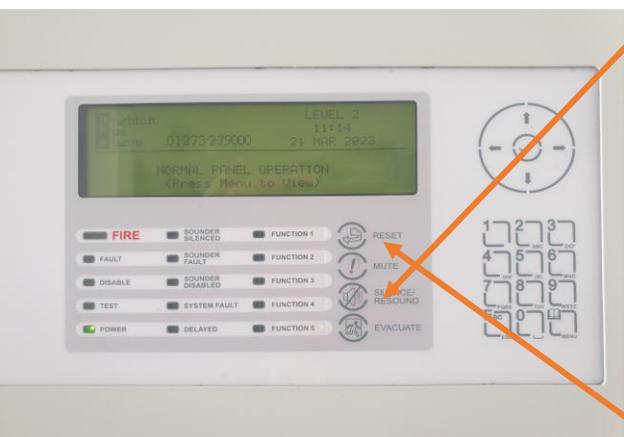# EMBASSY COURT
OUT OF HOURS FIRE ALARM
GUIDELINES

When the Fire Alarm sounds:

- Pick up your keys and phone and go to the Alarm Panel in the foyer to see which flat or where in the building, has set it off.

- Press the Silence/Resound button to stop the Alarm sounding then buzz the occupant using the **entry phone** in the lobby.

- Enquire if the occupant is aware that the Alarm has gone off? Is everything is OK and what has caused the Alarm to go off?

- Tell the occupant to open as many doors and windows as possible to clear the smoke.

- Re-set the Alarm

- If there is no response from the flat, it may be empty. Call the Fire Service immediately.

If the Alarm is re-set but then goes off again, the smoke may not be clearing.   The fire may have reignited or the occupant could be suffering from smoke inhalation. Re-buzz the occupant, double check they are alright and have followed the instructions to open all doors and windows. If they have, re-set the Alarm again.

If the Alarm continues to go off it is now necessary to go to the flat or building area to check what's going on yourself.

If the Alarm has sounded in a common area of the building (walkway, lobby, lift, etc), mute the Alarm and go to check that area. The activated detector will show a red LED light; use the small white key provided to you to turn off the Apollo call point alarm. This may cause the Alarm to sound again while you are opening doors to clear smoke. If you can, find someone else to help with the Alarm.

If the Alarm has sounded in the workshop or basement studios call the Fire Service immediately because you won't be able to access those areas to check.

- **Phone 999 if you now believe there is a fire.**

- **Organise an evacuation of the building via the staircases.** The lifts should not be used when the Alarm is sounding.

Please join the Fire Alarm WhatsApp group by emailing **admin@embassycourt.org.uk**