Fire Alarm Procedure

Emergency Procedures · https://roundupsaloon.com/docs/fire-alarm-procedure/

- **Regardless of presence of smoke/fire, if the alarm sounds during open hours, evacuation must be initiated immediately, per the Round-Up Evacuation Plan**.
  - In the event the system detects smoke/fire, the Dallas Fire Department will be called. NO CONFIRMATION CALL TO PREMISES WILL BE MADE.
    NOTE: If the event is a false alarm or a “supervisory” event (something was detected to be faulty with a sensor), the fire alarms may still sound, but DFD will NOT be called.
- As evacuation proceeds, determine source of smoke/fire inside the building.
- If no visible smoke is present in the building, go to the roof and examine the rooftop Air Conditioner/Air Handling (RTU) units to determine if one or more of those units are involved. If one or more of them are involved (you see smoke and/or fire coming from the unit) and if able, turn off the big cutoff switch located on the corner of the unit. If you can't safely do this, then turn off the AC breakers in the Manager's Office.
- If the roof-top AC/RTU units are cleared and there is no fire/smoke inside the building, then it’s possible this is a false alarm. At this point, you need to make a judgement call as to your comfort level in silencing the audible/visual alarms throughout the building. It is 100% okay to wait for the DFD to clear and evaluate the situation before you silence the alarm.

Air handler reset Procedure

If one of the HVAC air handlers has detected smoke from a fire (or disco fog, or smoke from the RTU heaters being turned on for the first time in a while), its light on the corresponding keyed reset switch in the back hallway will be RED.

To reset the detector:

1. Remove the key from the red fire sub-panel above the four white air handler reset switches - this key ring will have the key to the sub-panel *and* the reset switches.

2. Insert the key into the tripped switch and turn the key to “RESET” for a couple of seconds until the light goes out.
    - NOTE: spare keys to the reset switches are in the safe.
3. **Return the key to the red fire sub-panel door lock**
4. Next, you'll need to go to the Sprinkler Control Room and initiate the **FIRE ALARM *** RESET *** PROCEDURE** below.

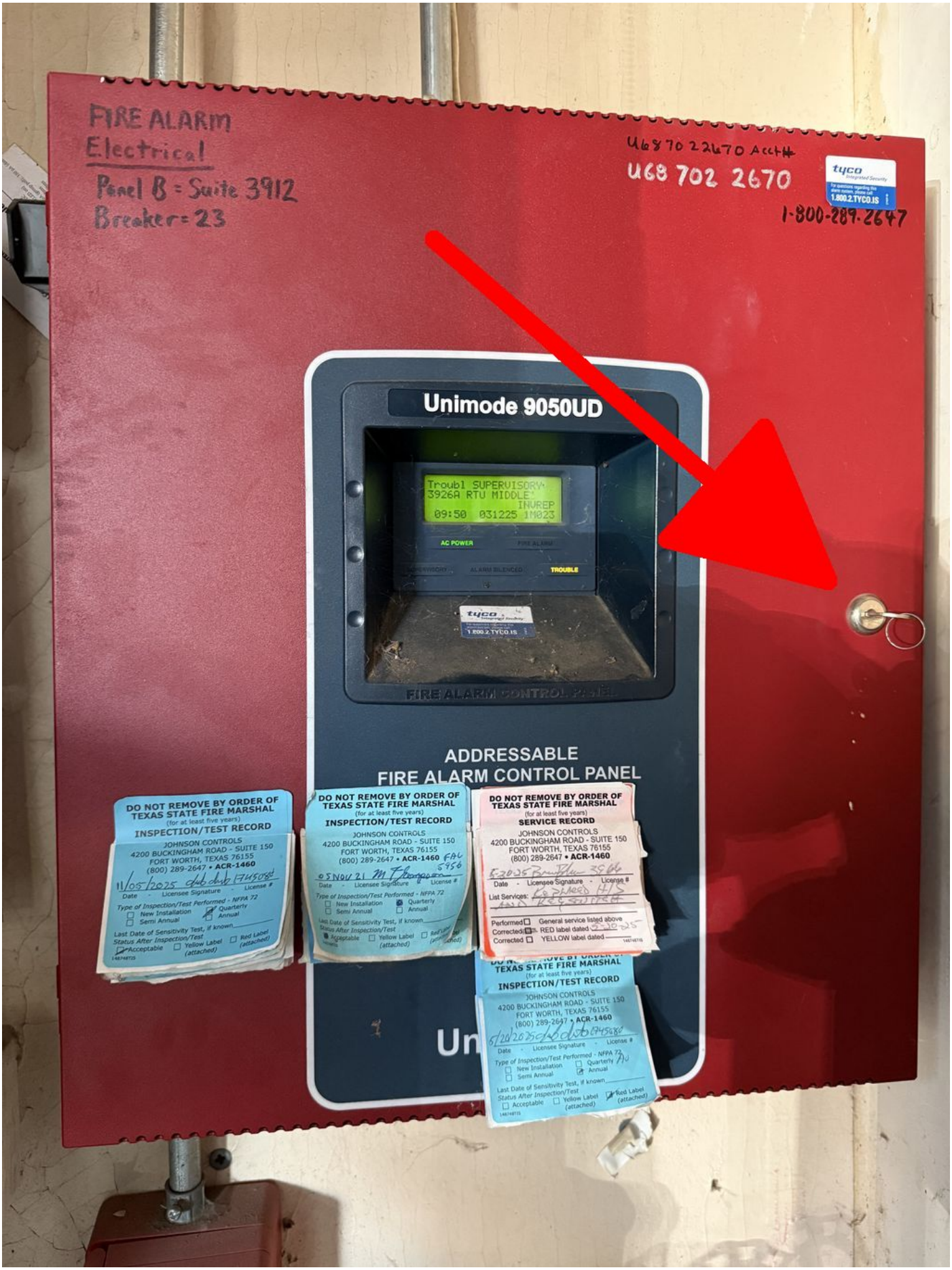
Fire Alarm *** Silence *** Procedure

1. Take the “Sprinkler Control Room” key from the bulletin board over the Manager’s Desk and open the locked room at the end of the building (behind Hunky’s, across the street from Crinkles).





2. Open the red cabinet on the wall and press the “Alarm Silence” button to silence the alarm.


FIRE ALARM
Electrical
Panel B = Suite 3912
Breaker = 23
U68 702 2670
1-800-289-2647
Unimode 9050UD
AC POWER
TROUBLE
ADDRESSABLE
FIRE ALARM CONTROL PANEL
DO NOT REMOVE BY ORDER OF TEXAS STATE FIRE MARSHAL
INSPECTION/TEST RECORD
SERVICE RECORD
JOHNSON CONTROLS
4200 BUCKINGHAM ROAD - SUITE 150
FORT WORTH, TEXAS 76155
(800) 289-2647 • ACR-1460



3. Make sure you re-lock the Sprinkler Control Room door if you are not physically present in the room.
4. **ALWAYS RETURN THE SPRINKLER CONTROL ROOM KEY TO THE BULLETIN BOARD AFTER EACH USE!**

Fire Alarm *** RESET *** Procedure

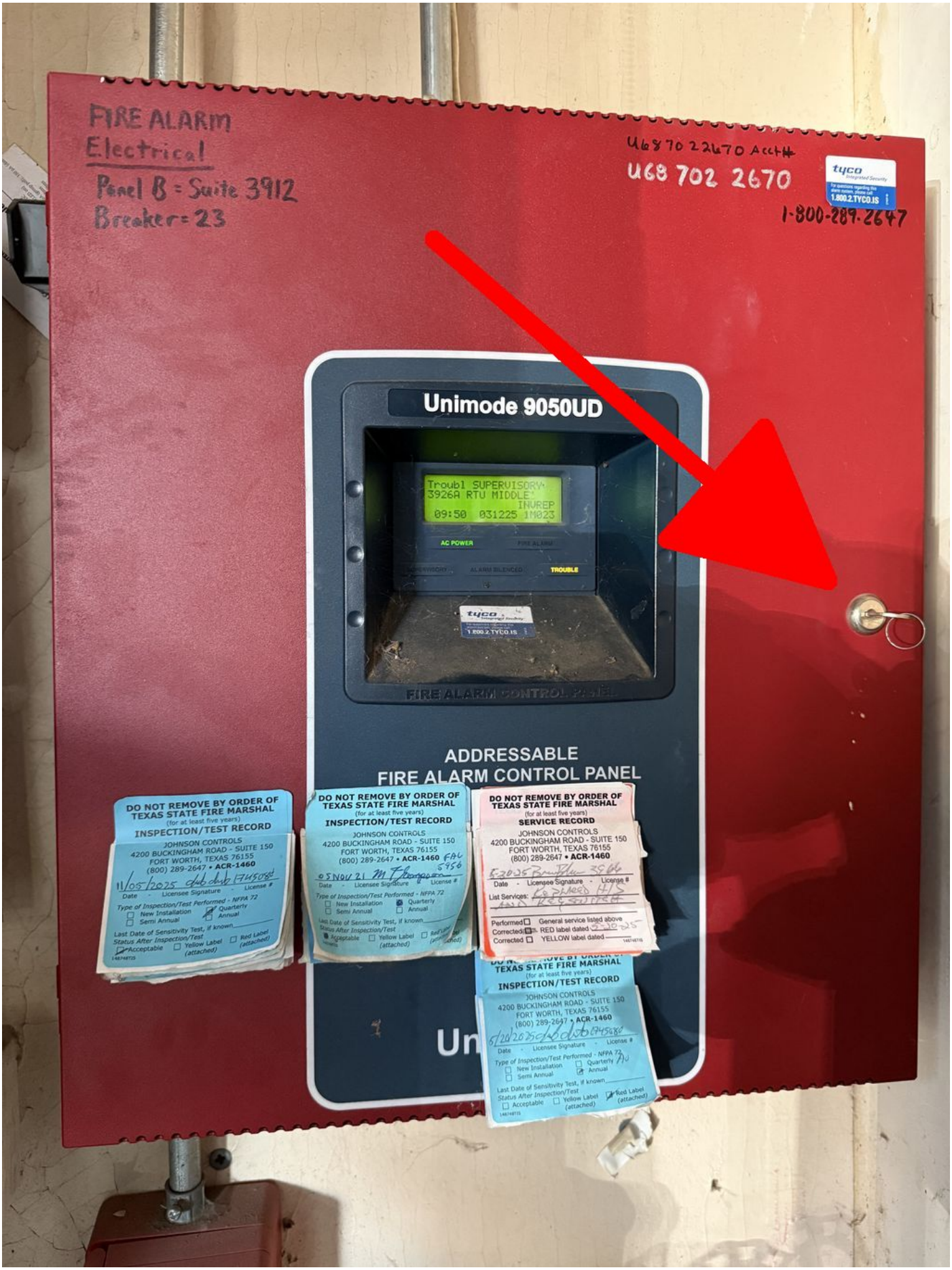
NOTE: The main alarm panel is only to be RESET in the event an air handler has tripped, and it has been reset via the keyed switches in the Round-Up electrical closet behind the back podium.

1. Take the “Sprinkler Control Room” key from the bulletin board over the Manager’s Desk and open the locked room at the end of the building (behind Hunky’s, across the street from Crinkles).


salon
service group
FIRE
CONTROL

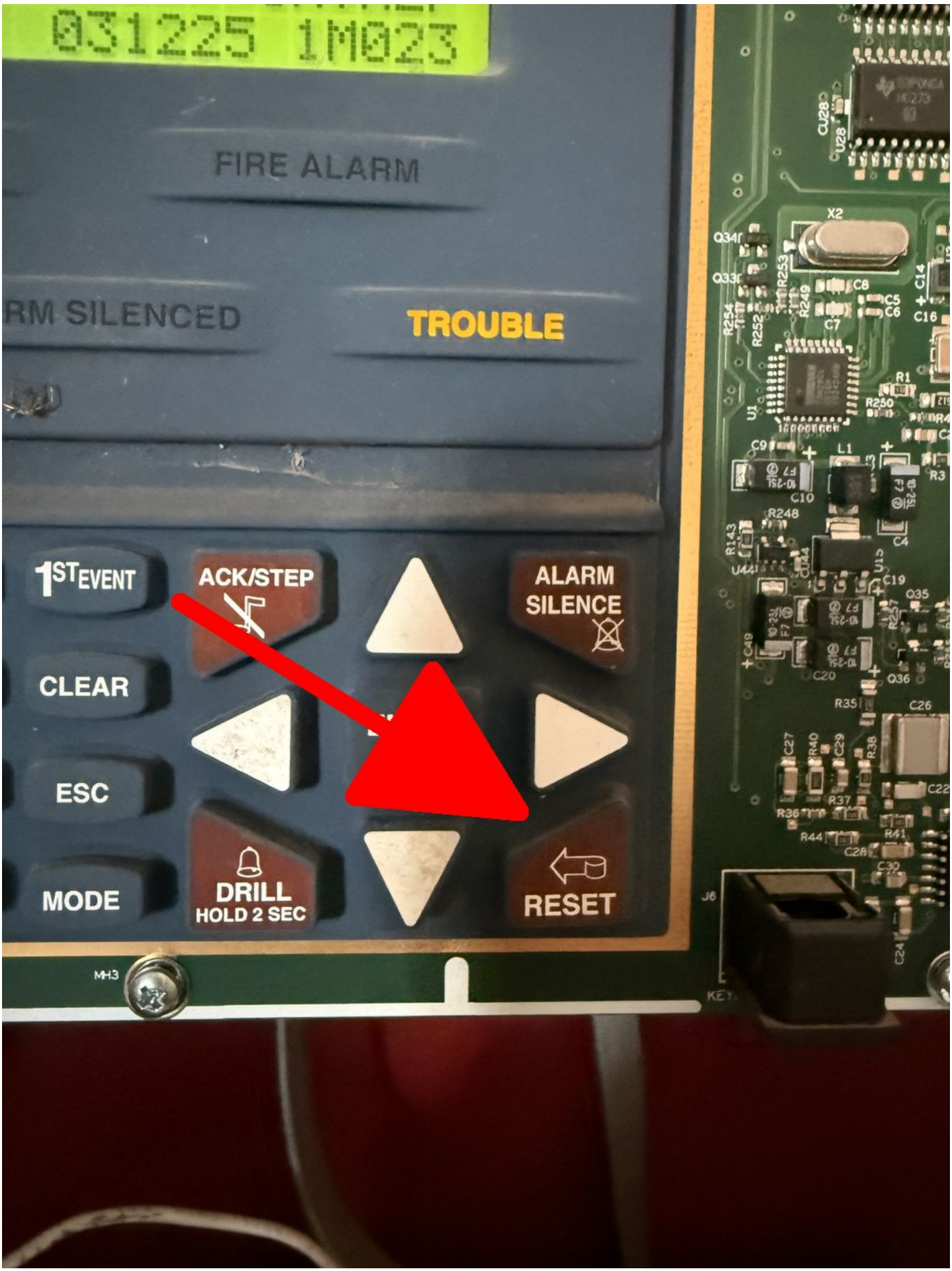


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FIRE ALARM
Electrical
Panel B = Suite 3912
Breaker = 23
U68 702 2670
1-800-289-2647
Unimode 9050UD
Troubl SUPERVISORY
3926A RTU MIDDLE
INUREP
09:50 031225 1M023
AC POWER
TROUBLE
FIRE ALARM CONTROL PANEL
ADDRESSABLE
FIRE ALARM CONTROL PANEL
DO NOT REMOVE BY ORDER OF TEXAS STATE FIRE MARSHAL
(for at least five years)
INSPECTION/TEST RECORD
JOHNSON CONTROLS
4200 BUCKINGHAM ROAD - SUITE 150
FORT WORTH, TEXAS 76155
(800) 289-2647 • ACR-1460
SERVICE RECORD
Date - Licensee Signature - License #
Type of Inspection/Test Performed - NFPA 72
New Installation
Semi Annual
Quarterly
Annual
Last Date of Sensitivity Test, if known
Status After Inspection/Test
Acceptable
Yellow Label (attached)
Red Label (attached)
List Services:
Performed
General service listed above
Corrected
RED label dated
YELLOW label dated



3. Next, PRESS AND HOLD FOR FIVE SECONDS the "Reset" button to reset the fire control system. This should clear the trouble indication raised by the HVAC air handler smoke detector.


031225 1M023
FIRE ALARM
RM SILENCED
TROUBLE
1ST EVENT
ACK/STEP
ALARM SILENCE
CLEAR
ESC
MODE
DRILL
HOLD 2 SEC
RESET

4. Wait for a minute or so to verify that all ROUND-UP troubles are indeed cleared.
5. Make sure you re-lock the Sprinkler Control Room door if you are not physically present in the room.
6. **ALWAYS RETURN THE SPRINKLER CONTROL ROOM KEY TO THE BULLETIN BOARD AFTER EACH USE!**

POST-EVENT Procedure

After each fire alarm event in the building - including a trip of the air handler smoke detectors, notifications must be made as follows:

Air Handler Smoke Detector TRip post-event procedure

1. Send an e-mail to repairs@roundupsaloon.com detailing the time the trip occurred and the steps you took to resolve the situation (reset the keyed switch, reset the fire alarm main panel, etc).

FIRE EVENT Post-event procedure

1. In the event of an actual fire and **after the building has been evacuated** - ***IMMEDIATELY*** notify each member of the senior management team:
    - Kevin Miller
    - Jason Preston
    - David McGee
    - Kevin Autrey
2. A member of the senior management team will then immediately notify the property management company, as well as the property owner.