



18 High Street
Halberton
Tiverton
Devon
EX167AF

HALBERTON VILLAGE HALL

Turning off and resetting fire alarm policy.

Charities Number: 300845

To turn off and reset the fire alarm.

Background:

The ringing of the fire alarm needs to be dealt with as quickly as possible. The fire alarm control panel is situated in the ground floor foyer adjacent to the road entrance. If inside the hall, go down the stairs to the ground level foyer. The control panel has 4 zones where each zone monitors call points located at the various exits around the building.

Turning off the alarm bells:

There are various circumstances by which the fire alarm can be activated:

1. False alarm.
2. Smoke alarm detection.
3. Breaking of a call point glass - maliciously or "accidentally"
4. Breaking of a call point glass - purposely

False alarms:

This is possible. There could be a fault in the system or a spider or other obstruction interfering with the detection device.

To silence and eventually reset the control panel enter the code 3112 then enter a further number 1 (31121) to silence the alarm. In order to reset the alarm enter a further number 2 (311212).

Once reset and all is working fine the green light will show on the panel. Any false alarms must be recorded in the log book.

In the event the alarm will not reset a qualified contractor will need to be called.

Smoke alarm detection:

Again this is possible. There could be a fault in the system, smoke actually detected (someone smoking?) or a spider or other obstruction interfering with the detection device.

To silence and eventually reset the control panel enter the code 3112 then enter a further number 1 (31121) to silence the alarm. In order to reset the alarm enter a further number 2 (311212).

Once reset and all is working fine the green light will show on the panel. Any detection must be recorded in the log book.

In the event the alarm will not reset a qualified contractor will need to be called.

Breaking of a call point glass - maliciously or “accidentally”:

Malicious breaking of a call point glass is not only inconsiderate but also extremely dangerous. Accidental breaking of a call point glass is as the word implies an accident and something that will need to be explained?

To silence control panel enter the code 3112 then enter a further number 1 (31121). Due to the fact a call point glass or even a smoke alarm is broken the system will keep showing a fault until the detection device is fixed or replaced. Any detection must be recorded in the log book.

It will not be possible to reset the control panel and a qualified contractor will need to be called.

Breaking of a call point glass - intentionally:

In this event a fire has broken out and the alarm activated correctly. Fire evacuation procedures should be followed and the alarm either silenced at the time or after the fire is extinguished.

To silence control panel enter the code 3112 then enter a further number 1 (31121). Due to the fact a call point glass or even a smoke alarm is sensing smoke the system will keep showing a fault until the detection device is fixed or stops detecting an alarm situation. Any detection must be recorded in the log book.

It will not be possible to reset the control panel and a qualified contractor will need to be called.

Reviewed August 2025

Halberton Village Hall Trustees have discussed and agreed the above policy.