### 3.18 Equipment – Simplex Main Fire Indicator Panel

| Purpose | All isolations will be recorded on the Fire Isolation Notice and building monitoring reinstated as soon as possible. |
| Guideline | Fire Alarm Activation  
If fire alarm activation occurs in any building, there will be an alarm report sent via the transponder number to the Fire Brigade.  
On receipt of a fire alarm the Control Room Operator is to initiate procedures as detailed in the Policy Emergency – Fire.  
Isolation of Transponder From Fire Brigade:  
**NOTE:** Fire Panel Isolations can ONLY be done with the authority of a Fire Isolation Request or in extreme circumstance, the permission of OFM Supervisors.  
From time to time it will be necessary to isolate the transponder from the Fire Brigade. This could be for several reasons - maintenance or repair work on the system, major building works or special events where smoke, dust or heat may be generated under controlled conditions etc.  
Usually, the individual Fire Panel in the Campus building is also isolated. It could be the whole panel or just certain sections (or zones) of the building.  
**Fire Panel Isolation Notice**  
Whenever a Fire Panel is isolated – the main panel, a zone or the whole building – a **Fire Isolation Notice** is to be completed showing which building, which zone, who authorised it, how long it is to be isolated, when it was ‘de-isolated’ etc.  
This notice comes in a form of a booklet which is located in every Fire Panel.  
Ensure the information is cross-referenced in the **Daily Log**.  
**A Fire Panel is not to be isolated any longer than is necessary.** |

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**Contact Officer**  
**Campus Security Manager**
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<td>Related Policies, Procedures, Guidelines, Forms or Templates</td>
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