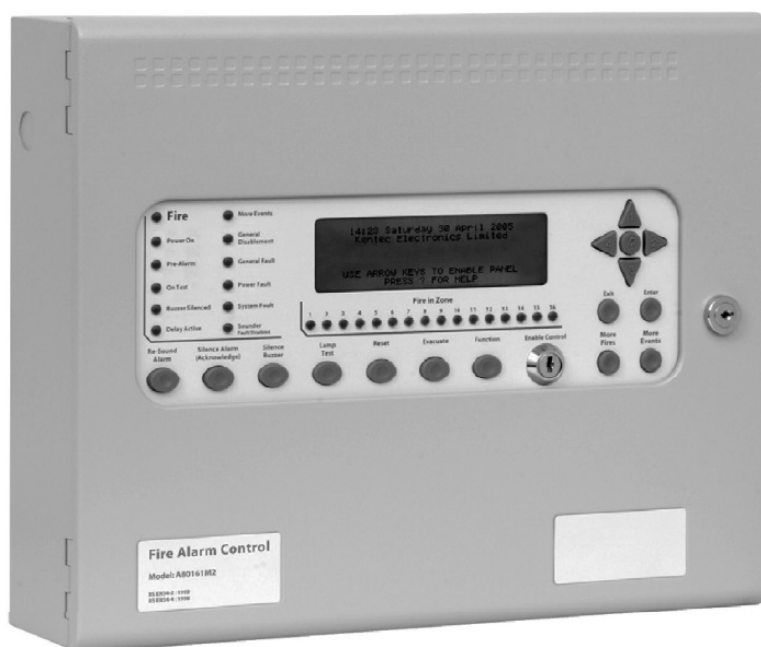


Fire Alarm Instruction Manual

The Regal Theatre
The Avenue
Minehead
Somerset
TA24 5AZ



This instruction manual is only valid with software configuration D056

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1 Summary

1.1 Design

The Automatic Fire Alarm and Detection System installed within the Regal Theatre has been designed and installed broadly in accordance with BS5839-1:2013, EN54-2, EN54-4, BS7273-4:2007 and BS9999:2008, using the principles of an L2/P2 system, with specific features that classify it as an L5/P2 system.

The system incorporates features that deviate from the above standards. These deviations are due to the layout and use of the building, and have been considered as part of the fire risk assessment process as defined in article 9 of The Regulatory Reform (Fire Safety) Order 2005.

The main Fire Control Panel (FCP) is located on the 1st floor adjacent to the unisex toilets. There are 3 fully functioning repeater FCPs, 1 located at the main entrance (box office), 1 located in the dressing room entrance and 1 located in the lighting control box. Access to the control functions for any FCP is restricted by a 901 fire key.

Every person carrying out an activity within the theatre needs a general awareness of the fire alarm system. Persons with specific responsibilities will need additional knowledge and training to perform these roles to ensure a safe evacuation of staff and members of the public.

This manual should be read in conjunction with the manufacturer's user manual

1.2 Equipment Manufacturers

The FCP and repeaters have been manufactured by Kentec Electronics Ltd.

Alarm Panel	Syncro AS (2 loop Apollo protocol)
Repeaters	Syncro View

The fire alarm detectors and interface units are manufactured by Apollo Fire Detectors Ltd.

External Power supplies are manufactured by Zeta Alarm Systems / GLT Exports Ltd

The pager system is manufactured by MDH Wireless Technologies

The communications system is manufactured by BT RedCARE.

The auditorium and bar exit tenability traffic light units are manufactured by Werma

The Theatre PA audio attenuation interfaces are manufactured by Formula Sound

1.3 Design, Installation & Maintenance Contractor

This Automatic Fire Alarm and Detection System is maintained by :-

Clarke Electrical
Unit 12B
10 Parks Street
Minehead
Somerset

Emergency Contact Numbers :	07703 402 610 (Adam Clarke)
	07989 976 657 (Richard Seale)

2. System Overview

2.1 Normal Operating Mode

The system is considered to be in normal operation when no disablements are active. This will generally be when the building is not in use for a performances (ie box office open, rehearsals, set building, meetings etc)

Intentional departure from normal operation must only take place during a performance; during training or when the system is being tested or maintained (ie appropriate the staff are present).

The fire alarm system may also be placed into maintenance, or otherwise disabled when building works are in progress to prevent unintentional activation of the alarm system. Only the minimum sections of the system should be disabled or isolated to facilitate the works and for the minimum amount of time.

Departures from normal operation must only be undertaken by trained and authorised staff, and in accordance with written procedures and after an appropriate risk assessment has been undertaken.

2.1.1 Fire Output

In normal mode, the fire alarm system operates as a non delayed fire alarm. Any activation of an automatic fire detector or Manual Call Point will initiate the following :-

- Alternating tone from all fire sounders
- All Red beacons will flash
- Exit tenability traffic lights will show GREEN if no fire is detected on that exit route, or show RED if the fire alarm has operated on that exit route
- The FCP will display the location of the fire event
- The automatic fire doors will be released
- The auditorium house lights will turn on (if mains power is available)
- The emergency lighting will turn on (including auditorium flood lighting)
- Theatre and Cinema PA systems will be muted
- The Alarm Receiving Centre (ARC) will be notified, who will inform staff who are on the fire alarm response list.

2.1.2 Actions (*From Evacuation Plan*)

Should the fire alarm sound, everybody in the building must :-

- Stop what they are doing and make safe
- Leave the building via the nearest safe exit
- Proceed to the Fire Assembly point – Outside the Red Cross Shop
- **DO NOT RE-ENTER THE BUILDING UNTIL THE ALL CLEAR HAS BEEN GIVEN! EVEN IF THE FIRE ALARM STOPS**

If safe to do so, the nominated person (a trained key holder) should investigate the fire at the fire control panel, and ascertain if the alarm is genuine or a false alarm, and if appropriate call the fire and rescue service.

2.2 Performance Operating Mode(s)

Performance operating mode commences when :-

- All Pagers are tested and issued
- Sounder disablements are active and
- Delay mode is active

At no time should sounders be disabled if the pagers have not issued

During performance mode, a 2 stage delay with Pre-Alert is in operation for automatic fire detectors, giving time to investigate and reset the alarm in the event of a false alarm. This 2 stage delay is bypassed directly to **evacuate** if any Manual Call Point is operated.

2.2.1 Fire Alarm Pre-Alert

If an automatic fire detector is approaching the activation threshold, the following will happen :-

- The pagers will display "**Pre-Alarm Alert – Check Fire Panel**"
- The FCP will display the location of the Pre-Alarm event.

The Theatre Manager will have an unlimited amount of time to acknowledge the Pre-Alarm, however the alarm should be accepted (Silence Alarm (acknowledge) button) and investigated as there may be a developing situation that has the potential to lead to a fire event being initiated.

Should the Pre-Alarm progress to a point where an automatic fire detector believes there is a fire, then the alarm will need accepting again within 4 minutes as detailed in 2.2.2 below.

Front of House teams and The Stage Manager will also receive the alert on their pagers, which will give them early warning of a fire event that may require an evacuation.

If there is no fire or some other stimulus has activated a sensor (eg hair spray, deodorant, dust), then the Pre-Alarm alert can be reset once the stimulus has been removed.

2.2.2 Fire Alarm Activated (Stage 1)

If an automatic fire detector is activated the following will happen :-

- The pagers will display "**Alarm Activated – Check Fire Panel**"
- The FCP will display the location of the fire event, and the zone/fire LEDs will flash
- The automatic fire doors will be released
- If the alarm is from a linked premises, the Alarm Receiving Centre (ARC) will be notified, who will inform staff who are on the fire alarm response list.

The Theatre Manager will have 4 minutes to proceed to a fire control panel and accept the alarm, which will initiate the stage 2 delay.

If the alarm is not acknowledged during the stage 1 delay, then the fire control panel will bypass the stage 2 delay initiate the evacuation.

Front of House teams and The Stage Manager will also receive the message on their pagers, which will give them early warning of a fire event that may require an evacuation.

2.2.3 Fire Alarm Activated (Stage 2)

Once the alarm has been accepted, by pressing the 'silence alarm (acknowledge) button' on any FCP, the Theatre Manager will have 6 minutes to proceed to the location of the fire event,

investigate and either confirm it is a genuine fire or a false alarm. If the alarm is not reset within 6 minutes of entering the stage 2 delay, then the alarm system will initiate the evacuation.

False Alarm

If it is confirmed to be a false alarm then the Theatre Manager must return to the nearest FCP and reset the alarm before the end of the 6 minute stage 2 delay.

Genuine Fire

If a genuine fire event is confirmed then the Theatre Manager must operate a Manual Call Point near the event to initiate the evacuation inline with the theatre evacuation plan

2.2.4 Evacuation Stage

The evacuation stage will be entered by operation of any Manual Call Point or failing to acknowledge and/or reset the alarm system during the stage 1 & 2 delays.

During the evacuation stage the following will happen :-

- All Red beacons will flash
- Exit tenability traffic lights will show GREEN if no fire is detected on that exit route, or show RED if a fire detector or Manual Call Point has operated on that exit route.
- The auditorium house lights will turn on (if mains power is available)
- The emergency lighting will turn on (including auditorium flood lighting)
- The Theatre PA will be muted and/or the Film Projector PA will be muted
- The pagers will display "<<<**EVACUATE**>>>"
- The Alarm Receiving Centre (ARC) will be notified, who will inform staff who are on the fire alarm response list.

If an evacuation is initiated, then the building must be evacuated as per the evacuation plan.

2.3 Other Fire Alarm System Features

The fire alarm system will respond to fire signals from the following linked premises :-

- Poundland
- The Warehouse Shop
- "Food To Go" bakery
- To respond to fires from the above linked premises refer to Sup A1, A2 and A3

In addition to this the fire alarm system will report faults with the emergency lighting, BT RedCARE communicator, refuge intercom, and the fire door and pager power supply systems.

The fire alarm system will release the fire doors retainers when the event that the main emergency lighting switch (located at the main entrance) is switched off, to ensure that when the building is unoccupied, retained fire doors are closed.

To enable investigation of restricted access areas during a fire event, doors securing these zones will be automatically released to aid investigation **only if the fire is detected in these zones.**

The fire alarm system is equipped with an automated facility that notifies the maintenance contractor and staff who are on the fire alarm response list of fire and fault events.

The fire alarm DOES NOT automatically contact the Fire & Rescue service.

3 Fire Alarm Operating Instruction (FAOI) Overview

These instructions give guidance on the operation of the fire alarm equipment, and must be used in conjunction with the fire, evacuation and maintenance procedures.

The manufacturers' instruction manual should also be consulted if additional detail is required.

3.1 Fire Alarm Operating Instructions

- 1 Responding to alarms and system resetting in normal operation
- 2 Responding to alarms and system resetting during a performance
- 3 Changing system operating modes
- 4 Pager operations
- 5 Responding to fault conditions
- 6 Weekly Manual Call Point testing (*Using Training Mode*)
- 7 Training mode
- 8 Maintenance Mode (*For use during Fire Alarm System Maintenance ONLY*)

3.2 Training Requirements

The above instructions will require varying degrees of training or awareness. It is recommended that the following training groups are trained / made aware of the Fire Alarm Operating Instructions as per the matrix below

FAOI	1	2	3	4	5	6	7
A Theatre Manager	■	■	■	■	■	□	□
B Front Of House / Bar Staff / Box Office	□	□		■	□		
C Key Holders	■				■		
D Theatre staff / Cast / Crew	□	□			□		
<i>Training Instructors</i>	■	■	■	■	■	■	■

■ = Formal Training Required

□ = Awareness Training (Formal training optional)

Note: The evacuation procedures and local signage within the theatre cover how people without a specific role should react during a fire alarm event.

4 Maintenance

The system must be maintained and tested as per the Maintenance Schedule, which is broadly in line with the requirements of BS5839-1:2013

5 Other

For the convenience and safety of disabled patrons, the alarm system and pagers will also provide an alert to theatre staff if the disabled toilet assistance alarm is activated. This will automatically reset when the assistance alarm is cancelled at the disabled toilet.

Fire Alarm Maintenance Schedule Maintenance & Testing Requirements	MS
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Reference	Description	Frequency*
1.1	Control Panel (confirm normal indications)	Daily ^{#1}
1.2	Manual Call Points	1 Weekly ^{#2}
1.3	Fire Door Retainers	1 Weekly
1.4	Sounders	1 Monthly
2.1	Pagers - Test message	Before every use
2.2	Pagers - All messages	12 Monthly
3.1	Review log book and check remedial actions taken	3 Monthly
3.2	Run system on batteries only in alarm condition	3 Monthly
3.3	Fire detectors	12 Monthly ^{#3}
3.4	Batteries / standby power supply	12 monthly
3.5	Cause and Effect program	12 Monthly
3.6	Visual Inspection of all accessible cable and fixings	12 Monthly
3.7	Verify pager system in remote building locations	12 Monthly
3.8	Review log book to review unwanted alarm rate and defects	12 Monthly
4.1	Inspect all detectors, and clean if required	24 Monthly
5.1	Replace sealed lead acid batteries	48 Monthly
6.1	Poundland fire alarm link (send and receiving signals)	1 Monthly
6.2	Lifestyle Warehouse heat detectors (all)	6 Monthly
6.3	Food To Go Bakery heat detectors (all)	6 Monthly
7.1	RedCARE communicator (all channels)	1 monthly
8.1	Lift Alarm functionality	1 Monthly
8.2	Refuge Intercom functionality	1 Weekly ^{#2}

* Frequency is the maximum permitted interval between tests, unless a written risk assessment is recorded to justify any deviation. Tests may be conducted at a shorter interval if required.

^{#1} Control panel must be checked every day when the building is occupied.

^{#2} A different Manual Call Point / intercom unit on a rolling program must be tested each week.

^{#3} All fire detectors to be tested over a 12 month period.

All tests must be conducted by the appropriate personnel / contractor and recorded in the log book.

Fire Alarm Operating Instruction Fire Alarm Zones			Zones
Zone	Description		Remarks
1	Floor G	– Electrical switch room, store and back office area	
2	Floor 1	– Gents corridor, unisex toilets and cupboard	
3	Floor 1	– Bar, kitchen and adjacent store room	
4	Floor 1	– Ladies corridor and rear fire exit	
5	Floor 1,2	– Auditorium including stage and control 'box'	
6	Floor B,G,1	– Dressing rooms including basement area	
7	Floor 3,4	– Projection room, workshop and store room areas	
8	Floor 3	– Auditorium roof void	
9	Floor 1,2	– Front tower stairwell to floors 1 & 2	
10	Floor G	– Box Office	
11	Floor G	– Garage adjacent to dressing room door	
12	Floor G,1,2	– Lift shaft	
13	(Spare)	–	
14	Floor G	– Food To Go bakery (<i>Externally linked premises</i>)	8 heat detectors
15	Floor G	– Poundland (<i>Externally linked premises</i>)	Fire alarm interlink
16	Floor G	– The Warehouse Shop (<i>Externally linked premises</i>)	5 heat detectors

Fire Alarm Operating Instruction Responding to alarms and system resetting in normal operation	FAOI 1
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Step	Action	Remarks
1	INITIAL ACTIONS ON HEARING THE FIRE ALARM	
1.1	Initiate Evacuation Procedure.	
1.2	If the alarm is known to be genuine, immediately proceed to step 3.	<i>Continuously Applicable Box</i>
1.3	Nominated Person (trained Key Holder) to proceed to the nearest Fire Control Panel (FCP).	
1.4	At the FCP, identify the location and type of fire event.	<i>Main FCP or Repeater Panel</i>
1.5	If the event is a in a linked premises, refer to Supplement A1, A2 or A3.	<i>Note the location of the fire event</i>
2	INVESTIGATE FIRE EVENT	
2.1	Proceed to the location of the fire event.	<i>See Sup A* for linked premises</i>
2.2	Confirm if the alarm is genuine or false/unwanted. <i>Note: You do not need to see flames – Any indication like smoke or smell is sufficient to validate the alarm.</i>	
2.3	If the alarm is genuine, leave the building, operating a Manual Call Point (MCP) if it has not already been operated, and proceed to step 3. If the alarm is confirmed as false / unwanted, proceed to step 4.	
3	GENUINE FIRE ACTIONS / OPERATION OF A MCP	<i>(Break Glass)</i>
3.1	From a place of safety, contact the F&RS on 999 . Give the address as :- The Regal Theatre Minehead Somerset, TA24 5AZ	
3.2	Advise the F&RS that there is a confirmed fire, and evacuation is (still) in progress.	
3.3	Follow any instructions given to you by the F&RS, and proceed to the fire muster point.	<i>Outside the Red Cross Shop</i>
3.4	Once the fire is extinguished, proceed to step 5.	

Fire Alarm Operating Instruction Responding to alarms and system resetting in normal operation		FAOI 1
Step	Action	Remarks
4	FALSE / UNWANTED FIRE ACTIONS	
4.1	Return to a FCP and Silence the alarm - Insert 901 key in to FCP and turn clockwise - Press Silence Alarm (acknowledge) - Remove 901 key from FCP	<i>Main FCP or Repeater Panel</i>
4.2	If a MCP has been activated, proceed to the MCP and reset it using the special tool located adjacent to the FCP.	
4.3	If a sensor has been activated, remove the cause / stimulus.	
4.4	If a linked premises initiated the alarm, remove the cause / stimulus, and for Poundland, ensure that their FCP is reset before proceeding.	
5	RESETING THE FIRE CONTROL PANEL	
5.1	If the alarm is still sounding or a MCP needs resetting (eg following a real fire) carry out the actions in step 4 before proceeding	
5.2	Record details of alarm and location in log book.	
5.3	Reset the FCP - Insert 901 key in to FCP and turn clockwise - Press Reset <i>If required the delay active will need cancelling. To do this</i> - Press the RIGHT arrow key 4 times - Press Enter - Confirm the system is reset - Remove the 901 key from the FCP	<i>Key may already be inserted</i> <i>N/A for MCPs</i> <i>Power LED is the only one lit</i>
6	RE-OCCUPYING THE BUILDING (IF SAFE TO DO SO)	
6.1	Proceed to the fire muster point	
6.2	Inform the people at the muster point that the building can be reoccupied	
Instruction Completed		

Fire Alarm Operating Instruction Responding to alarms and system resetting during a performance		FAOI 2
Step	Action	Remarks
1	INITIAL ACTIONS ON RECEIVING A FIRE ALARM	
1.1	If the pager displays <<< EVACUATE >>> proceed to step 4 immediately	<i>Continuously Applicable Box</i>
1.2	If the pager displays Alarm Activated – Check Panel immediately proceed to the nearest Fire Control Panel (FCP)	<i>Stage 1 delay 4 minutes</i>
1.3	At the FCP, accept the stage 1 delay • Insert the 901 key and turn clockwise • Press the silence alarm (acknowledge) • Remove 901 key from FCP The flashing FIRE LEDs will now remain lit continuously.	<i>Starts the Stage 2 delay 6 minutes</i>
1.4	At the FCP, identify the location of the fire event	
2	INVESTIGATE FIRE DETECTOR EVENT	
2.1	Proceed to the location of the fire event	<i>See Sup A* for linked premises</i>
2.2	Confirm if the alarm is genuine or false/unwanted <i>Note: You do not need to see flames – Any indication like smoke or smell is sufficient to validate the alarm</i>	
2.3	If the alarm is genuine, operate a Manual Call Point (MCP) near the fire and proceed to step 5	
2.4	If the alarm is confirmed as a false / unwanted, proceed to step 3	
3	RESETTING A FALSE / UNWANTED ALARM (PRE EVACUATION)	
3.1	Return to the nearest FCP	<i>Within 6 minutes of step 1.3</i>
3.2	Reset the FCP • Insert 901 key in to FCP and turn clockwise • Press Reset <i>Note: If the detector still believes there is smoke, the alarm may reactivate. If this is the case, the alarm will need silencing and resetting again.</i>	
3.3	Once reset, proceed to the area the detector operated, and remove the cause of the alarm, or dispatch someone to do this for you.	

Fire Alarm Operating Instruction Responding to alarms and system resetting during a performance	FAOI 2
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Step	Action	Remarks
3.4	Inform the Front Of House manager that the alarm was a false alarm	
3.5	Record details of alarm and location in log book	
4	RESPONDING TO OPERATION OF A MCP	<i>(Break Glass)</i>
4.1	If the alarm is known to be genuine, immediately proceed to step 5.	Continuously Applicable Box
4.2	Contact the Fire & Rescue service (F&RS) on 999 . Give the address as :- The Regal Theatre Minehead Somerset, TA24 5AZ	
4.2	Advise the F&RS that a Manual Call Point has been activated, an evacuation is now in progress, you are going to investigate the event and will call them back to confirm the validity.	
4.3	Proceed to the location of the MCP	
4.4	Confirm if the alarm is genuine or false/unwanted <i>Note: You do not need to see flames – Any indication like smoke or smell is sufficient to validate the alarm</i>	
4.5	If the alarm is confirmed as genuine, proceed to step 5. If the alarm is confirmed as false / unwanted, proceed to step 6	
5	GENUINE FIRE ACTIONS	
5.1	From a place of safety, contact the F&RS on 999 . Give the address as :- The Regal Theatre Minehead Somerset, TA24 5AZ	
5.2	Advise the F&RS that there is a confirmed fire, and evacuation is (still) in progress.	
5.3	Follow any instructions given to you by the F&RS, then assist the Front Of House team with the evacuation	
5.4	Once the fire is extinguished and smoke cleared, proceed to step 7	

Fire Alarm Operating Instruction Responding to alarms and system resetting during a performance	FAOI 2
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Step	Action	Remarks
6	FALSE / UNWANTED FIRE ACTIONS (POST EVACUATION)	
6.1	If the F&RS were previously contacted for an MCP activation (or an expired delay on a sensor etc), contact the F&RS again on 999 .	
6.2	Advise the F&RS that the alarm is not genuine, and will be reset unless advised otherwise (the F&RS may have dispatched crews to attend site, so they will need to give the all clear prior to resetting the alarm)	
6.3	Return to the FCP and Silence the alarm • Insert 901 key in to FCP and turn clockwise • Press Silence Alarm (acknowledge) • Remove 901 key from FCP	
6.4	If activated, return to the MCP and reset it	
7	RESETTING THE FIRE CONTROL PANEL (POST EVACUATION)	
7.1	Record details of alarm and location in log book	
7.2	If not already done so, return to the MCP and reset it	<i>If activated</i>
7.3	Reset the FCP • Insert 901 key in to FCP and turn clockwise • Press Silence Alarm (acknowledge) • Press Reset • Confirm the system is reset <i>Note : In performance mode, there will be several disablements active When the system is reset including delay active</i> • Remove the 901 key from the FCP	
8	RE-OCCUPYING THE BUILDING (IF SAFE TO DO SO)	
8.1	Proceed to the fire muster point	
8.2	Inform the people at the muster point that the building can be reoccupied	
	Instruction Completed	

Fire Alarm Operating Instruction Changing system operating modes	FAOI 3
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Step	Action	Remarks
1	PAGER TESTING	
1.1	Confirm there are 7 pagers available for (in order of priority) :- • Theatre Manager • Front Of House Manager (Sector B) • Stage Manager • Bar Manager • Front Of House (Sector A) • Front Of House (Sector C) • Front Of House (Sector D)	<i>If a pager is faulty, issue as per the order of priority (noting that some staff will not be issued a pager) and record in log book</i>
1.2	Turn pagers ON, by pressing the green button for 3 seconds	
1.3	Send Pager test message from the main FCP • Insert 901 key in to FCP and turn clockwise • Press function (pager test) once • Remove 901 key from FCP	
1.4	Confirm ***PAGER TEST*** is displayed on all pagers, then clear messages (see pager manual for instructions on deleting messages)	<i>Replace pager batteries if required</i>
2	CHANGING FROM NORMAL TO PERFORMANCE MODE	
2.1	Issue pagers to staff	
2.2	Activate delay on the main FCP • Insert 901 key in to FCP and turn clockwise • Press the RIGHT arrow key 4 times • Press ENTER • Remove 901 key from FCP	<i>The FCP should now display a yellow 'delay active' LED</i>
2.3	Disable the Sounders • Insert the Red 003 key in to the DISABLE ALL SOUNDERS key switch • Turn key switch clockwise to 1 • Remove Red 003 key from switch <i>Note: 'All Sounders Disabled' should be displayed on the FCP</i>	<i>The system is now set to performance</i>
2.4	If smoke is to be used during the show, disable smoke sensors • Insert the Red 003 key in to the DISABLE SMOKE SENSORS key switch • Turn key switch clockwise to 1 • Remove Red 003 key from switch <i>Note: 'Key smoke sensors disabled' should be displayed on the FCP</i>	<i>The system is now set to performance mode including smoke</i>

Fire Alarm Operating Instruction Changing system operating modes	FAOI 3
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Step	Action	Remarks
3	CHANGING FROM PERFORMANCE TO NORMAL MODE	
3.1	Re-enable the Sounders - Insert the Red 003 key in to the DISABLE ALL SOUNDERS key switch - Turn key switch anti-clockwise to 0 - Remove Red 003 key from switch	
3.2	<i>Note: If smoke has been used, wait at least 20 minutes after the performance has finished before proceeding</i>	
3.3	If required, re-enable the smoke sensors - Insert the Red 003 key in to the DISABLE SMOKE SENSORS key switch - Turn key switch anti-clockwise to 0 - Remove Red 003 key from switch	
3.4	Deactivate delay on the main FCP - Insert 901 key in to FCP and turn clockwise - Press the RIGHT arrow key 4 times - Press ENTER - Remove 901 key from FCP <i>Note: The only LED that should be displayed on the FCP should be the green power LED</i>	
4	RECOVER PAGERS	
4.1	Recover 7 pagers from staff	
4.2	Turn Pager off (see pager instruction manual for instructions)	
4.3	Place pagers in storage box	
	Instruction Completed	

Fire Alarm Operating Instruction Pager Operations	FAOI 4
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Step	Action	Remarks
1	COLLECT PAGER	
1.1	Obtain tested pager from Theatre Manager	
2	OPERATION OF PAGER	
2.1	If pager is activated, it will vibrate or bleep (depending on setting)	
2.2	Press the green button to acknowledge the message	
2.3	Read message, and respond as per fire plan <i>Note: Message may be repeated several times, so repeated acceptance may be required</i>	
3	RETURNING PAGER AFTER USE	
3.1	On completion of the performance, return the pager to the Theatre Manager <i>Note: Inform Theatre Manager if there are any defects with the pager</i>	
	Instruction Completed	

Fire Alarm Operating Instruction Responding to Fault conditions	FAOI 5
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Step	Action	Remarks
1	RESPONSE TO A FAULT CONDITION <i>Note: Some faults will generate multiple alarms so will require multiple responses</i> <i>Note: A fault condition will prevent the automatic fire doors from latching open until the fault is cleared. This is a safety feature.</i>	
1.1	Proceed to the FCP	
1.2	Press the ' Silence Buzzer ' button	
1.3	Investigate fault if possible	
1.4	Record fault in log book	
1.5	Contact maintenance engineer to arrange repair	
	Instruction Completed	

Fire Alarm Operating Instruction Weekly Manual Call Point Testing	FAOI 6
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Step	Action	Remarks
1	SET UP FOR MANUAL CALL POINT (MCP) TEST	<i>(Break Glass)</i>
1.1	Open all magnetic fire doors, and latch on magnet (if present)	<i>13 fire doors</i>
1.2	Inform all people in the building that fire alarm testing is about to take place	
1.3	Open log book at the weekly test page	
	NOTE: <i>It is essential that training mode is selected prior to undertaking this test. Failure to do so will result in the Alarm Receiving Centre (ARC) contacting staff on the fire alarm response list</i>	
1.4	Enter training mode - Insert the Yellow 166 key in to the MAINTENANCE/TRAINING key switch - Turn key switch anti-clockwise to TRAINING - Remove the Yellow 166 key	
1.5	If required, disable sounders - Insert the Red 003 key in to the DISABLE ALL SOUNDERS key switch - Turn key switch clockwise to 1 - Remove Red 003 key from switch	<i>See log book</i>
2	TEST DOORS AND MANUAL CALL POINT	
2.1	Identify the next MCP to test from the log book	
2.2	Proceed to the identified MCP, lift the cover and firmly press the the middle of the ' break glass ' element	<i>Press the black dot →●←</i>
2.3	When red LED is lit on MCP, reset it using the black reset tool	Stored by FCP
2.4	Observe that all fire doors close, and all beacons flash, and if armed, all sounders are operating	
2.5	Confirm the all 5 exit tenability traffic lights are illuminated in the auditorium and bar as per test schedule	
2.6	Return to FCP and Reset - Insert 901 key in to FCP and turn clockwise - Press Silence Alarm (acknowledge) - Press Reset	

Fire Alarm Operating Instruction Weekly Manual Call Point Testing	FAOI 6
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Step	Action	Remarks
2.7	If required, re-enable the Sounders • Insert the Red 003 key in to the DISABLE ALL SOUNDERS key switch • Turn key switch anti-clockwise to 0 • Remove Red 003 key from switch	
2.8	Confirm that the fire alarm system is reset, and no fires or faults are displayed on the FCP	
2.7	Exit training mode • Insert the Yellow 166 key in to the MAINTENANCE/TRAINING key switch • Turn key switch clockwise to 0 • Remove the Yellow 166 key	
2.8	Confirm the FCP has returned to normal Instruction Completed	

Fire Alarm Operating Instruction Training mode	FAOI 7
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Step	Action	Remarks
1	ENTERING TRAINING MODE <i>NOTE: It is essential that training mode is selected prior to undertaking any training. Failure to do so will result in the fire Alarm Receiving Centre (ARC) contacting staff on the fire alarm response list</i>	
1.1	Enter training mode - Insert the Yellow 166 key in to the MAINTENALCE/TRAINING key switch - Turn key switch anti-clockwise to TRAINING - Remove the Yellow 166 key	
1.2	Confirm Training Mode is displayed on the FCP <i>Note: System will function as normal, with the exception of the link to the Alarm Receiving Centre (ARC) which is now disabled.</i>	
1.3	Training can not commence. Remember to notify anyone in the building that training is underway. If Poundland is open, then they will also need to be made aware.	
2	EXITING TRAINING MODE	
2.1	<i>Ensure that the system is reset, and no fires or faults are displayed on the FCP</i>	
2.2	Inform anyone in the building (and if applicable Poundland) that training is complete, and any future alarms need to be treated as genuine.	
2.1	Exit training mode - Insert the Yellow 166 key in to the MAINTENALCE/TRAINING key switch - Turn key switch clockwise to 0 - Remove the Yellow 166 key	
2.2	Confirm the FCP has returned to normal Instruction Completed	

Fire Alarm Operating Instruction Maintenance Mode	FAOI 8
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Step	Action	Remarks
1	ENTERING MAINTENANCE MODE Maintenance mode is for use by authorised persons only! Maintenance mode is designed to allow detector testing and replacement to be completed, whilst not affecting the operation of fire doors, lift travel or heating and ventilation plant. It also disables the signals to the ARC.	
1.1	Inform all people in the building that fire alarm maintenance is about to take place <i>NOTE: It is essential that maintenance mode is selected prior to undertaking any testing or maintenance. Failure to do so will result in the Alarm Receiving Centre (ARC) contacting staff on the fire alarm response list</i>	
1.4	Enter maintenance mode - Insert the Yellow 166 key in to the MAINTENANCE/TRAINING key switch - Turn key switch clockwise to MAINTENANCE - Remove the Yellow 166 key	
1.5	Carry out detector testing or detector replacement as required	
1.6	Record all results in the log book	
2	EXITING MAINTENANCE MODE Ensure that the system is reset, and no fires or faults are displayed on the FCP	
2.1	Exit training mode - Insert the Yellow 166 key in to the MAINTENANCE/TRAINING key switch - Turn key switch anti-clockwise to 0 - Remove the Yellow 166 key Confirm the FCP has returned to normal Instruction Completed	

Fire Alarm Supplement Responding to Alarms In Linked Premises – Poundland	Sup A1
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Step	Action	Remarks
1	INVESTIGATE ALARM FROM POUNDLAND	
1.1	Note: If Poundland is LOCKED or closed, then contact the Poundland store manager.	<i>The ARC will also contact Poundland.</i>
1.2	If safe to do so, obtain access to the premises to confirm if the alarm is genuine, noting that during a performance, there is only 6 minutes to reset the alarm after the stage 1 delay has been acknowledged. <u>DURING A PERFORMANCE, IT MAY BE PRUDENT TO INITIATE THE EVACUATION AND CONTACT THE FIRE & RESCUE SERVICE TO INVESTIGATE</u>	
1.3	If the alarm is genuine, activate the box office Manual Call Point then return to normal instructions for confirmed fire :- From a place of safety, contact the F&RS on 999. Give the address as :- The Regal Theatre Minehead Somerset, TA24 5AZ Advise the F&RS that there is a confirmed fire, and evacuation is (still) in progress.	<i>Alarm may need resetting multiple times</i>
1.4	If the alarm is false, then silence the theatre alarm (or if during a performance) then reset the alarm At the FCP, accept the stage 2 delay • Insert the 901 key and turn clockwise • Press the reset button • Remove 901 key from FCP	
1.5	Contact the maintenance contractor to investigate / reset the Poundland Fire Alarm NOTE: The theatre fire alarm will not reset until the Poundland Fire Alarm has been reset Instruction Completed	

Fire Alarm Supplement Responding to Alarms In Linked Premises – Warehouse Shop	Sup A2
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Step	Action	Remarks
1	INVESTIGATE ALARM FROM LIFESTYLE WAREHOUSE SHOP	
1.1	Note: If the premises is LOCKED, then no access is available. The shop manager can be contacted on _____	
1.2	If safe to do so, obtain access to the premises to confirm if the alarm is genuine, noting that during a performance, there is only 6 minutes to reset the alarm after the stage 1 delay has been acknowledged. Only the entrance lobby has detectors, which can be viewed via the front doors looking down the corridor (5 heat detectors)	
1.3	If the alarm is genuine, activate the box office Manual Call Point then return to normal instructions for confirmed fire :- From a place of safety, contact the F&RS on 999. Give the address as :- The Regal Theatre Minehead Somerset, TA24 5AZ Advise the F&RS that there is a confirmed fire, and evacuation is (still) in progress.	
1.4	If false, then silence the theatre alarm (or if during a performance) then reset the alarm At the FCP, accept the stage 2 delay • Insert the 901 key and turn clockwise • Press the reset button • Remove 901 key from FCP	<i>Alarm may need resetting multiple times</i>
1.5	Contact the maintenance contractor to investigate why the alarm was initiated. Instruction Completed	

Fire Alarm Supplement Responding to Alarms In Linked Premises – Food Bakery	Sup A3
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Step	Action	Remarks
1	INVESTIGATE ALARM FROM FOOD TO GO BAKERY	
1.1	Note: If the premises is LOCKED, then no access is available The shop manager can be contacted on _____	
1.2	If safe to do so, obtain access to the premises to confirm if the alarm is genuine, noting that during a performance, there is only 6 minutes to reset the alarm after the stage 1 delay has been acknowledged. There are 5 hidden heat detectors in the roof voids, and 3 heat detectors in the shop front shop area.	
1.3	If the alarm is genuine, activate the box office Manual Call Point then return to normal instructions for confirmed fire :- From a place of safety, contact the F&RS on 999. Give the address as :- The Regal Theatre Minehead Somerset, TA24 5AZ Advise the F&RS that there is a confirmed fire, and evacuation is (still) in progress.	
1.4	If false, then silence the theatre alarm (or if during a performance) then reset the alarm At the FCP, accept the stage 2 delay • Insert the 901 key and turn clockwise • Press reset button • Remove 901 key from FCP	<i>Alarm may need resetting multiple times</i>
1.5	Contact the maintenance contractor to investigate why the alarm was initiated. Instruction Completed	

Fire Alarm Supplement		Sup B
Responding to automatic 'call outs' from the Alarm Receiving Centre		
Step	Action	Remarks
1	ON RECEIVING AN AUTOMATIC CALL OUT	
1.1	Proceed to the theatre	
1.2	<i>DO NOT PUT YOURSELF AT RISK. Only proceed if safe to do so.</i> Gain access to the premises to confirm if the alarm is genuine. <i>The Fire Alarm will have turned the Emergency Lights on.</i> If attending out of hours, ensure that someone else knows you are attending the theatre. Refer to existing instructions for process for investigation / resetting alarm. IF YOU ARE UNSURE, CONTACT THE FIRE AND RESCUE SERVICE ON 999. Instruction Completed	