

## Fire Alarm Policy V1

<b>Implementation Date</b>	<b>26/06/2025</b>
<b>Review Date</b>	<b>01/07/2025</b>

The fire alarm installed on 19th May 2025 at the Scout Hut conforms to BS 58369-1. The alarm has both heat and smoke detectors, sound beacons and a light beacon to detect and warn users of the building that there is a fire and to make their way out of the building.

To make sure the fire alarm is working correctly, the call points will be activated on a bi-weekly basis by either a member of the Trustee Board or a nominated person. Below is a list of the call point locations:

- CP1 is located at the white exit doors of the main hall
- CP2 is located at the side of the fire exit door from the main hall
- CP3 is located at the side of the fire exit door from Pete's room
- CP4 is located at the side of the fire exit door from Pete's room stores
- CP5 is located at the side of the fire exit door from Main stores

All regular users of the building have been shown how to deactivate the alarm in the event of it going off either by accident e.g. burnt toast or intentionally e.g. doing a fire drill.

As part of our Regular User Hire Agreement all groups are expected to do a fire drill every 6 months to make their users familiar with the exit routes from the building, as well as the location of the Fire Assembly Point.

The Fire Assembly Point is away from the building and is marked with the fire assembly sign. It is at the front of the Scout Hut, on the tree on the grass verge near to the cottage / rugby pitch.

### **Bi-weekly\* testing**

A call point will be activated bi-weekly and all points are to be tested before a new cycle can be started. The test is carried out by a member of the Trustee Board or nominated person to make sure it sets off the fire alarm. The test is logged, with any issues reported back to the Trustee Board to be rectified.

### **Monthly testing**

Once a month a member of the Trustee Board or nominated person will activate the fire alarm from the panel to make sure the panel can be accessed correctly, to ensure that the panel can be used to set off the fire alarm and to ensure that the panel can be used to help identify the location of a fire in the building. The test is logged with any issues reported back to the Trustee Board to be rectified.

### **Annual Testing**

Once a year, the fire alarm will be tested by a qualified professional who will be able to check that the smoke detectors are all working correctly and provide documentation of the check.

\*Bi-weekly means we will perform the action every other week



## Fire Alarm Call Point Bi-weekly Testing

[illegible]

## Fire Alarm Panel Monthly Testing