

# How to Guide

## Isolate Fire Panel

The Fire Panel controlling both venues is located in the Theatre foyer. As you enter the foyer via the main doors, walking towards the auditorium entrance, there are 3 doors on your right. The middle door contains the Fire Panel.

The panel typically already has a key in it, however, if the key is missing a 003 key is required.

Fire Alarms must be isolated for any use of smoke/haze, excessive dust, compressed air cannons, etc.

### **Isolate Alarm - Theatre**

1. Using the keypad, select "ZONE" "1" "TO" "4"
2. Press "ISOLATE", then "ACKNOWLEDGE"
3. Screen will then display "SENSOR 1 of 91 IN ISOLATE"
4. Using the "NEXT" and "PREVIOUS" buttons, page through the isolated sensors to locate "MCP" sensor types – these are the break glass manual call points located around the building, and are essential to be di-isolated in an emergency
5. When an MCP is displayed on the screen, select "DE-ISOLATE"
6. Upon completion of this process, 85 sensors should remain in isolate

### **Isolate Alarm – Concert Hall**

1. Using the keypad, select "ZONE" "9" "TO" "13"
2. Press "ISOLATE", then "ACKNOWLEDGE"
3. Screen will display 59 sensors in isolate
4. There are no MCPs located in the Concert Hall, so no further steps are required

### **De-isolate Alarm**

1. Check the top left of the FIP, where the orange ISOLATE light is illuminated. Is the red ALARM light also illuminated?
  - a. If ALARM light **is illuminated** follow all steps in this process
    - i. NB: If the FIP is in alarm and you do not take it out of alarm before de-isolating, the evacuation sirens will sound and MFS will attend site
  - b. If ALARM light **is not** illuminated, skip to step 3
2. Press "RESET" – the FIP will check all sensors to determine if they are still in alarm.
  - a. If ALARM light **does not** go off, locate the sensor in alarm using the onscreen information and the Fire Manual located on the floor of the FIP cupboard. Identify potential stimulants holding the sensor in alarm and work to clear it.
  - b. If ALARM light **disables**, continue with the following steps:
3. Using the keypad, select the zones to de-isolate ("ZONE" "#" "TO" "#")
4. Press "DE-ISOLATE"
5. Screen display "FIRE SYSTEM IS NORMAL"