

EWIS Operating Instructions - Investigate then Evacuate

1. Open door and turn key to "MANUAL"
2. Press and hold the "SYSTEM FAULT / SILENCE" button until it beeps (2 seconds).

3. Press the yellow "ALL ALERT" button twice.

4. Press the blue "ALL PA SPEECH" button.

For immediate evacuation proceed to step 9 Situation is Real

5. Lift black microphone and announce:

"Attention please, the fire alarm has been activated, we are investigating the situation, please collect your personal belongings and standby for further instructions".
repeat instructions twice

6. Press the "ALL ALERT" to turn the alert tone back on again

7. Use the Fire Indicator Panel (FIP) to ascertain the location of the alarm activation.

8. Pick up the red warden phone ready to speak to a warden.

Press one of the blinking red communicate buttons closet to the location of the alarm activation.

Tell the warden to investigate the activation and see if the situation is real or a false alarm.

Situation is Real

9. Press the "ALL ALERT" to turn off the alert tone
Lift the black microphone and announce:

"Attention please, the building is now being evacuated, please leave by the nearest exit and meet at the congregation area".
repeat instructions twice

10. Press the red "ALL EVACUATE" button
11. Contact the ACT Fire Brigade (000) and advise there is a fire in the building.

Specify the:

Name of the building

Address of the Building

Give the operator your name and contact details

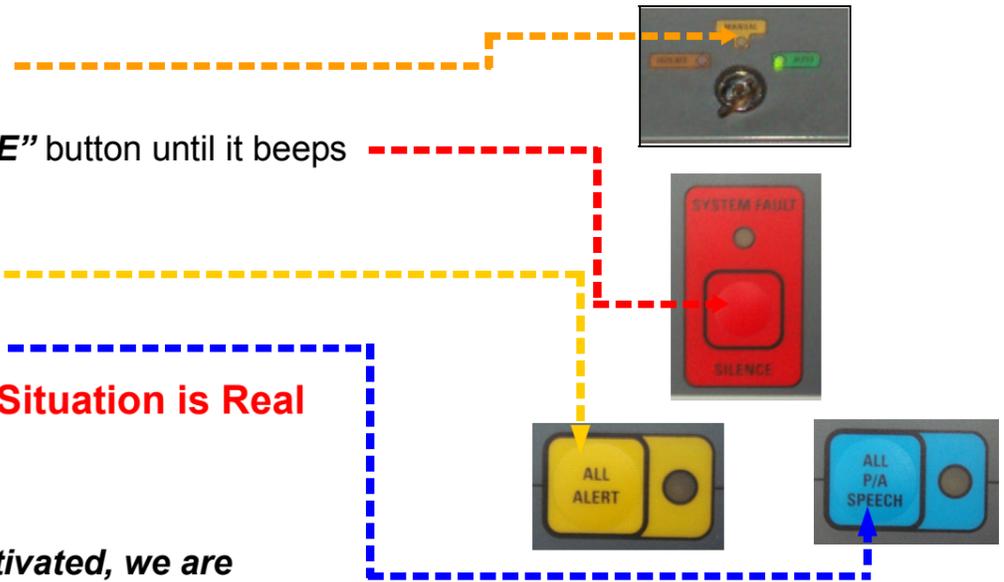
Phone ANU Security and advise them there is a fire in the Building.

12. Ensure all lifts are secured on the ground floor.
13. Ensure all exits are manned to prevent entry to the building.
14. Wait for the Fire Brigade to arrive.

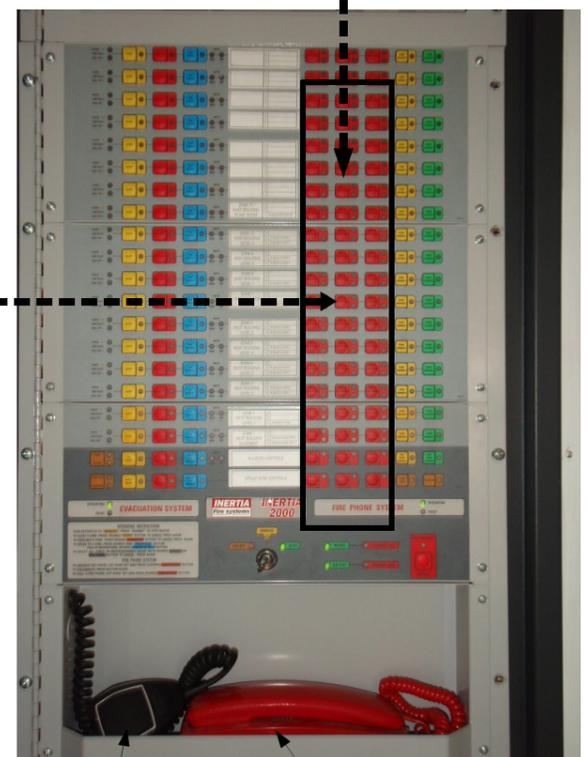
Complete emergency checklist and hand to emergency services on arrival, also report the location of any people who can not or have refused to leave the building.

Reset

The Fire Brigade must reset the FIP before you can reset the EWIS panel. To reset the EWIS panel, press and hold the system fault / silence button until you hear a beep then turn key back to "AUTO"



Button light flashing = phone is manned
 Button light steady = they can hear you



BLACK MICROPHONE RED WARDEN PHONE

ALL ALERT ALL EVACUATE ALL PA SPEECH



KEY SWITCH SYSTEM FAULT / SILENCE BUTTON

False Alarm

9. Press the "ALL ALERT" to turn off the alert tone
Lift the black microphone and announce:

"Attention please, no problems were identified. Thankyou for your patience".
repeat instructions twice

10. Wait for the Fire Brigade to arrive.