**Transcript –**

**Fire systems online training for building and floor wardens**

Welcome to the La Trobe Health and Safety Fire Systems web video training session for building and floor wardens. This overview is expected to take approximately 20 minutes to complete.

**Training Objectives**

At the completion of this session you will be able to:

* Identify key components of the University fire systems
* Understand the Fire Indicator Panel (FIP)
* Operate the Emergency Warning Intercommunication (EWIS) evacuation system

**Navigation Tips**

* When you are ready to commence watching the video just press the Play button.
* You can click the Pause button at any time to stop the recording and simply click the Play button when you wish to recommence.
* You can also press and hold the fast forward button to move the video to a new location or press and hold the rewind button to rewind the video.
* Click the Volume control icon to display the slider which you can then use to increase or decrease the volume.
* Click the View Full screen button to display the recording as a full screen.

**University Fire Systems examples**

* Building wardens and floor wardens should familiarise themselves with the fire systems located within their buildings.
* The building fire systems at the University include , Fire Indicator Panels, smoke and thermal detectors, break glass alarms, portable fire extinguishers, smoke doors, fire isolated stairwells, hose reels, fire hydrants, emergency lighting and in some buildings an Emergency Warning Intercommunication System known as an EWIS.
* Please note all the systems you will be looking at today are maintained and serviced through the Maintenance area within the Division of Infrastructure and Operations.

**Fire Indicator Panel (FIP)**

The Fire Indicator Panel - is commonly known as the F.I.P. and is the hub of the fire alarm system in a building. It is usually located on the ground floor near an entrance close to the nearest road. The panel may be located in a cabinet or on a wall.

On the panel you will note a number of lights and buttons, which indicate the fire zone activated in the building. Access to the FIP is with a 003 key.

The F.I.P. automatically notifies the fire brigade of an alarm when one of its sensors is activated. Where installed, the F.I.P. talks to the E.W.I.S. and notify the building occupants that they need to evacuate.

The fire panel operates automatically 24hrs a day and works independently of the EWIS panel.

**Emergency Warning Intercommunication System (EWIS)**

The Emergency Warning Intercommunication System Panel (EWIS) is a separate panel to the FIP and generally sits adjacent to Fire Indicator Panel. This panel is a communication panel which allows the Building Warden to address occupants in the building by the use of public address systems, warden intercommunication phones (WIP) phone and enables the warden to manually generate the evacuation signals.

Access to the EWIS panel is also by the 003 key.

We will be looking at each of the panel areas shortly.

**FIP and EWIS Panels**

This image is an example of the EWIS and FIP located next to each other.

**Fire Break Glass Alarm (BGA)**

All buildings are fitted with red "Fire - Break Glass Alarms" allowing the occupants to activate a fire alarm and alert the fire brigade if the building alarms have not activated. The glass section on the BGA houses a small button that when depressed activates an alarm and contacts the Fire Brigade. The glass or Perspex material should be easy to break with your finger, fist, elbow or shoe.

Please Note: a WHITE Break Glass Alarm only activates a local building alarm and does NOT notify the Fire Brigade.

**Sprinkler head**

This is an image of an automatically activated sprinkler head that is located in some areas of the University buildings.

On activation, the sprinklers discharge a fine mist of water to extinguish/contain a fire.

In other special risk locations such as flammable liquids storerooms, computer rooms (main frames), flood systems are used to extinguish fire. Where gaseous flooding systems are installed in normally occupied areas (e.g. computer rooms), a warning alarm is sounded prior to the discharge of gas into the room. A warning notice instructing personnel what to do should also be displayed.

**Fire and Smoke Doors**

Fire doors are installed to minimise the spread of fire, including the passage of smoke through a building. These doors can be found leading into fire isolated stairwells.

Fire doors may be automatically operated by heat activated mechanisms or smoke detectors.

Fire doors must not be wedged open.

The smoke doors are generally located in corridors and kept open by a magnetic head. On activation of the fire alarm the fire panel will automatically release the doors.

**Emergency Exit Doors**

Please note all green ‘Exit” signs identify emergency exit doors or arrows identifying a direction to an emergency exit. Emergency exit doors allow 24 hour exit from a building but not re-entry.

**Fire Isolated Stairwell**

A fire isolated stairwell is a compartment and is constructed of non-combustible material. Fire isolated stairwells must not be used as storage areas.

These doors should always be kept in the closed position and not wedged open.

**Smoke and Thermal Fire Detectors**

The detection system in our buildings may sense either heat or smoke or a combination of both of these. Smoke detectors are increasingly being used because of their earlier warning of an emergency situation. Smoke detectors may also be used to activate fire doors to isolate zones in the building.

Each Fire Indicator Panel has a map of the detectors and zones for each floor of the building

**Zone Detector Map**

The Zone Detector Maps are located in the fire panel and identify the location of all the smoke and thermal detectors.

The Fire Brigade will need access to these maps to identify fire zones.

**Emergency lighting**

Emergency lighting is situated in corridors and other spaces. When there is a power blackout the emergency lighting will come on to allow staff to egress from the building safely.

**Portable Fire Extinguishers**

Portable fire fighting equipment such as fire extinguishers are designed to provide the user with an appliance to attend a small fire during its initial stage.

Only staff trained in their use should use this equipment.

**Fire Hose Reels**

Hose reels are located in fire cabinets on each floor

Hydrants and canvas fire hoses are only to be used by the Fire Brigade. They must not be used by untrained personnel as injury or excess property damage may result.

**How to operate Fire Indicator Panel**

In an alarm situation a building warden is able to identify the zone that has been activated, by the lit “alarm” light against the zone and by text in the LCD area on the FIP.

When the panel has gone into a fault situation the panel will beep continuously. Please alert Security if this occurs.

**Evacuation Status Buttons**

In a non-emergency situation the panel status buttons will light up if there is a fault or the panel has been put into isolation e.g. during building works

**Fire Fighter Facility Panel**

The LCD area in the “Firefighter Facility” screen will also identify the zone activated.

Therefore, building wardens if your panels ever start to beep, please contact security immediately

**How to operate the Emergency Warning Intercommunication System**

The EWIS panel automatically sets the alert tone, (short whoop) followed by the evacuation tone (whooping) and the message saying “please evacuate by the nearest emergency exit.” when a detector goes into alarm.

The EWIS panel also allows the building warden to manually operate the alert, or evacuation tones in specific areas or the whole building; announce messages through the EWIS panel to specific areas or the whole building and provides the ability to speak to floor wardens via the floor Warden Intercom Phones.

You are now going to watch a short video demonstrating the fire emergency tones.

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**Evacuation System – left hand side of panel**

The panel allows for manual operation to set off the alarms within a single or all zones.

1. Turn the key switch to manual
2. To stop the beeper press the Silence button
3. To alert a specific zone, press the desired yellow alert button. To cancel the alert press the alert button again.
4. To evacuate a zone press the desired red evacuation button. To cancel just press the evacuation button again.
5. To speak to a specific zone just press the Public Address speech button. Pick up microphone operate press to talk button.
6. To select all zones or a pre-programmed group, press desired group or all zones (orange button). To cancel, press again.

**Evacuation Status Buttons**

1. To the right of the phone functions section identified by (red buttons) are the Evacuation Status Buttons Zone “manned” is indicated by (yellow buttons), and
2. The line of “cleared” zones is indicated by (green buttons).

When a floor warden alerts the building warden at the EWIS panel that they are in the area and have cleared the area the Building warden is able to identify which area has been cleared by pressing the yellow/green buttons. These buttons can be very useful and saves the building warden from carrying paperwork.

To RESET any button please depress the “lit” button until the light goes off.

**Public Address System of EWIS**

To operate the system, move the key switch to the manual position. In normal operation, the key switch should be in the automatic position, and should be returned to this position when you have finished testing. The isolate position allows the same functions as the manual position, except that the audio output is disabled.

In an emergency, it is recommended that the PA system is left in automatic mode. It then generates the ``whoop whoop'' evacuation signal on the floor where the alarm occurred, and on the remaining floors after a specified time delay. This is adequate for a normal evacuation of the building, and interrupting this sequence could lead to confusion. The PA system should only be used to communicate a change from the normal evacuation procedure.

To operate the PA system in manual mode:

* Enter the zone. The translation from floor number to zone is written on the panel.
* Enter the function you wish to perform.
* Press OK to perform the function, or CANCEL if you typed incorrectly.

**EWIS - Warden Intercom Phone (WIP)**

The EWIS panel red phone allows the building warden to speak to the floor warden located at a floor with a WIP phone.

Building wardens calling a particular WIP (floor phone) from the EWIS panel:

1. Pick up the red handset.
2. Enter the zone number for the floor you wish to contact. The translation from floor to zone number is usually written on the panel.
3. Press the CALL key.
4. Press the OK key.

**Warden Intercom Phone**

The Warden Intercom phone is located in the individual building corridor’s and allows the floor warden to talk to the Building Wardens who are located at the EWIS panel.

The WIP phones are red intercom phones. They are located throughout a building and designed to be used by Wardens. The WIP phones are connected to the EWIS and can be used to communicate between floors or zones. You cannot make an outgoing PABX or exchange call using these phones!

This will cause the WIP to ring on the floor which you entered.

When someone picks up a WIP on another floor, the WIP at the EWIS panel rings. To answer this call, determine from the indicator panel which WIP is calling, and then follow the above sequence. Repeat the same sequence to end the call. Note that the WIP will start to ring again until the other handset is hung up.

**Thank You**

Congratulations you have now completed the Fire Safety web video training. Please complete and submit the short five question’s quiz so that your records will be updated on completion of this training.

Please contact La Trobe Health and Safety on 9479 2462 or e-mail OHS@latrobe.edu.au **i**f you have any questions.