



FRASER VALLEY REGIONAL DISTRICT POLICIES AND PROCEDURES

POLICY: PANIC ALARM TESTING POLICY AND PROCEDURES – DEROCHE OFFICE

Date Issued: June 30, 2006

**Date Amended: September 2011
April 2015**

PURPOSE

To ensure the Panic Alarm is fully functional in the event of an emergency.

POLICY

The Panic Alarm must be tested in the first week of each month at the Deroche Office to ensure the device is in proper working order and that correct response procedures are followed.

PROCEDURE

When performing the Panic Alarm Test you must ensure the following steps in the check list attached are completed. Once these steps are completed enter the date, time and your name on the check list. The check list is then filed in the log book at the FVRD Head Office.

Scan and email any problems encountered with the alarm to:

Randy Castle
Office: 604-702-5013
Cell: 604-991-7222
Email: rcastle@fvrd.bc.ca

PANIC ALARM TESTING POLICY AND PROCEDURES DEROCHE SUB OFFICE

Planning/Building staff attending the Deroche Office shall endeavor to conduct a panic alarm test at least once a month. Ideally this should be on the first week of the month.

Contact the Planning Assistant to ensure it hasn't already been performed

CHECKLIST FOR INDIVIDUAL AT FVRD DEROCHE SUB OFFICE	
A	<p>Contact the alarm company (LANZAC) monitoring station at 1-877-526-8221 or 1-877-888-2527. Give them the following:</p> <ol style="list-style-type: none"> your name the proper alarm account number, J3097, (password J3097). location - 10220 N. Deroche Rd. advise them of the monthly panic alarm testing and to keep a watch to ensure all three panic alarms are received.
B	<p>Contact "Fire Dispatch" (604-702-5014) and let them know:</p> <ol style="list-style-type: none"> you will be conducting a panic alarm test location FVRD Deroche Sub Office, 10220 North Deroche Rd. you will contact them when the testing is concluded.
C	<ol style="list-style-type: none"> Go to the main door key pad and punch in the alarm code. A beeping will start, indicating the alarm system is engaging. Wait until the beeping stops, usually after about 45 seconds (don't walk away after the beeping stops, the alarm system is now engaged). Punch in the alarm code again and the alarm will disengage. The word "memory" should not be visible on the display.
D	<ol style="list-style-type: none"> Initiate one of the two fixed PANIC buttons. After 30-40 seconds, disengage the Panic Alarm by inserting a thin wire (paper clip) into the alarm housing via the small hole adjacent to the button and push to release the button. Go to the main door key pad and punch in the alarm code. A beeping will start, indicating the alarm system is engaging. Wait until the beeping stops, usually after about 45 seconds (don't walk away after the beeping stops, the alarm system is now engaged). Punch in the alarm code again and the alarm will disengage. The word "memory" should not be visible on the display.
E	<ol style="list-style-type: none"> Initiate the second fixed PANIC button. After 30-40 seconds, disengage the Panic Alarm by inserting a thin wire (paper clip) into the alarm housing via the small hole adjacent to the button and push to release the button. Go to the main door key pad and punch in the alarm code. A beeping will start, indicating the alarm system is engaging. Wait until the beeping stops, usually after about 45 seconds (don't walk away after the beeping stops, the alarm system is now engaged). Punch in the alarm code again and the alarm will disengage. The word "memory" should not be visible on the display.
F	<ol style="list-style-type: none"> Press the MEDALLION alarm button. Hold button until alarm is audible. Let audible sound go for 30 seconds. Go to the main door key pad and punch in the alarm code, the audible alarm should cease. Punch in the alarm code again. A beeping will start, indicating the alarm system is engaging. Wait until the beeping stops, usually after about 45 seconds (don't walk away

	after the beeping stops, the alarm system is now engaged).	
	4. Punch in the alarm code again and the alarm will disengage (3 times total). The word "memory" should not be visible on the display.	
G	Contact the alarm company monitoring station at 1-877-526-8221 or 1-877-888-2527 to see if all three tests were received. Tell them to resume normal monitoring.	Yes No
H	Contact "Fire Dispatch" (604-702-5014) to advise them panic alarm testing is complete at Deroche Sub Office, 10220 North Deroche Rd..	

Complete the following:

Date: _____

Time: _____

Name of Employee conducting the testing: _____

Any problems encountered for follow-up:
