

FIRE ALARM PROCEDURES FOR FUSW

***FIRE ALARM AUTOMATICALLY NOTIFIES THE HASTINGS FIRE DEPARTMENT
IF THERE IS A REAL FIRE, CALL 911 & ALL MUST EXIT BUILDING***

If you know it's a FALSE ALARM:

1. Turn the key on the alarm box clockwise/to the right.
2. Press SILENCE button, then press RESET.
3. *Call Hastings police/fire at 914-478-2344* to notify them that it's false.
4. Then *notify Greenburgh police/fire at 914-989-1700*, as we are under their police protection.
5. Check red and white "pull boxes" throughout the building; there are ten (10) of them: If those in sanctuary by the exits have been pulled by mistake, reset them by using one of the small pull box keys in the key cabinet in the office in the black wooden key box on the bottom right hooks. Alarm boxes by the minister's office, and by RE wing exit must be opened and reset manually, if they are the problem.
6. If the alarm goes off again, call Watson Security at 800-464-4828. Use a cell phone so you can walk around to follow instructions.

**First Unitarian Society of Westchester (FUSW)
25 Old Jackson Avenue (Greenburgh address)
Hastings-on-Hudson, NY 10706
Phone: (914)478-2710
Password: DOGMA**

Watson will test the system and tell you what to do; (Do the following things if the alarm will not go off only with the permission of Watson and from the powers that be at FUSW): There is a circuit breaker panel behind the door to the administrator's office; flip switch #2 to turn off alarm system. There may also be a battery or batteries to disconnect in the panel box. MAKE SURE THERE ARE FRESH BATTERIES IN ALL CEILING FIRE ALARMS IN FOYER, SANCTUARY, KITCHEN, AND RE (Religious Education) HALL. GET WATSON HERE ASAP to ascertain the problem as it is sometimes with the phone lines.

FIRE ZONE BOXES (zone numbers will show in the LED window of alarm panel when alarm rings)

1. Lobby/foyer and rear exits of Sanctuary – pull stations
2. Meeting Room/Sanctuary – pull station
3. South Classrooms – 1, 3, & 5 – smoke alarms
4. North Classrooms – 2 & 4, and Minister's Office – smoke alarms
5. Classrooms 6 & 7 – smoke alarms
6. RE Hall and Lobby – smoke alarms
7. Meeting Room/Sanctuary – smoke alarm
8. Coat Hall & Administrator's Office – smoke alarm
9. Heat Alarms in Kitchen, Restrooms, & Meeting Room Closet
10. Heat alarm for furnace in Basement

Fire Alarm Procedure

1. *Turn key* in front of box clockwise (to the right).
2. Press **SILENCE** button.
3. *Investigate the building.* Look in the window of this box for the zone problem. See fire alarm zones list on the bulletin board to the left, and check for location of emergency
4. Press **RESET** button to reset the alarm.
5. If the alarm goes off again, call alarm company and they will test it and give you instructions:
Watson Security 800-464-4828
Our phone number 914-478-2710
Password DOGMA