

CHIEF WARDEN – EWIS AIDE MEMOIRE

How to operate the microphone when alarm hasn't been activated

All Zones

- Turn Key on Emergency Control Panel to MANUAL
- Press the ALL PA button to talk to all zones
- Wait for GREEN LED to light up
- Remove Microphone from microphone clip
- Hold in the Push-to-talk button on side of microphone and make the appropriate announcement
- When finished, return microphone to clip
- Press ALL PA button to turn LED light off

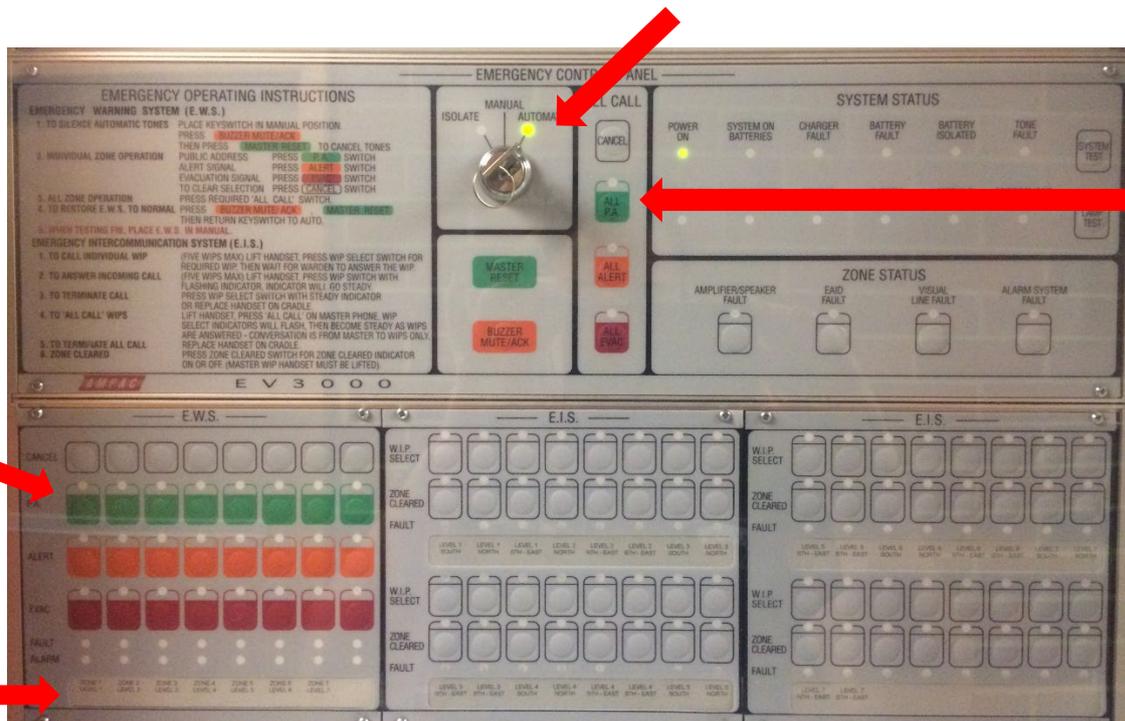
Specific Zones

- Turn Key on Emergency Control Panel to MANUAL
- Press the PA button for selected zone
- Wait for GREEN LED to light up
- Remove Microphone from microphone clip
- Hold in the Push-to-talk button on side of microphone and make the appropriate announcement
- When finished, return microphone to clip
- Press selected zone PA button to turn LED light off



ALWAYS REMEMBER TO TURN KEY BACK TO AUTOMATIC ONCE YOU HAVE FINISHED

Turn Key to MANUAL



ALL PA Button

PA zone Button/s

Zone Indicator

NOTE : When making PA announcements, the operator must hold the microphone very close too and directly in front of your mouth and speak in a loud clear voice. Failure to do so will result in loss of volume of the PA announcements.



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How to operate the Warden Intercommunication Phone (WIP) at the Control Panel

Receiving a Call

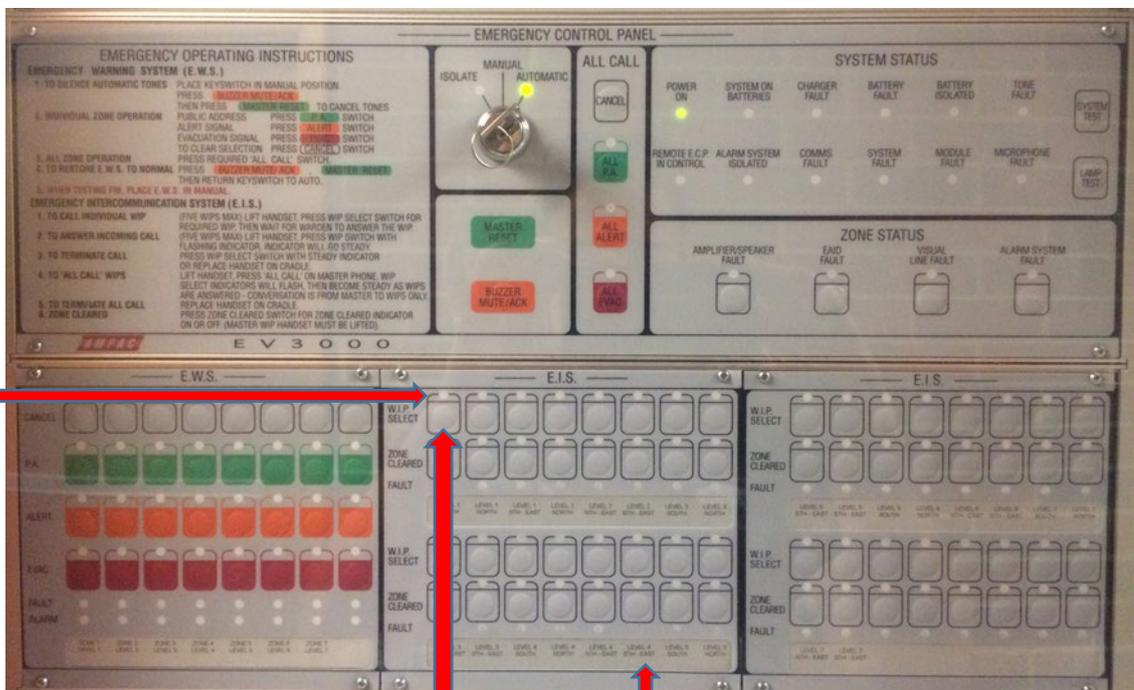
- WIP call buzzer will sound when control Panel is being called by another WIP
- WIP indicator will flash to indicate a WIP is calling and which one
- Remove RED HANDSET from the cradle
- Press WIP SELECT BUTTON that corresponds to flashing indicator
- LED indicator light will turn to steady, Connection is then established. Messages can be sent.
- To complete the call, return the handset to its cradle or press the WIP select button (light will go off)

WIP Handset



Making a Call

- Remove RED HANDSET from the cradle
- The confidence tone can be heard in the WIP handset
- Press WIP SELECT BUTTON corresponding to the zone/WIP you wish to call - WIP indicator will flash (up to FIVE can be called at once in a group call)
- Once handset is picked up on the other end, WIP indicator light will become Steady and connection has been established.
- To complete the call, return the handset to its cradle or press the WIP select button



WIP Indicator
Light

WIP Select
Button

Zone Indicator



CHIEF WARDEN – FIRE PANEL AIDE MEMOIRE

INCOMING FIRE ALARM SIGNAL

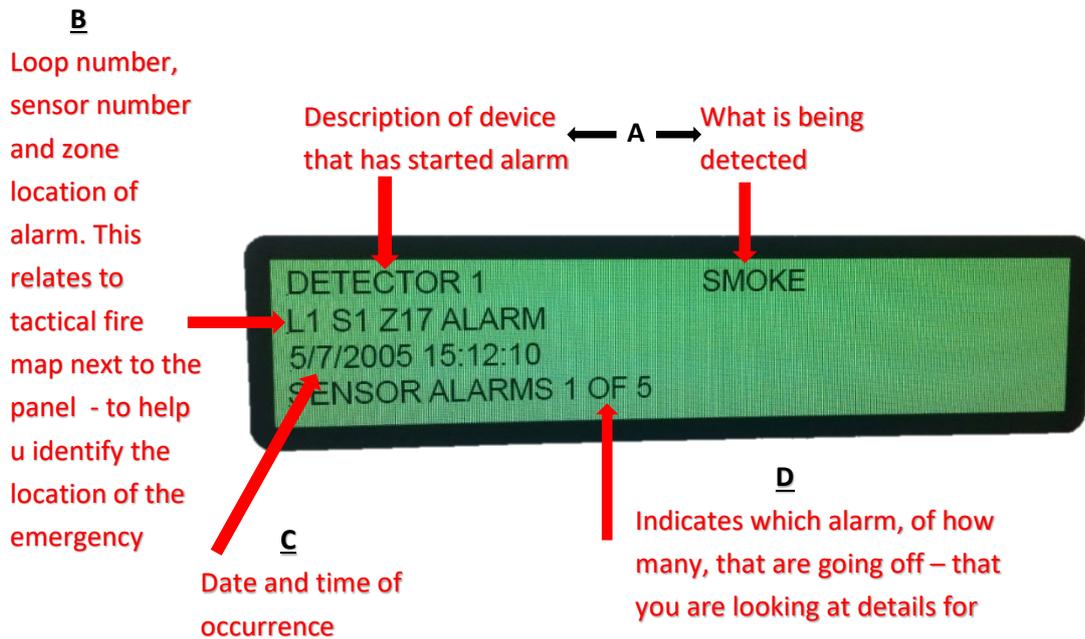
- Alarm will sound when the sensor is activated.
- A red Led “ALARM” will flash on panel
- DFES will receive a Direct Brigade Alarm call
- Security will Receive a direct alarm alert
- Location of fire alarm origin will be displayed on the LCD panel.

HOW TO LOCATE FIRE ALARM ORIGIN ON LCD PANEL

- LCD Panel will display the following information to determine fire alarm origin;
 - A. Line 1 –A description of the device and indication of what is being detected i.e. smoke, heat
 - B. Line 2 – Loop address, and zone number – this will relate to the tactical fire map next to panel
 - C. Line 3 – Date and time of occurrence (DD/MM/YYYY HH:MM:SS)

- D. Line 4 – Alarm Sequence Number (i.e. device 1 of 5 – this is to let you know how many are going off and it will always display the first signal received).

An example of a LCD Panel in alarm can be seen below



CHIEF WARDEN – FIRE PANEL AIDE MEMOIRE

HOW TO LOCATE FIRE ALARM ORIGIN ON TACTICAL FIRE MAP

- Locate the Loop, Sensor and Zone location that activated the alarm from the LCD panel – this information is found on the second line. (Figure B of LCD)
- Take the zone number – i.e. zone 4 – and locate that area on the tactical fire map
- Once you have located the zone – look for the Loop and Sensor number in that zone
- Once located you will be able to determine the room and floor that is affected.

An example of a tactical fire map

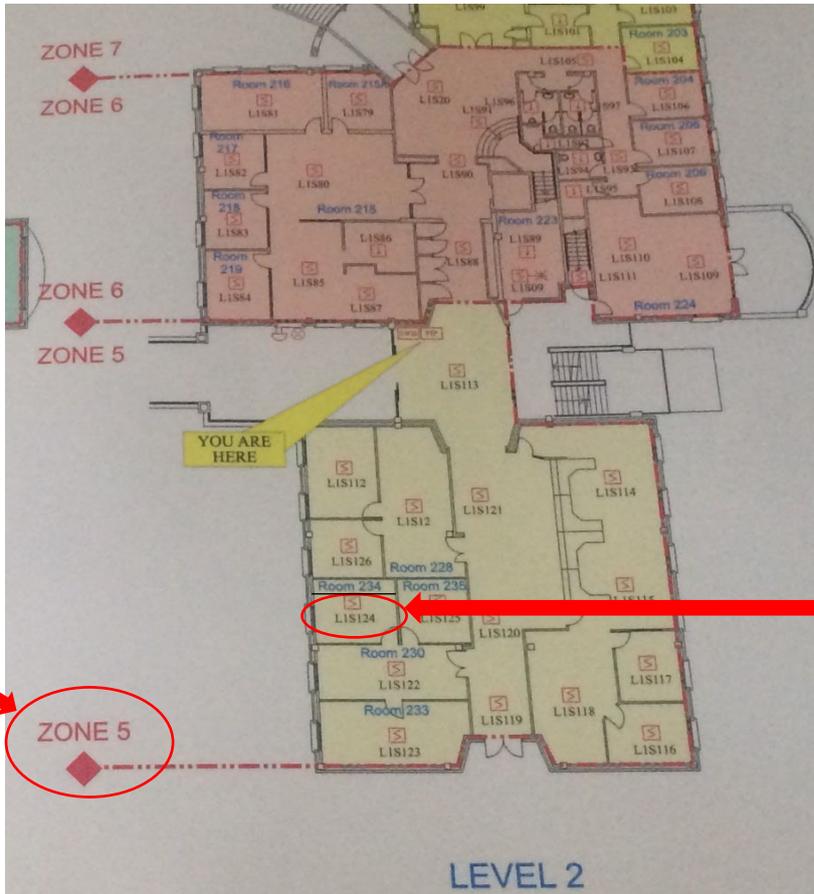
(Always located next to fire panel)

EXMAPLE

Locate Alarm (as displayed line 2 of Panel)



L1 S124 Z5 ALARM



**ALARM IS LOCATED IN
LEVEL 2 - ROOM 234**

**ZONE 5
LOCATED
ON MAP**

L1 S124 – LOCATED ON MAP

REVISION HISTORY		
Revision #	Date	Amendment Description
1	19/03/2015	New Document
1	08/05/2019	Reviewed no changes required