



**CITY OF SAINT JOHN, N.B.  
SAINT JOHN FIRE DEPARTMENT**

**45 LEINSTER STREET, SAINT JOHN, N.B. E2L 1H9**

**PHONE (506) 658-2962 – FAX (506) 658-4557**



**The following 10 steps can be utilized for a successful drill/test:**

- 1) No more than five minutes prior to, call your monitoring company to notify them of such a drill/test**
- 2) No more than five minutes prior to, Call the Public Safety Communications Centre (PSCC) at 649-6030 to notify them of such a drill/test**
- 3) Locate, and have in your possession, the fire alarm panel key (which may work for both the panel and the pull station) and also have a small flat-head screw-driver in case the pull-station requires one to open it**
- 4) Turn the breaker for the fire alarm panel off, so as to use the battery back-up power for such drill/test**
- 5) Pull/Activate a designated pull station (rotate pull stations each month)**
- 6) Re-set the Pull Station used during said drill/test**
- 7) Re-set the fire alarm panel**
- 8) Turn the fire alarm breaker back to the on position**



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- 9) No more than five minutes after said drill/test, Call the Public Safety Communications Centre (PSCC) at 649-6030 to notify them of a successful re-set of the fire alarm system**
- 10) No more than five minutes after said drill/test, Call your monitoring company to notify them of a successful re-set of the fire alarm system**

Lastly, nothing truly counts unless you document anything and everything that transpires of the course of these ten steps; and, be sure to include how all staff and clients react to such a drill/test. This documentation should satisfy the part of your overall fire safety plan that calls for such drills/tests, as per the National Fire Code of Canada.