



## **10 steps for conducting a successful fire drill/test of the fire alarm system**

Before beginning, ensure that the keys for the fire alarm panel are on hand, as well as a small tipped (usually flathead) screwdriver for resetting pull stations. Some pull stations require a screwdriver to reset while some others require a key. If in doubt, discuss this with your fire alarm system technician when they come for your annual inspection. Please be aware that a test of this system is required to be performed each month according to the National Fire Code of Canada.

### **Step 1**

Contact the alarm monitoring company and inform them of the test. (if applicable)

### **Step 2**

Contact the Public Safety Communications Centre (PSCC) at (506) 649-6030 and inform them of the test.

### **Step 3**

Turn off building electrical power to fire alarm system. System should be on a dedicated circuit breaker at electrical panel.

### **Step 4**

Activate a pull station. Ideally use a different one each time. Alarms should sound and strobes should flash (if there are any).

### **Step 5**

Silence the system at the fire alarm panel.

### **Step 6**

Re-set the pull station.

### **Step 7**

Turn building power back on to fire alarm system.

### **Step 8**

Re-set fire alarm system at the panel.

### **Step 9**

Contact PSCC at (506) 649-6030 to inform them testing is complete.

### **Step 10**

Contact alarm system monitoring company to inform them testing is complete. (if applicable)