

# Comhairle Cathrach Chorcaí Cork City Council



An Roinn Dóiteáin,  
Lárstáisiún Dóiteáin,  
Sráid Anglesea,  
Corcaigh.

**Fire Department,**  
Central Fire Station,  
Anglesea Street,  
Cork.

Riarachán/Administration: 021-4912941/021-4912943  
Coistneacht Dóiteáin/Oifigigh Shinséarach /  
Fire Prevention/Senior Officers: 021-4912963  
Facs/Fax: 021-4315034 / 4310745  
R-Post/E-mail: fireoff@corkcity.ie  
Suíomh Gréasáin/Website: www.corkcityfirebrigade.ie

Príomh-Oifigeach Dóiteáin/Chief Fire Officer: J. Ryan

To all landlords

**Re: Fire Services Act 1981 & 2003, Section 18(4)**  
**Advice regarding procedure to be adopted for silencing Fire Alarm Systems in Flatted Accommodation, after confirmation that a fire is not present.**

Dear Sir/Madam,

It has come to the attention of the Fire Authority that fire alarms are being interfered with in some flatted accommodation. In particular, I am concerned that sounders are being rendered ineffective by the installation of unauthorised switches and/or by being removed from their housing. Whilst it is accepted that regular and repeated false alarms are a source of nuisance and distress to tenants, tampering with a fire alarm system is both dangerous and unacceptable and may ultimately lead to a serious loss of life should a fire occur in the premises. Such practices also render you liable to prosecution.

Regular false alarms can be an indication that the alarm system may need to be reviewed. Modifications to the fire alarm system should only be carried out by the Fire Alarm Contractor and should be fully in accordance with IS 3218:2009.

**It is to be clearly understood that on hearing the fire alarm, the advice of the Fire Authority is to evacuate the premises immediately and call the Fire Brigade.** However, in circumstances where it is patently clear that the activation is false, it is essential that there is a procedure to silence the unwanted alarm. It is the landlord's responsibility to ensure that such a procedure is in place.

Accordingly, you are advised that the fire alarm access code or key should be available at the fire alarm panel to enable tenants to access the panel for silencing purposes in situations where there is a known false alarm. A procedure should also be placed beside the panel outlining how to silence the sounders and reset the panel. **It is imperative that each tenant understands that the fire alarm panel must not be silenced until they are satisfied that the activation does not signify a real fire.** As panels can differ significantly in operation and complexity, the following points are to be noted with regard to establishing a procedure for each individual panel:

- On activation, the fire alarm panel will indicate the area where a detector or manual call point has been activated.
- An activated smoke/heat detector or manual call point may have a red indicator light.
- When the tenant is satisfied that there is no fire and having silenced the alarm, it is important that an attempt is made to reset the alarm panel.
- If the panel can be reset to its normal operating mode, it will further indicate that the event was an unwanted false alarm causing no immediate threat.
- If the alarm cannot be reset, it may indicate an undiscovered fire. In this circumstance, the sounders should be reactivated at the panel or by operating a manual call point (break glass unit).
- It should be noted that using the reset switch will remove the indication of the fire from the panel and from any detector with a light.

Section 8 of I.S.3218 outlines 'User Responsibilities' with regard to ensuring that work necessary to maintain the fire alarm system is carried out and recorded in the log book. A sample Log Book for fire alarm systems is attached to assist you in discharging your responsibility. All incidents, both real and unwanted should also be recorded therein. Incidents requiring further maintenance should be brought to the attention of the landlord. Contact information for the landlord and the alarm maintenance contractor, the procedure for calling the Fire Brigade and a zone map should be available at the fire alarm panel.

If you have any queries in relation to above, please contact this Department.

Yours sincerely,

  
JOHN RYAN  
CHIEF FIRE OFFICER

Date : 30/5/2013

**Annex E 1**  
(informative)

**Model Log Book for fire alarm systems – Front page**

Protected Premises/Area			
Address			
Log Number		Commencement Date	/ /
<b>Responsible Person</b>		Date	
		From	To
		/ /	/ /
		/ /	/ /

**System Designer\***

Name	
Address	
Telephone	email

**Installer \***

Name	
Address	
Telephone	email

**Service Provider\***

Name	
Address	
Telephone	email

**Maintenance provider\***

Name	
Address	
Telephone	email

\* Append extra pages to the Log Book if additional or alternative providers become involved.

THIS LOG BOOK TO BE KEPT AT:

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### Annex E 2 (informative)

### Model Log Book for fire alarm systems – General register

Log No.	Date	Time	Device	Event & Detail					Date Complete	Sign
				Test	Fire	Fault	Other	Detail/ Action		

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**Annex E 3**  
(informative)

**Model Log Book for fire alarm systems – False alarm register**

Log Ref.	Cause of Alarm/Notes	Action Taken or Needed/Comments	Date Completed	Sign