

HOW TO CANCEL A FALSE FIRE ALARM

**Do not try to cancel the alarm before you are certain that it is a false alarm.

If the fire alarm is *triggered in your room* and you know the reason to be cooking etc., you will need to cancel the alarm.

The **cancellation panels** are located in every corridor, in between the elevators on each side, near the emergency exits (stairs). You are personally responsible for acquainting yourselves with the location of the panel.

CANCELLATION PANEL:



You have 3 minutes from when the alarm is triggered to cancel the signal:

1. Open windows to reduce the amount of smoke
2. Find the nearest panel, press the button on the panel and hold it for at least 4 seconds

If you are not able to **cancel the alarm within 3 minutes**, the alarm will be triggered for the rest of the building and the Fire Department will turn up.

You are then responsible for meeting the Fire Department and explain the reason for the alarm. In this case, the tenant will be charged a fee for the emergency response.

The cancellation panel **will not work** if:

- You spend more than 3 minutes to cancel
- The alarm is triggered by a detector in the common areas
- Two or more detectors are triggered at the same time
- Manual fire alarm (red box) has been pressed

In the case of a fire alarm sound in the whole building: evacuate immediately down the staircase and go the meet up location outside the building. Do not go inside before the situation has been clarified.