

**BAY COUNTY LIBRARY SYSTEM  
FALSE FIRE ALARM PROCEDURE  
SAGE BRANCH LIBRARY**

When you are certain it is a **false fire alarm**

1. Call - Stanley Alarm 686-3194  
Branch System Number is: \_\_\_\_\_ Branch Code: \_\_\_\_\_
2. Call 911 and report a False Alarm. If they have already dispatched a Fire unit, they will still come to the building to make sure alarms are reset
3. Continue to have our public exit the building at least until the alarm is silenced
4. Silence alarm by pressing the “Alarm Silence” button on the Simplex Fire Alarm Control Panel located in the basement computer equipment room
5. Use intercom to notify patrons that it is a false alarm. If people have left the building, please try to have staff enter the building before public.
6. Get alarm box key from any public service desk or the bottom of the maintenance office key box along with the replacement tubes. These are in zip lock bags with a copy of this procedure. At public service desks, they are in a file labeled Fire/Emergency
7. Reset the pulled alarm – push the handle back into place and replace the tube
8. Reset the system by pressing “System Reset” on the Simplex Fire Alarm Control Panel
9. Clear the Stanley Alarm by putting in the branch code and the number 1 twice
10. Call Scott (989-385-0001)