






## Halon Manual Mode Procedure Room 1156

<b>PURPOSE:</b>	To prevent conventional smoke detectors from being triggered by air currents, thus activating the Halon system and building fire alarms during routine work beneath the computer room floor or above the ceiling.	
<b>SCOPE:</b>	This procedure describes the steps for an authorized individual to put the B50A computer room 1156 Halon fire suppression system into MANUAL mode, and restore the system to AUTOMATIC mode upon completion of work. This procedure includes assumption of fire safety responsibility.	
1.	Enter your assigned access code on the lockbox keypad, at the control area in the northeast corner of the room. Open the lockbox and remove the Halon system key.	
2.	Prior to placing the Halon system located in 50A-1156 into MANUAL mode, call ext. 31051 (or 486-6015) and notify the Alameda County Fire Department dispatcher answering the phone that you are putting the Halon system in Manual mode. (You may also tell them you are working in Building 50A, Room 1156, and that they will receive a "TROUBLE SIGNAL" on ALARM POINT 2-201-19.)	
3.	Provide the dispatcher with a number (preferably a cell phone), that can be used to reach you.	
4.	Provide the dispatcher with an estimated time the system will be returned to AUTOMATIC mode.	
5.	Use the HALON system key to turn the key switch, placing the system into MANUAL mode.	
6.	Verify the system is in MANUAL mode by viewing the panel located above and to the right of the lockbox and the key switch. Below the heading "1156 HALON" the yellow light to the right of the word MANUAL should be illuminated.	
7.	Return the HALON system key to the lockbox and close the lockbox door.	
8.	You may then access the area under the floor or perform other activities that could potentially trigger the smoke detectors.	
9.	<p>In MANUAL MODE, the smoke detectors WILL NOT trigger the building alarm, and Halon WILL NOT be released. Smoke detectors can see smoke, and will activate strobes and horns within the room, but Halon will only be released by pulling the Manual Halon Release.</p> <ul style="list-style-type: none"> <li>• <b>BY PUTTING THE HALON SYSTEM INTO MANUAL MODE, YOU ASSUME RESPONSIBILITY FOR FIRE WATCH IN THE AFFECTED AREA.</b></li> <li>• <b>YOU MUST REMAIN IN THE ROOM OR ARRANGE FOR ANOTHER FIREWATCH.</b></li> <li>• <b>YOU MUST ACTIVATE ALARMS AND RESPOND IN THE EVENT OF A FIRE</b></li> </ul>	
10.	When work is complete, restore the HALON system to AUTOMATIC mode.	
11.	Enter your access code on the lockbox to open the lockbox and remove the Halon system key.	
12.	Use the key to turn the key switch, returning the system to AUTOMATIC mode.	
13.	Verify mode is AUTOMATIC by viewing the light on the panel. Below the heading "1156 HALON" the green light to the right of the word AUTO should be illuminated.	
14.	Return the HALON system key to the lockbox and close the lockbox door.	
15.	Call <b>ext. 31501</b> (or 486-6015) to notify the dispatcher that you have completed the work, and to ensure that the Halon "trouble signal" has cleared. If the "trouble signal" does not clear in approximately 2 minutes, have the dispatcher contact the Duty Fire Alarm Electrician to repair the system. Once the system is in AUTOMATIC mode, you are relieved of fire watch responsibility.	