



CENTRAL ALARM, INC

PO Box 6040
Las Cruces, NM 88006

1-888-59-ALARM

575-521-7212
575-521-9237 fax

Fire System Drill Procedure

1. At least one day prior to performing a fire drill, email Central Alarm advance notice to: csr@centralalarminc.com, or fax to 575-521-9237.
2. The morning of the drill, call Central Alarm at 888-592-5276 to put the Fire System on TEST (Account # _____), and wait to receive confirmation from our customer service representative that your Fire system is in TEST mode (to avoid the Fire department from showing up).
3. When you are ready for your drill, follow your fire system equipment manufacturers instructions for setting the system in DRILL mode, and to sound the sirens.
4. After the desired length of time for the Fire system siren sounding, go to the Fire system main panel and following the manufacturers instructions, RESET the system.
5. Call Central Alarm after the fire drill has been completed. Central Alarm will review the Fire system monitoring logs after your drill to verify proper system reporting operation.