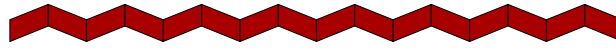




OPERATING INSTRUCTIONS FOR THE SECURITY AND FIRE ALARM SYSTEM (SAFAS)



Office of Safety and Security Fact Sheet

ARMING THE SAFAS

- ✓ When the green “**READY**” light is on, the system is ready to arm. Enter your code at this time to arm the system. The red “**ARMED**” light will come on, and the system will begin to count down. At this time, you should leave the building immediately, following the designated pathway.
- ✓ If the “**READY**” light is not on, press the “**STATUS**” button to determine which zones are not ready. Check those zones to make sure that all doors in the area are secure. After checking the zones, if the green “**READY**” light is still not on, you will have to bypass the open zones before you can arm the system.
- ✓ To bypass a zone, enter the zone number, press the “**BYPASS**” button, and enter your code. (Repeat this procedure for all zones to be bypassed.) When the green “**READY**” light comes on, the system is ready to arm. **Any time zone is bypassed, you must call the security dispatcher at 703-764-2500.**

DISARMING THE SAFAS

- ✓ Enter the building following the designated entry pathway. Enter your code, and the “**ARMED**” light will go out.

TROUBLE ALARMS

- ✓ If there is a “**TROUBLE**” signal, the system will beep every 4 seconds. To silence the tone, press the “**MUTE**” button twice. You should then press the “**STATUS**” button to determine what is causing the trouble signal. Most trouble signals will reset themselves within a few minutes. If there is any question about the signal, call the security dispatcher.

FIRE ALARMS

- ✓ Any time there is an activation of the fire alarm system, for either a drill or an actual alarm, the SAFAS keypad will display that alarm. After the fire alarm has been reset at the fire control panel, it must also be cleared from the SAFAS keypad. To clear the alarm, enter your code.

NOTE: DO NOT use the “**TEST**” or “**CLEAR**” buttons unless directed to do so by security personnel.

For more information, visit our web site at <http://www.fcps.edu/fts/safety-security/factsheets/index.htm>. If you need assistance, call the Office of Safety and Security at 703-658-3760.