

## **Fire instructions and sprinkler procedure form:**

In case the fire alarm is goes off, the fire pull station needs to be reset. An Allen wrench is located in the box office wall and this is needed to open up the pull station and reset the device. The device is shut off when the door is opened and the slide is pulled up again while pushing into the slot from the inside of the door. The Alarm will continue to ring until it is reset up in the light booth.

Resetting the Alarm Panel: Open up the panel and push the reset button downward then up again. This should be done only after the pull station is reset.

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If the sprinklers go off there is a valve in the basement that needs to be turned off so that the sprinklers can be shut off. There is a chain on this that needs to be cut off with a pair of metal cutters. Afterwards the chain needs to be replaced and a new lock needs to be installed.

Each sprinkler head that goes off needs to be replaced with a new head of the appropriate type.

The president of the theater needs to be contacted as do members of the house committee. Currently this includes:

[REDACTED]

The fire department needs to be contacted whenever the sprinkler system goes off. They may be able to assess the situation and shut off the sprinklers before anything is ruined. They can be reached by dialing 911.