

# Horton Village Hall

## Fire Exit Signs and Emergency Lighting Policy and Procedure

### Policy

Exit signs that are internally lighted are simple lighting devices that contain a small battery. The device is connected to the building's electrical supply, which provides a constant charge to the battery. In the event of a power failure, circuitry in the fixture activates the lights to be powered from the internal battery.

To ensure the adequacy of the lighting system Horton Village Hall Committee will put in place the following:

1. A responsible person is nominated to keep adequate records of the installation details, test reports and maintenance records.
2. A document showing location of all relevant lighting, exit signs, key switch points and method of testing will be maintained.
3. A log is kept recording all tests (other than daily checks) to include any faults found and the action taken to remedy the faults and is available for review.
4. Daily: Check indicator lights to all units and that all fire exit signs are illuminated.
5. Monthly: Test for a 30 minutes ( period not exceeding one quarter of the system duration).
6. Six monthly: Test for 60 minutes ( one third of the system duration ).
7. Annual: Test for 180 minutes ( the full duration of the system).

### Procedure

Horton Village Hall's emergency lighting and fire exit signs are divided into two zones as shown in Appendix 1:

1. The hall and stores area marked "Test Point A"
  - a. Two fire exit signs located over doors from hall leading to patio
  - b. Three emergency lights in hall ceiling
  - c. One emergency light in store room ceiling
  - d. Two external emergency lights on the outside above fire doors in main hall.
2. The Hallway, meeting room and toilets marked "Test Point B"
  - a. One fire exit sign located over in entrance hallway
  - b. Two emergency lights in entrance hallway ceiling
  - c. One emergency light in area outside toilets
  - d. One emergency light in Gents toilet
  - e. One emergency light in Ladies toilet
  - f. One emergency light in Disabled toilet
  - g. One external light outside above main entrance door.

All tests are by simulated mains failure using a key switch.

Locate the relevant the ECB check switch ( locations marked on Appendix 1 denoted as Test Points A and B ) and are as shown below.



To test the system in each zone insert the key and gently pull upwards until you feel the key click. All lights should turn off except for emergency lights. The lights in the relevant



area should come on and remain at the same brightness level for the period of the test. Leave the key for the time as prescribed on the test sheet. At the end of the test check that all lights are still illuminated and sign off the relevant sections to verify test undertaken. If any lights fail to stay illuminated for the prescribed period make a note on the summary sheet of fault and action taken to remedy the fault.

Replace the key into the “ECB LTG TEST” unit and gently pull downwards until you feel the key click. All emergency lighting should turn off except for the Emergency Exit signs

**The tests should be made during the daylight hours to allow sufficient time for the units to be fully re-charged before the hours of darkness. A fully discharged unit could take between 14 -16 hours to re-charge.**

## Fire Exit Signs and Emergency Lighting Check Sheet

Month	Test Time	2011		2012		2013		2014	
		Sign	Date	Sign	Date	Sign	Date	Sign	Date
Jan	30 min								
Feb	30 Min								
Mar	30 Min								
Apr	30 Min								
May	30 Min								
Jun	60 Min								
Jul	30 Min								
Aug	30 Min								
Sep	30 Min								
Oct	30 Min								
Nov	30 Min								
Dec	180 Min								

Month	Year	Comments
Jan	2011	
Feb	2011	
Mar	2011	
Apr	2011	
May	2011	
Jun	2011	
Jul	2011	
Aug	2011	
Sep	2011	
Oct	2011	
Nov	2011	
Dec	2011	

Appendix 1

# Horton Village Hall

## Emergency Lighting

LEGEND

- Lighting Point - part of emergency lighting system
- Fire Exit signs ( Mains & Battery)
- ▶ Test Point A
- ▶ Test Point B

