



NetworX

NetworX™ Series **NX-1300E LED Keypad**

User's manual

SECURITY SYSTEM NOTES

Installing/Service Company _____

For Service Call _____

Central Station _____

Duress Code _____

FUNCTION CODES

Function Code	Controls Function
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

This system is is not partitioned.

EMERGENCY ACTIVATION KEYS (check if enabled)

Fire

Auxiliary Emergency

Police

PROGRAMMED FUNCTIONS

Abort Delay (*)

Cancel Alarm

Forced Arming (*)

Auto Bypass (*)

Change Partitions

Group Bypass (*)

Auto Instant

Chime

Quick Arm (*)

Battery Test

Communicator Test

Re Exit

Siren Test

(*) These features should not be enabled on UL listed systems.

ENTRY / EXIT DELAY TIMES

Exit Delay Time _____

Secondary Exit Delay Time _____

Entry Delay Time _____

Secondary Entry Delay Time _____

ZONE DESCRIPTIONS

01 _____

09 _____

17 _____

02 _____

10 _____

18 _____

03 _____

11 _____

19 _____

04 _____

12 _____

20 _____

05 _____

13 _____

21 _____

06 _____

14 _____

22 _____

07 _____

15 _____

23 _____

08 _____

16 _____

24 _____

THIS MANUAL IS FURNISHED TO HELP YOU UNDERSTAND YOUR SECURITY SYSTEM AND BECOME PROFICIENT IN ITS OPERATION. ALL USERS OF YOUR SECURITY SYSTEM SHOULD READ AND FOLLOW THE INSTRUCTIONS AND PRECAUTIONS IN THIS BOOKLET AND, IF POSSIBLE, PRACTICE ON THE KEYPAD CONTROL WHILE YOUR PROFESSIONAL INSTALLER IS ON SITE. FAILURE TO DO SO COULD RESULT IN THE SECURITY SYSTEM NOT WORKING PROPERLY. THIS BOOKLET SHOULD BE KEPT IN AN ACCESSIBLE LOCATION FOR THE LIFE OF THE SECURITY SYSTEM. IF YOU DO NOT UNDERSTAND ANY PART OF THIS MANUAL YOU SHOULD NOTIFY YOUR INSTALLING COMPANY SHOWN ON PAGE 1.

The SECURITY CONTROL can be turned on (ARMED) and off (DISARMED) by entering a 4 or 6 digit code into the Keypad Control, which is similar to a telephone keypad. If your Security Control has been so programmed, you may be able to turn on (ARM) your System by simply pressing the [STAY] or [EXIT] key. The system must always be disarmed using a 4 or 6 digit code. The LED keypad includes up to 35 lights and a built-in electronic sounder. These provide specific information relating to the status of the security system which is described in the booklet. Understanding what the lights and sounds mean will help you to easily operate your system.

Keep in mind, the level of security you will obtain with this system relates specifically with two major factors:

1. The quantity, quality and placement of security devices attached to this system.
2. The knowledge you have of the security system and how that knowledge is utilized in a weekly test of the complete system.

You should be aware of the following facts when preparing a safety/security plan for your home/business.

- Your security system is an electronic device and is subject to failure or malfunction. Do not rely on it as your single source of security.
- Your system should be tested weekly.
- Your system will not work without power.
- Warning devices will need to be loud enough, wired correctly, and properly placed to provide notification of an alarm event.
- Smoke and heat detectors may not detect heat and smoke in all situations.
- Use qualified security professionals to install and maintain your security system.
- It may be possible to arm the security system without the backup battery connected. Your periodic test should be done with AC Power removed to verify the battery is connected and adequately charged.
- Care should be taken to plug in and restrain the AC Transformer after testing.

Please read the following information and instructions carefully before operating your security control system.

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GLOSSARY OF TERMS

Abort Delay	An option that allows a delay in reporting to the central station.
Authority Level	The level of access an individual has when using an alarm panel.
Central Station	The location where alarm data is sent during an alarm report.
Chime Feature	An option that allows the keypad to sound a ding-dong whenever an entry/exit door is opened.
Codes	Can be either User Codes (relating to a person) or Function Codes (a toggle switch to turn specific functions on/off). NOTE: A system may have either 99 four-digit codes or 66 six-digit codes, but not a mixture of the two.
Duress Code	An option that allows a special code to be sent to the central station that indicates the alarm system is being operated under duress.
Forced Arming	An option that allows the system to be turned on (ARMED) with one or more zones open. A system that is ready to be "force armed" will flash the <i>ready light</i> . (Note: Those zones that are not ready will not create an alarm.)
Function Code	A Function Code is either a four (4) or six (6) digit code that has been programmed by the installer to operate a device.
Group Bypass	An option that allows the user to bypass multiple zones with a single operation.
Instant/Delay	An option that allows an instant alarm condition for Entry/Exit doors, or grants a delay to allow someone to enter/exit the building without an alarm, or before entering a user code to disarm.
Master Code	A master arm/disarm code that can program other user codes.
Partitioned System	A system divided into multiple areas in which its own user or users control each area.
Perimeter	The outer edge of the protected area.

Quick Arm	An option that allows you to turn on (ARM) the security system by pressing either the [STAY] or [EXIT] key on the keypad control (for ARMING only) as programmed by the installing company.
User Code	A four (4) or six (6) digit entry code used to arm or disarm the system.

UNDERSTANDING THE LIGHTS

ARMED LIGHT

The *armed light* is "on" when the system is armed. The *armed light* is "off" when it is disarmed. The *armed light* will flash when there has been an alarm during the previous arm cycle.

BYPASS LIGHT

The *bypass light* is "on" when any zone in this keypad's partition is bypassed. The zone(s) that is bypassed will also be illuminated. If the *bypass light* is "off", no zones are bypassed.

CANCEL LIGHT

The *cancel light* will flash during an abort delay time. If a code is entered followed by the [**CANCEL**] key while this light is flashing, all abortable reports will stop the communication process. **Note: The abort feature must be enabled.** Entering a code followed by the [**CANCEL**] key during or after an alarm report to the central station will cause the *cancel light* to come on. It will stay on until the central station has received the cancel report. **Note: The cancel feature must be enabled.**

CHIME LIGHT

The *chime light* is "on" when the chime feature is "on"; "off" otherwise.

EXIT LIGHT

The *exit light* is "on" during the exit delay. Please note that the light will flash during the last 10 seconds of the exit delay as a warning that the time is running out. (The user may want to disarm the system if the *exit light* is flashing in order to prevent an alarm. The user may then re-arm the system and exit before the delay expires.)

FIRE LIGHT

A steady *fire light* means a fire zone has been faulted. A rapidly flashing *fire light* means that a fire zone is in a trouble condition.

INSTANT LIGHT

The *instant light* is "on" when there is no delay on your entry/exit door(s). **Any time the *instant light* is "on" and the exit delay has expired, the opening of an entry/exit door will produce an immediate alarm.** The *instant light* can be toggled on or off by pressing the [**Stay**] key while the system is armed. When the *instant light* is "off", the entry/exit door(s) is delayed.

POWER LIGHT

The *power light* is on if the primary power is on. The *power light* will flash if the system has a low battery condition.

READY LIGHT

The *ready light* is "on" when the system is ready to arm and "flashes" if ready to force arm. The *ready light* is off when the system is not ready to arm because of a zone(s) being faulted.

STAY LIGHT

The *stay light* is "on" when the all interior (motion detector) zones are bypassed.

ZONE LIGHT

The *zone lights* are "off" when everything is normal. A *zone light* will be "on" if the zone has been bypassed. If a *zone light* is "flashing", that zone is in alarm or has been faulted. If a *zone light* is "flashing" rapidly, it means that the zone is in a trouble condition. Trouble conditions are:

- **Tamper**
- **Hardware**
- **Low Battery**
- **Loss of Supervision**

(A combination of Alarm/Fault and Tamper/Trouble will produce a rapid "flashing" light for a short period of time, followed by a slow "flashing" light.)

EMERGENCY ACTIVATION KEYS



Fire



Auxiliary Emergency



Police

NOTES: You must hold these keys for 2 seconds to activate these functions. Your system may not be programmed for these activation keys (see page 1). You should press these keys only in an emergency situation that requires response by emergency personnel. If your system is programmed for these functions, the following reports can be sent.

Fire Key – This key can activate the fire alarm when pressed for two seconds. If your system is connected to a monitoring center, an emergency report could be sent to that center.

Auxiliary Emergency Key – This key can activate the auxiliary alarm when pressed for two seconds. If your system is connected to a monitoring center, an emergency report could be sent to that center.

Police (Panic/Hold-Up) Key - This key can sound a local audible alarm when pressed for two seconds. If your system is connected to a monitoring center, an emergency report could be transmitted to that center. **NOTE:** Some Panic/Hold-Up alarms are programmed to be silent at the protected site while reporting an alarm to the monitoring center. Check with your installing company to determine how your security system will respond to the Panic/Hold-Up activation.

KEYPAD FUNCTIONS

ARMING YOUR SYSTEM IN THE "AWAY" MODE

AWAY is used when the user is away from the premise and wants the interior protected. Listed below are the steps to arm in the AWAY Mode:

Step 1 Close all protected doors and windows.

- Ready light will be on or flashing when all protected zones and sensors are secure. **NOTE:** If any zones are bypassed, a sensor in that zone can be violated without affecting the *ready light*.
- The security system will not arm if the *ready light* is not on or flashing.
- If the *power light* is off, you have no AC power. Restore power if possible. If not, contact your installing company listed on page 1 of this booklet for service.

- Step 2
- Enter your 4 or 6 digit user code to arm the system.
 - The armed and exit lights will illuminate.
 - You may now leave the building.

NOTE: The exit light will flash rapidly for the last 10 seconds of the exit delay as a warning to the user that the exit time is about to expire. The user may wish to disarm and rearm the system if more time is needed.

ARMING YOUR SYSTEM IN THE "STAY" MODE

STAY is used when the user is inside the premise and wants protection around the perimeter. Listed below are the steps to arm in the STAY Mode:

Step 1 Close all protected doors and windows.

- Ready light must be on or flashing when all protected zones and sensors are secure. **NOTE:** If any zones are bypassed, a sensor in that zone can be violated without affecting the *ready light*.
- The security system will not arm if the *ready light* is not on or flashing.
- If the *power light* is off, you have no AC power. Restore power if possible. If not, contact your installing company listed on page 1 of this booklet for service.

Step 2

- Enter your 4 or 6 digit user code.

- If "Auto Bypass" is enabled, all interior zones will be bypassed if you do not leave through a designated entry/exit door. If Auto Bypass is enabled, omit Step 3.
- When "Auto Instant" is enabled, if you do not leave through a designated entry/exit door the *instant light* will illuminate indicating that the entry/exit doors no longer have an entry delay. If "Auto Instant" is enabled, omit Step 4.

Step 3

- Press the [**STAY**] key.

- The *stay light* will illuminate indicating that all interior zones are bypassed. (All interior devices will bypass automatically, giving the user freedom of movement within the interior area.)
- The *bypass light* will illuminate if any zone(s) are bypassed. If any zone(s) have been bypassed previously by the user, the light(s) corresponding to the bypassed zone(s) will illuminate, alerting the user that a zone(s) may be unprotected and can be faulted without an alarm.

Step 4

- To toggle from a "delayed entry" mode to an "Instant" mode, press the [**STAY**] key again.

- The *instant light* will illuminate indicating that the entry/exit doors have no entry delay.

USING THE QUICK ARM (Optional, see page 1)

The Quick Arm feature may be used if it is enabled. Quick Arm will allow the user to arm the security system in the AWAY mode by pressing the [EXIT] key, or arm in the STAY mode by pressing the [STAY] key. This feature is used for ARMING ONLY, and will not disarm the security system. This is ideal for a maid or baby sitter code, etc.

CHANGING MODES WHILE SYSTEM IS ARMED

- Pressing the [STAY] key will turn on/off (toggle) a delay on entry/exit doors and turn on/off (toggle) the *instant light*.
- (Optional) Press the [BYPASS] key at this time to turn on/off (toggle) all designated interior zones.
- (Optional) When armed, pressing the [EXIT] key will start the exit delay, enabling you to leave the building.

IMPORTANT !

The *instant light* needs to be off at this time if you plan on re-entering the building; otherwise you will create an alarm. You may restore an entry delay by pressing the [STAY] key again.

DISARMING THE SYSTEM

When you enter the protected area through one of the designated Entry/Exit doors, the keypad control will sound a continuous tone for the duration of the entry delay time, or until you enter a valid code. The red *armed light* will go off and the tone will stop. The security system is now DISARMED. If a valid code is not entered before the end of the entry delay, an alarm will occur. **(NOTE: If the red *armed light* is flashing during the entry delay, the alarm system has been activated in your absence. Leave the building immediately and call your alarm company and/or the police from a safe location.)**

CANCEL / ABORT FEATURE (Optional, see page 1)

The *cancel light* will flash during an abort delay time. If a code is entered followed by the [CANCEL] key while this light is flashing, all abortable reports will stop the communication process. Entering a code followed by the [CANCEL] key during or after an alarm report to the central station will cause the *cancel light* to come on. It will stay on until the central station has received the cancel report.

CENTER SPREAD – KEYPAD PHOTO GOES HERE

CENTER SPREAD – KEYPAD PHOTO GOES HERE

BYPASSING ZONES

If you wish to bypass one or more zones, this must be done while the system is in the disarmed state. The following steps are used for bypassing zones:

- Step 1 Press the [**BYPASS**] key.
- Step 2 Enter user code, if required (optional). The *bypass light* flashes.
- Step 3 Enter 1 or 2 digits indicating the zone you wish to bypass, i.e. press the [**1**] key for zone 1, press [**1**]-[**2**] for zone 12.
- Step 4 Press the [**BYPASS**] key again.
- Step 5 The corresponding *zone light* will illuminate indicating the zone has been bypassed. Repeat steps 3 and 4 for any other zone(s) that need to be bypassed.
- Step 6 Press the [**BYPASS**] key again -or- press the [**#**] key to exit the Bypass Mode. The *bypass light* will stop flashing upon exiting the Bypass Mode.

GROUP BYPASS

By pressing the [**BYPASS**] key, followed by the [**0**] key, then the [**BYPASS**] key again, all zones that are designated as group bypass zones will be bypassed. Press the [**BYPASS**] key again to exit group bypassing.

UNBYPASSING

To manually unypass zones, perform the bypassing procedure on a zone that is already bypassed. The corresponding light for that zone will go off when unypassed. **NOTE: All zones will automatically be unypassed each time the system is disarmed.**

TURNING THE DOOR CHIME ON AND OFF

The door chime is turned on or off by pressing the [**CHIME**] key while the system is in the disarmed state. If the chime is on the *chime light* will be illuminated. If the chime is off, the *chime light* will be off. Each press of the [**CHIME**] key will toggle the chime feature on/off and produce a momentary ding-dong sound.

ADDING AND CHANGING USER CODES

Your system must be **Disarmed** to change user codes.

Step 1 Press [*]-[5]-[“Master Arm/Disarm” Code].

NOTE: For partitioned systems, someone changing the code of another person must have access to all or more partitions than the user being changed.

Step 2 The *ready light* will flash.

Step 3 Enter the 2 digit “user number” (always enter 2 digit such as [0]-[3] for user 3, or [5]-[2] for user 52).

Step 4 The zone lights will illuminate specifying the first digit of the “user code”. (Lights 1-8 on = code is blank, lights 1-8 off = “0”, lights 1 and 8 = “9”). Use the [▲] [▼] scroll keys to view the next digit or enter new 4- or 6-digit “user code”. NOTE: While using the [▲] [▼] scroll keys you can change any digit by entering a new digit. This will advance you to the next digit.

NOTE: To delete a user code, enter [*]-[*]-[*]-[*] for a 4-digit code, or [*]-[*]-[*]-[*]-[*]-[*] for a 6-digit code.

Step 5 The *ready light* will flash indicating you are back at Step 2 above. If the code is rejected, the sounder will beep 3 times.

Step 6 If another “user code” needs to be programmed, return to Step 3.

Step 7 Press the [#] key while the *ready light* is flashing to exit the User Code Programming Mode.

ASSIGNING USER CODE AUTHORITY LEVELS

Assign authority levels to users by following the steps below. Assign user codes before assigning authority levels.

Step 1 Press [*]-[6]-[“Master Arm/Disarm Code”].

NOTE: Someone changing the authority of another person can only add or remove partition authorization for partitions to which they have access.

Step 2 The *ready light* will flash.

Step 3 Enter the 2 digit “user number” to be assigned authority (The *ready light* is constant and the *instant light* will flash).

Step 4 Lights illuminated indicate the authority levels assigned to this code. An explanation of the lights is listed in the following table.

You may toggle (turn on/off) the authority level by pressing the number for that authority level.

LIGHT	AUTHORITY LEVELS IF LIGHT 8 IS OFF
1	Reserved (Note: Do not change if on.)
2	Arm Only
3	Arm Only After Closing Time
4	Master Arm/Disarm (can program other codes)
5	Arm/Disarm
6	Bypass Zones
7	Open / Close Reporting
8	If this light is on, this code is programmed as a function code. Do not change! Press [#] - [#] to exit.

Step 5 Press the [*] key. The *ready light* will flash. This moves you to the partition enable. (The user has access in partitions that are illuminated.)

Step 6 The illuminated numbers indicate each partition where the user has access. To change any of the partitions where the user has access, press numbers corresponding to areas where you want to give the user access or deny access. (Example: If zone light #2 is lit, then the user is assigned access to partition #2. By pressing the [2] key, the light will go off, denying access to partition #2. Refer to chart shown below.

LIGHT	PARTITIONS ASSIGNED
1	Partition 1
2	Partition 2
3	Partition 3
4	Partition 4
5	Partition 5
6	Partition 6
7	Partition 7
8	Partition 8

Step 7 When the partitions are assigned, press the [*] key. This returns you to Step 2 previously mentioned. At this point you may enter another user number to assign authority level. Repeat Steps 3 - 7 until you have assigned authority levels to all user numbers.

Step 8 Press the [#] key to exit the Assigning Authority Level Program.

OTHER KEYPAD FUNCTIONS

SETTING THE KEYPAD TONE

- Step 1 Press [*]-[0]. Keypad is now in the "Adjust Tone" mode.
- Step 2 Pressing the [▲] key will make the keypad sounder go to higher tones, pressing the [▼] key will make the keypad sounder go to lower tones.
- Step 3 When the desired tone is reached, press the [#] key to set this tone and exit from the "Adjust Tone" mode.

CHANGE PARTITION – Optional

- Step 1 Press [*]-[1].
- Step 2 Press a NUMBER key between 1 and 8 to change partitions momentarily.
- Step 3 If no other key is pressed, it will go back to its standard partition in ten seconds.
- Step 4 If another key is pressed, the system will remain in the new partition until no keys have been pressed for 60 seconds.

VIEW ALARM MEMORY

- Step 1 Press [*]-[3]. The zone(s) that created the last alarm will be displayed on the keypad.
- Step 2 The **ALARM MEMORY** feature will flash those zones that created alarms and will light steady those zones that were bypassed during the last alarm.

TEST FUNCTION – *Optional*

If programmed, this function will perform a battery test, communicator test, and/or a siren test. Alarms and reports will not be sent, unless a communicator test is performed at which time a test signal will be sent.

- Step 1 Press [*]-[4]. The test will be performed as programmed.
- Step 2 If the siren test is performed, enter a user code to silence the siren.

RESET FUNCTION

This function is used to reset Smoke Detectors, Zone Troubles, and Zone Tamperers. Your system must be **Disarmed** to use the Reset function.

- Step 1 Press [*]-[7]. Resets have now been performed.
- Step 2 If the keypad begins beeping, the reset did not execute properly. Enter your code to silence the keypad. Wait a few minutes and repeat step 2 to attempt another reset. If the keypad still beeps after repeated attempts, please contact your installer.

SET SYSTEM DATE

- Step 1 Press the [*]-[9]-[6]-["Master Code"].
- Step 2 Enter the "Day of Week "
1=Sunday 3=Tuesday 5=Thursday 7=Saturday
2=Monday 4=Wednesday 6=Friday
- Step 3 Enter the "Month Code". Must always be two (2) digits.
01 = January 05 = May 09 = September
02 = February 06 = June 10 = October
03 = March 07 = July 11 = November
04 = April 08 = August 12 = December
- Step 4 Enter the "Day Code". Must always be two (2) digits.
Example: The 5th would be entered as [0]-[5].
- Step 5 Enter the last two digits of the "Year Code".
Example: For 1997 enter [9]-[7].

SETTING THE SYSTEM CLOCK

- Step 1 Press [*]-[9]-[7]-["Master Code"].
- Step 2 Enter the "hour code" which must be two (2) digits. **Note: The clock is a 24-hour clock. Refer to the following table.**
- Step 3 Enter the "minutes code" which must be two (2) digits.
Example: 7 minutes after would be entered [0]-[7].

Time	Hour Code	Time	Hour Code	Time	Hour Code
12:00 Midnight	00	8:00 AM	08	4:00 PM	16
1:00 AM	01	9:00 AM	09	5:00 PM	17
2:00 AM	02	10:00 AM	10	6:00 PM	18
3:00 AM	03	11:00 AM	11	7:00 PM	19
4:00 AM	04	12:00 Noon	12	8:00 PM	20
5:00 AM	05	1:00 PM	13	9:00 PM	21
6:00 AM	06	2:00 PM	14	10:00 PM	22
7:00 AM	07	3:00 PM	15	11:00 PM	23

SETTING THE KEYPAD LIGHTING

The lighting behind the keypad buttons can be increased or decreased as desired. Press the [▲] and [▼] scroll keys to lighten or darken the illumination behind the buttons. It is usually easier to set this adjustment in a darkened room.

SERVICE MENU

The *service light* will be "on" if the security system requires service. If the *service light* is "on", press the [*] key followed by the [2] key to determine the service condition. One or more zone lights will illuminate indicating what service(s) is required. Call your service provider immediately for these problems. Below is a listing of what each light means in a service condition.
TO EXIT THE SERVICE LIGHT MODE - PRESS THE [#] KEY.

LIGHT	PROBLEM								
1	<p>SYSTEM FAULT - Press the [1] key. The <i>zone light(s)</i> that is illuminated corresponds to the system fault(s) below:</p> <table border="0"> <tr> <td>1 Over Current Fault</td> <td>5 Expander Low Battery</td> </tr> <tr> <td>2 Siren Trouble</td> <td>6 Expander Box Tamper</td> </tr> <tr> <td>3 Box Tamper</td> <td>7 Expander Trouble</td> </tr> <tr> <td>4 Expander Power</td> <td>8 Ground Fault</td> </tr> </table> <p>Note: Faults 1 & 2 are global in nature and will affect all partitions of a multi-partition system. Press the [#] key to return to the 1 of 8 <i>service lights</i>.</p>	1 Over Current Fault	5 Expander Low Battery	2 Siren Trouble	6 Expander Box Tamper	3 Box Tamper	7 Expander Trouble	4 Expander Power	8 Ground Fault
1 Over Current Fault	5 Expander Low Battery								
2 Siren Trouble	6 Expander Box Tamper								
3 Box Tamper	7 Expander Trouble								
4 Expander Power	8 Ground Fault								
2	<p>ZONE TAMPERS - Press the [2] key and the <i>zone light(s)</i> will illuminate showing the zone(s) that are tampered. Press the [#] key to return to the 1 of 8 <i>service lights</i>.</p>								

- Beeps during an exit delay; beeps rapidly for the last 10 seconds of an exit delay; and beeps 1 second at the end of the exit delay.
- Pulses when the armed status changes and the AC power is off.
- Pulses when the armed status changes and any zone(s) are bypassed.
- Pulses when the armed status changes and a low battery is detected.
- Pulses when the armed status changes and a Tamper condition is detected.
- Beeps to indicate Telephone Line Cut, if selected.
- Pulses when one or more of the following conditions are detected: Zone or Box Tamper, Low Battery, AC Power Fail, or Expander trouble.

Entering a valid code will silence the keypad sounder when it is pulsing. The arm/disarm state of your system will not change when entering a code to silence a pulsing keypad sounder. Please contact your installer if a trouble condition exists.

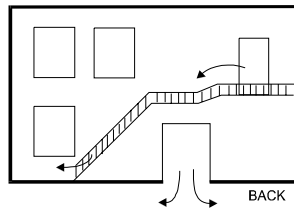
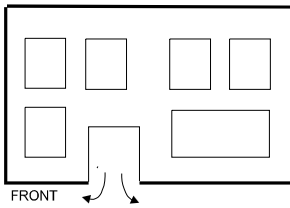
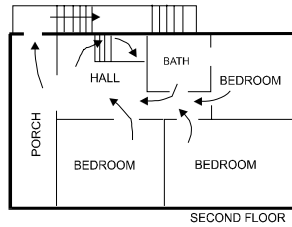
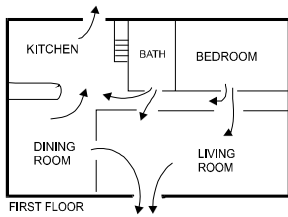
EMERGENCY EVACUATION PLANS

An emergency evacuation plan should be established for an actual fire alarm condition. For example, the following steps are recommended by the National Fire Protection Association and can be used as a guide in establishing an evacuation plan for your building.

Draw up a floor plan of your home. Show windows, doors, stairs, and rooftops that can be used for escape. Indicate each occupant's escape routes. Always keep these routes free from obstruction. Determine two means of escape from each room. One will be the normal exit from the building. The other may be a window that opens easily. An escape ladder may have to be located near the window if there is a long drop to the ground below. Set a meeting place outdoors for a headcount of the building occupants.

Practice escape procedures. In a home, sleep with bedroom door closed; this will increase your escape time. If you suspect fire, test the door for heat. If you think it is safe, brace your shoulder against the door and open it cautiously. Be ready to slam the door if smoke or heat rush in. Practice escaping to the outdoors and meeting in an assigned spot. Call the Fire Department from a neighbor's phone. **NOTE:** After the installation of your Security System has been completed, notify your local Fire and Police Departments to give them your name and address for their records. Early warning fire detection is best achieved by the installation of fire detection equipment in all rooms. This equipment should be installed in accordance with the National Fire Protection Association's Standard 72. For additional information write the National Fire Protection Association, Batterymarch Park,

Quincy, MA 02269. The following are examples of evacuation plans. A plan unique to your home or business should be drawn and memorized by each occupant.





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