

**DuPage County Environmental, Safety, Health & Property Loss Control Program
Fire Protection System Testing**

ALERT GUIDE

Date: _____

Building: _____

1. Call Central Monitoring Station / DuCom: _____ Get Name or badge #of

Dispatcher: _____

- ❖ (Get name that you spoke with and advise that you will be doing some fire alarm and or sprinkler work / testing. Please tag the system is down for tests/work and to record any alarms received. You will call back when completed. Or inform them to record but do not dispatch for alarms received in the next ____hours)
 - ❖ **On Campus call Security Ext. 5262 and inform them alarm system is down for testing/work.**
- 2. When testing/work is completed call the CMS to confirm what alarms they received. If they received all alarms you tested for, then thank them and tell them testing/work is completed and all future alarms received should be treated as real.**
- 3. On campus notify Security X 5262 Fire alarm panel/extinguishing system is back in service.**

Comments _____

Signed: _____