

EACIE

EVACUATION ALERT CONTROL AND INDICATING EQUIPMENT (EACIE)

1 to 4 Loop Panel



**THE EACIE PANEL IS ONLY
FOR USE BY THE FIRE AND
RESCUE SERVICE (FRS)**

User Manual & Log Book

Approved Document No. DFU5030070 Rev 1



QUICK START

EACIE Panel Switch Modules (6 off shown)

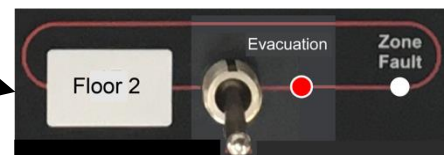
EACIE 8-Zone Switch Module



EACIE Panel Switch Module



Switch UP = Sounders OFF



Switch DOWN = Sounders ON
RED is lit

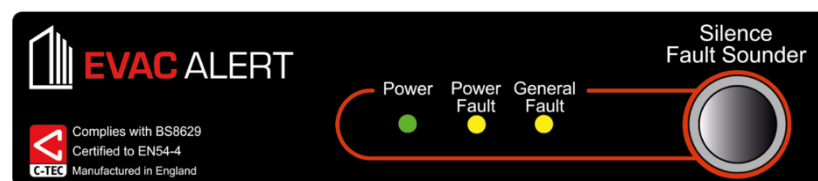


If Zone Fault Yellow is lit
there is a fault in this area

How to perform a building evacuation

1. Move switch DOWN to turn on the evacuation alert sounders.
The Evacuation light turns red.
2. Move switch UP to turn off the evacuation alert sounders.
The Evacuation light turns off.

EACIE Status Panel



Power is healthy

There is a power fault

Press to silence
the fault sounder

There is a system fault

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Figure 1 – Typical EACIE Front Panel 6



Manufacturer: Computationics Limited (C-TEC), Challenge Way, Martland Park, Wigan, Lancashire WN5 0LD. www.c-tec.com



Read these instructions thoroughly before operating this product.

1 IMPORTANT NOTES



The EACIE panel is safe to operate provided it has been installed in accordance with the manufacturer's instructions and used in accordance with this user manual.

Hazardous voltages are present inside the EACIE panel. DO NOT operate the EACIE panel with its front panel open. There is no need to open the EACIE panel except to carry out commissioning, maintenance and remedial work. This work must only be carried out by competent service personnel who are fully conversant with the contents of the separate Installation and Programming Manual for this product and have the necessary skills for maintaining the equipment. If the panel is damaged, expert advice should be sought regarding its repair.

Disclaimer

E&OE. Errors and omissions excepted. No responsibility can be accepted by the manufacturer or distributors of this range of panels for any misinterpretation of an instruction or guidance note or for the compliance of the system as a whole. The manufacturer's policy is one of continuous improvement and we reserve the right to make changes to product specifications at our discretion and without prior notice.

2 INTRODUCTION

Evacuation alert systems

Evacuation alert system design is beyond the scope of this document. A basic understanding of general evacuation alert system components and their use is assumed.

The EACIE panel

The EACIE panel is a BS 8629 compliant control panel used with C-TEC's EVAC-ALERT system. It is designed exclusively for use by the fire and rescue service (FRS) in a building emergency situation. Providing a clear straightforward interface, the EACIE panel allows the FRS to operate evacuation alert devices located in residential flats. Evacuation alert devices include sounders, visual indicators and vibrating pillow pads.

In addition to controlling and monitoring the system, the EACIE panel provides visual and audible warnings of any faults on the system, e.g. open or short-circuit faults, power supply faults. Fault signals may be sent to an alarm receiving centre (ARC), or to C-TEC's ENVISION cloud-based data management system.

Housed in a robust, vandal-resistant locked cabinet, the EACIE panel has individual toggle switches with associated LED indicators for each evacuation alert zone. **Note:** Toggle switches can be labelled on a zone-by-zone or floor-by-floor basis. A customisable 'slide-in label system is used on the EACIE panel for the 8 zone switch panel(s).

Highly flexible, the EACIE panel is comprised of EN 54-2/4 third-party certified components and can be used to create a customised evacuation alert system in consultation with the relevant FRS.

An overview of the panel's access levels

Three access levels are available at the panel - **access level 1 (AL1)**, **access level 2 (AL2)** and **access level 3 (AL3)**.

AL1 is the panel's general user level which is accessible to the FRS only. The actions that can be performed at this level are detailed in this manual.

AL2 is the panel's authorised user level which is available to authorised, trained personnel only. The actions that can be performed at this level are detailed in the separate Installation & Programming Manual.

AL3 is the panel's engineering/programming level.

ON NO ACCOUNT SHOULD ACCESS LEVEL 3 BE ENTERED BY ANYONE EXCEPT AN AUTHORISED SYSTEMS ENGINEER. THIS PANEL IS A PIECE OF LIFE SAFETY EQUIPMENT AND UNAUTHORISED ACCESS MAY AFFECT THE WAY THE PANEL FUNCTIONS, ENDANGER LIFE AND VOID ITS WARRANTY. If you are an authorised engineer, details of access level 2 & 3 can be found in the separate Installation & Programming Manual (Document No. DFU5030020).

3 USER RESPONSIBILITIES

BS 8629 is the British Standard code of practice for the design, installation, commissioning and maintenance of evacuation alert systems for use by fire and rescue services in buildings containing flats.

Clause 22 of BS 8629 (Users' responsibilities) states that a single, named member of the premises management should be appointed to supervise all matters pertaining to the evacuation alert system.

BS 8629 Clause 22.1.2 states the responsible person should meet the following recommendations:

- a) ensuring that the EACIE is checked at least once every month to confirm that it is, visually, in good order and not indicating any faults;
- b) ensuring that arrangements are in place for inspection, testing and servicing of the system in accordance with BS 8629 Clause 21.1;
- c) ensuring the system log book (BS 8629 Clause 22.2 and Section 6 of this manual) is kept up-to-date and is available for inspection by any authorized person (e.g. representatives of the fire and rescue service);
- d) ensuring that all residents are instructed to report audible fault indications, and are instructed on the action to take in the event of operation of evacuation alert devices within their flats (i.e. instructed to evacuate without delay if the evacuation alert device(s) within their flat is operated, and to contact the fire and rescue service if they are unable to evacuate). The premises management should be advised to incorporate this advice within fire action notices for the building;
- e) establishing liaison with residents to ensure that material changes in the layout or internal subdivision within their flat do not compromise sound pressure levels or visibility of visual evacuation alert devices;
- f) ensuring that when changes are made to the system, record drawings and operating instructions, supplied in accordance with BS 8629 Clause 20.2, are updated;
- g) in buildings with more than one evacuation alert zone on any storey, ensuring that a suitable plan of the evacuation alert zones is displayed, is undamaged and is kept up-to-date (see BS 8629 Clause 13.2.2h);
- h) ensuring that the fire and rescue service are aware of the presence of the system, and that fire and rescue service crews are afforded the opportunity to familiarize themselves with the system.

Familiarization visits by the fire and rescue service should not include operation of any evacuation alert signal; this is to avoid complacency by residents when an evacuation alert signal is given during the course of a fire.

Six monthly inspection, testing, servicing and maintenance

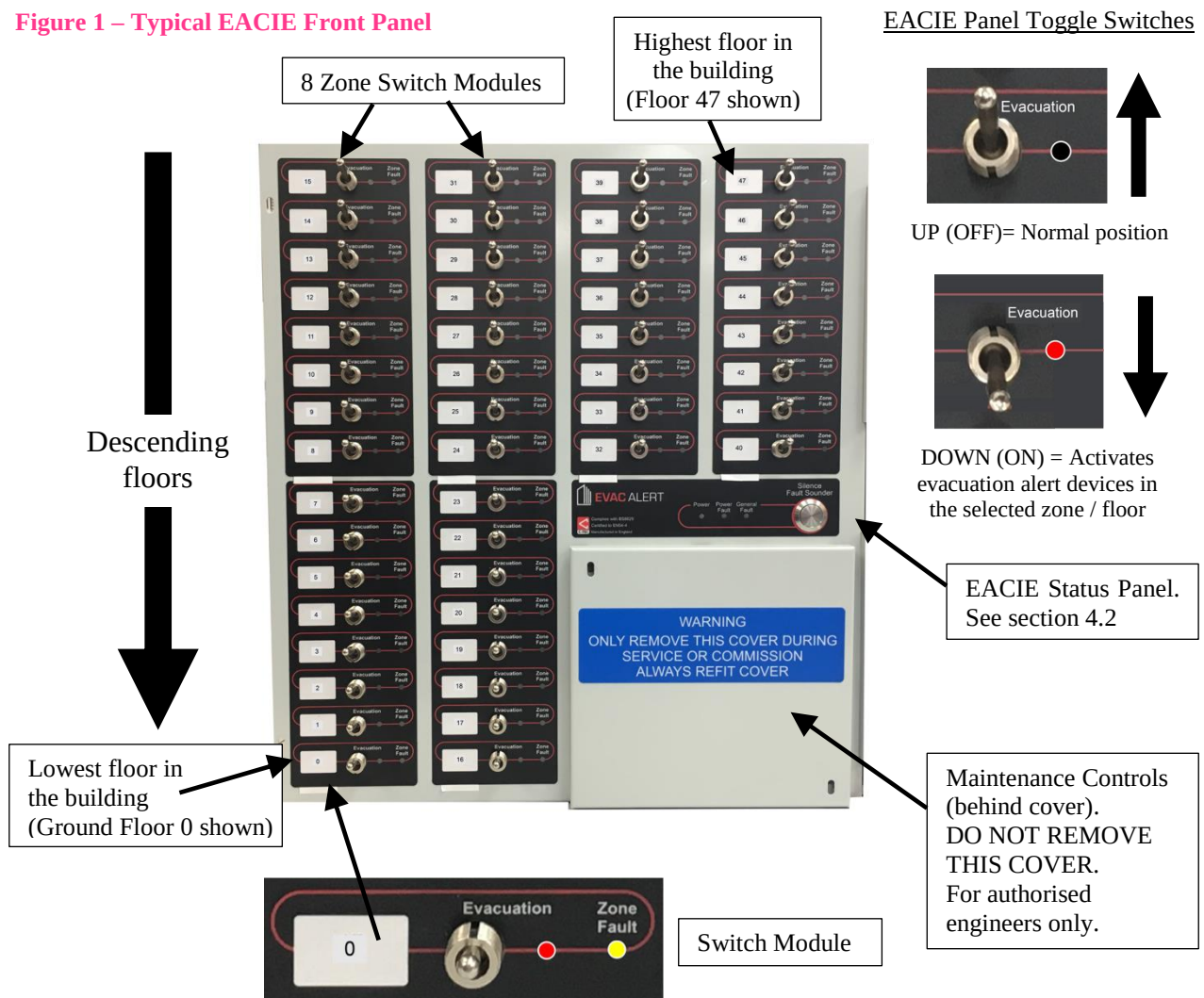
The responsible person must ensure that an ongoing six monthly plan is in place that meets BS 8629 Clause 21 (Inspection, Testing and Servicing). The work required to meet this clause must be carried out by a competent person with specialist knowledge of evacuation alert systems. The standard recognises this will normally be an outside specialist organisation.

4 CONTROLS & INDICATORS

4.1 EACIE Front Panel

The EACIE panel is strictly for use by the Fire and Rescue Service (FRS) and enables the FRS to activate evacuation alert devices located in flats. The panel also shows system status information. See Figure 1.

Figure 1 – Typical EACIE Front Panel



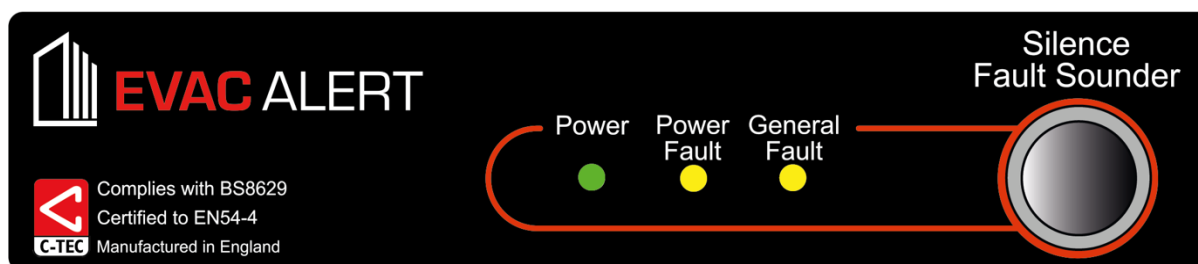
On the 8 zone switch modules a single throw (ON/OFF) toggle switch is provided for each evacuation alert zone (or floor). **Note:** Toggle switches may be labelled on a zone-by-zone or floor-by-floor basis. A customisable 'slide-in' label system is used on the EACIE panel for the 8 zone switch panel(s).

Up to 48 toggle switches can be housed on a single EACIE panel. Each toggle switch has an associated Evacuation and Zone Fault indicator (shown above and detailed below).

Switch Module Manual Controls	Status	What this means
Evacuation toggle switch (up to 48 off)	UP is OFF	Deactivates evacuation alert sounders in the associated evacuation alert zone / floor (up to 48 off).
	DOWN is ON	Activates evacuation alert sounders in the associated evacuation alert zone / floor (up to 48 off).

Switch Module Indicators	Status	What this means	What to do
Evacuation (up to 48 off)	Steady Red	The associated evacuation toggle switch has been operated.	-
Zone Fault (up to 48 off)	Flashing Yellow	A fault has been detected on the associated evacuation alert zone. The fault sounder will also activate (and may be silenced).	The responsible person should call the service company.

4.2 EACIE Status Panel



The status panel has a single pushbutton to silence the EACIE panel's fault sounder and indicators to show system status information.

Status Panel Pushbutton	Status
Silence Fault Sounder	Pressing this button silences the EACIE panel's fault sounder. To resound, press this button again.

Status Panel Indicators	Status	What this means	What to do
Power	Steady Green	The EACIE panel is supplied with power (either mains or backup batteries).	-
Power Fault	Steady Yellow	The EACIE panel has detected a fault with its power supply, batteries, or mains supply. The fault sounder will also activate (and may be silenced).	The responsible person should call the service company.
General Fault	Flashing Yellow	There is a fault condition on the system (excluding power faults). The fault sounder will also activate (and may be silenced).	

5 Glossary of Terms

AL1: Access Level 1 (for the FRS).

AL2: Access Level 2 (for authorised users).

AL3: Access Level 3 (for authorised systems engineers).

ARC: Alarm Receiving Centre.

BS EN 54-2: Fire Detection and Fire Alarm Systems. Control and Indicating Equipment.

BS EN 54-4: Fire Detection and Fire Alarm Systems. Power Supply Equipment.

BS 8629: Evacuation Systems for Fire & Rescue Services. Code of practice for the design, installation, commissioning and maintenance of evacuation alert systems for use by fire and rescue services in buildings containing flats.

EACIE: Evacuation Alert Control & Indicating Equipment. Component of an evacuation alert system through which evacuation alert devices (sounders) can be controlled, and that is used to monitor the correct functioning of the system and give audible and visible warning of any faults.

EAS: Evacuation Alert System. Comprises of evacuation alert devices, sounder controllers and an EACIE panel with manual controls for the FRS to activate the evacuation alert devices.

Evacuation Alert Device: Component of the evacuation alert system, not incorporated in the EACIE panel, which is used to signal to the occupants of a flat that evacuation is required by the FRS. These include sounders, visual alarm devices and tactile alert devices.

Evacuation Alert Zone: May contain flats, part floors, or a complete floor of a building.

FRS: Fire & Rescue Service.

Responsible Person: Person responsible for supervising all matters pertaining to the evacuation alert system.

6 SYSTEM LOG BOOK

BS 8629 recommends that the system log book be maintained by a relevant member of the premises management, to ensure that every entry is properly recorded. The log book must record all events, including use of the system by the FRS, fault signals, inspection, testing, servicing and maintenance.

In order to satisfy the requirements of BS 8629 Clause 22.2 the following must be recorded:

- Address of the building.
- Name of the responsible person(s)/premises management.
- Brief details of the maintenance arrangements.
- Dates and times of all tests.
- Dates and times of all use of the system by the FRS.
- Dates, times and types of all faults and defects.
- Dates and types of all maintenance (e.g. service visit or non-routine attention).

USER:

SITE ADDRESS:

RESPONSIBLE PERSON(S) ON SITE:

THE SYSTEM WAS DESIGNED BY:

THE SYSTEM WAS INSTALLED BY:

THE SYSTEM WAS COMMISSIONED BY:

THE SYSTEM WAS ACCEPTED BY:

FOR SERVICE (DETAILS OF WHO YOU SHOULD CONTACT IF MAINTENANCE IS REQUIRED)

THE SYSTEM IS MAINTAINED UNDER CONTRACT BY:

Company: _____

Address: _____

Contact No: _____ Expiry Date: _____

NORMAL HOURS (MON-FRI) TEL: _____

OUTSIDE NORMAL HOURS TEL: _____

MANNED CENTRE TEL: _____

MANNED CENTRE CODE: _____

NORMAL MAXIMUM ATTENDANCE TIME FOR A MAINTENANCE TECHNICIAN IS: _____

EXPENDABLE COMPONENT REPLACEMENT PERIODS (LIST):

THE EVACUATION ALERT SYSTEM COMPRISES OF THE FOLLOWING DEVICES:

- Evacuation alert sounders.....
- Visual evacuation alert devices.....
- Discrete short circuit isolators.....
- Tactile alert devices.....

EACIE Evacuation Alert Control and Indicating Equipment

Details of any non-maintenance events should be recorded here, e.g. use by the FRS and faults.

Note: Before entering details on this form, photocopy additional sheets for future use.

DATE	TIME	EVENT e.g. use by the FRS or fault	EVACUATION ALERT ZONE	DEVICE	ANY ACTION REQUIRED	COMPLETED	INITIALS

PHOTOCOPY ADDITIONAL SHEETS AS REQUIRED

EACIE Evacuation Alert Control and Indicating Equipment

Details of any maintenance work should be recorded here.

Note: Before entering details on this form, photocopy additional sheets for future use.

DATE	TIME	EVACUATION ALERT ZONE	DEVICE	REASON FOR WORK	WORK CARRIED OUT	ANY FURTHER WORK REQUIRED	INITIALS

PHOTOCOPY ADDITIONAL SHEETS AS REQUIRED