



Derry Fire Department

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DISCONNECTION PROCEDURES FOR MASTER/RADIO FIRE ALARM BOXES

DISCONNECTION PROCEDURE:

ALL LISTED AGENTS SHALL ABIDE BY THE FOLLOWING PROCEDURES WHEN DISCONNECTING A LOCAL FIRE ALARM SYSTEM FROM A MASTER BOX:

1. CALL THE DERRY FIRE DEPARTMENT COMMUNICATIONS CENTER AT (603) 432-6121, BEFORE ANY ALARM WORK OR DISCONNECTION ACTIVITY IS PERFORMED.
2. GIVE THE COMMUNICATIONS CENTER OPERATOR YOUR NAME AND LISTED AGENT ID NUMBER. DESCRIBE THE BOX LOCATION AND TYPE OF ACTIVITY REQUIRING THE DISCONNECTION.
3. AFTER RECEIVING AUTHORIZATION TO DISCONNECT THE ALARM SYSTEM, TAKE THE FOLLOWING STEPS:
 - **WIRED MASTER BOX:** OPEN THE RED OUTER DOOR AND THE WHITE INNER DOOR OF THE MASTER BOX. CAREFULLY REMOVE THE "LONG ARM" FROM THE MECHANISM. REPLACE WITH THE "SHORT ARM". PLACE THE LONG ARM ON THE TOP OF THE WHITE INNER CASE. CLOSE THE WHITE INNER DOOR AND SECURE THE OUTER RED DOOR. UNDER NO CIRCUMSTANCES LEAVE THE RED OUTER DOOR UNSECURED.
 - **RADIO MASTER BOX:** MOVE THE MASTER BOX DISCONNECT SWITCH OR SWITCHES INTO THE DISCONNECT POSITION AND SILENCE THE INTERFACE TROUBLE SIGNAL. IN THE EVENT THAT NO DISCONNECT SWITCHES EXIST IN A PARTICULAR INSTALLATION, THE AGENT SHALL NOTIFY THE COMMUNICATIONS CENTER TO DISREGARD THAT BOX WHILE WORK IS IN PROGRESS.
4. PROCEED WITH THE SYSTEM MAINTENANCE ACTIVITY.
5. WHEN THE MAINTENANCE ACTIVITY HAS BEEN COMPLETED, TAKE THE FOLLOWING STEPS:
 - **WIRED MASTER BOX:** OPEN THE RED OUTER DOOR AND THE WHITE INNER DOOR OF THE MASTER BOX. CAREFULLY REMOVE THE "SHORT ARM" FROM THE MECHANISM. REPLACE WITH THE "LONG ARM". CHECK TO ASSURE THAT THE METAL ACTUATOR ARM IS PROPERLY LOCATED UNDER THE TRIP MECHANISM AND THAT THE TRIP ARM IS IN THE SET POSITION. CHECK TO ASSURE THE MASTER BOX IS FULLY WOUND. CLOSE THE WHITE INNER DOOR AND ASSURE THAT NO KEYS, SHORT ARMS OR OTHER OBJECTS ARE IN CONTACT WITH THE WIRING, THE BELL OR THE TELEGRAPH KEY INSIDE THE BOX. SECURE THE OUTER RED DOOR. UNDER NO CIRCUMSTANCES LEAVE THE RED OUTER DOOR UNSECURED.

- **RADIO MASTER BOX:** MOVE THE MASTER BOX DISCONNECT SWITCH OR SWITCHES INTO THE NORMAL POSITION AND MOVE THE TROUBLE SIGNAL SILENCE SWITCH TO THE NORMAL POSITION. IN THE EVENT THAT NO DISCONNECT SWITCHES EXIST IN A PARTICULAR INSTALLATION, THE AGENT SHALL RESTORE THE PANEL TO NORMAL CONDITION AND NOTIFY THE COMMUNICATIONS CENTER TO REGARD ALL FURTHER ALARMS FROM THE BOX.
 - CHECK THE STATUS OF THE FIRE ALARM SYSTEM BEFORE LEAVING THE PROPERTY. IF ANY YELLOW OR RED INDICATORS ARE DISPLAYED OR IF A TROUBLE SIGNAL IS SOUNDING, THE AGENT MUST CHECK THE SYSTEM AND CORRECT THE PROBLEM.
6. IF AT ANY TIME WHILE WORKING IN A WIRED MASTER BOX AND THE BELL TAPPER SOUNDS, **STOP** ALL ACTIVITY AND WAIT FOR THE BELL TO STOP TAPPING.
 7. IF A WIRED MASTER BOX IS INADVERTENTLY TRIPPED DURING WORK, ALLOW THE BOX TO COMPLETE ALL FOUR ROUNDS AND THEN SEND A MANUAL SIGNAL FROM THE TELEGRAPH KEY OF 2-2-2. AFTER SENDING IN THE 3 ROUNDS OF 2, IMMEDIATELY CALL THE DERRY FIRE DEPARTMENT COMMUNICATIONS CENTER (603-432-6121) AND VERIFY THE ACCIDENTAL TRIP WITH THE OPERATOR, THEN REWIND THE BOX.
 8. LISTED AGENTS SHALL NOT, UNDER ANY CIRCUMSTANCES, JUMP OUT OR DISCONNECT ANY WIRING INSIDE A MASTER BOX.
 9. LISTED AGENTS MAY BE ISSUED A SET OF MASTER BOX KEYS. THE KEYS REMAIN THE PROPERTY OF THE DERRY FIRE DEPARTMENT AND MUST BE RETURNED IN THE EVENT OF TERMINATION OF LISTED AGENT STATUS OR WHENEVER REQUIRED BY THE DERRY FIRE DEPARTMENT. LOST KEYS WILL BE SUBJECT TO A \$10.00 FEE FOR REPLACEMENT, WHETHER AN INDIVIDUAL CONTINUES AS A LISTED AGENT OR NOT.
 10. LISTED AGENTS MAY PURCHASE GAMEWELL "SHORT ARMS" FROM THE DERRY FIRE DEPARTMENT FOR \$50.00 EACH. LISTED AGENTS MAY USE A SHORT ARM SUPPLIED BY ANOTHER MUNICIPALITY PROVIDED THE SHORT ARM CONTAINS A UNIQUE IDENTIFIER NUMBER PERMANENT AFFIXED OR ENGRAVED BY THAT MUNICIPALITY. LISTED AGENTS REQUESTING RECIPROCITY AND WISHING TO USE THESE SHORT ARMS MUST BE ABLE TO PROVIDE THE NUMBER AT THE TIME OF APPLICATION OR THE APPLICATION PROCESSING WILL BE DELAYED.
 11. ALL QUESTIONS REGARDING THIS PROGRAM SHALL BE DIRECTED TO THE DERRY FIRE DEPARTMENTS DIRECTOR OF COMMUNICATIONS OR THE DIRECTOR OF FIRE PREVENTION/INSPECTION.
 12. A LISTED AGENT SHALL NOT LEAVE THE PROPERTY WHILE THE MASTER BOX IS DISCONNECTED. IF FOR ANY REASON THE AGENT CANNOT RECONNECT THE MASTER BOX AND CLEAR THE FIRE ALARM SYSTEM CONTROL PANEL THEN THE AGENT SHALL NOT LEAVE THE PROPERTY UNTIL THE PROBLEM IS CLEARED. IF THE PROBLEM CANNOT BE CLEARED, THE AGENT SHALL NOT LEAVE THE PROPERTY UNTIL BOTH THE PROPERTY OWNER AND THE DERRY FIRE DEPARTMENT HAVE BEEN NOTIFIED AND THE DETAILS OF THE PROBLEM HAVE BEEN DISCUSSED WITH THE ON-DUTY BATTALION CHIEF OR HIS DESIGNEE.
 13. THE LISTED AGENT MUST UNDERSTAND AND WILL ABIDE BY ALL RULES AND REGULATIONS OF THE DERRY FIRE DEPARTMENT REGARDING THE MASTER FIRE ALARM BOX LISTED AGENT PROGRAM. THE LISTED AGENT WILL NOT DIVULGE THE LISTED AGENT ID TO ANY OTHER INDIVIDUAL NOR ALLOW ANY OTHER INDIVIDUAL TO ACT IN THEIR PLACE AS A LISTED AGENT."