



Derry Fire Department

14 MANNING STREET, DERRY, NH 03038
(603) 432-6751 FAX: (603) 432-6752

RULES AND REGULATIONS FOR MASTER FIRE ALARM BOX LISTED AGENTS

DEFINITIONS:

- **LISTED AGENT:** A LISTED AGENT IS AN INDIVIDUAL WHO HAS APPLIED FOR AND RECEIVED REGISTRATION THROUGH THE DERRY FIRE DEPARTMENT AS A LISTED AGENT. SAID AGENT NEEDS TO BE ABLE TO SHOW PROFICIENCY IN "SHORT ARMING" A MASTERBOX, AND FAMILIARITY WITH THE CODE OF THE TOWN OF DERRY, AS IT IS WRITTEN
- **WHO MAY APPLY:** ANY INDIVIDUAL WHO IS EMPLOYED IN THE FIRE ALARM OR FIRE SUPPRESSION SYSTEM BUSINESS THAT HAS A NEED TO "SHORT ARM" A MASTERBOX OR PLACE A RADIO BOX INTO TEST MODE
- **TYPES OF AGENT LISTINGS:** THERE ARE TWO DESIGNATIONS AVAILABLE: 1.) LISTED AGENT, AND 2.) FIRE DRILL COORDINATOR

LISTED AGENT: A PERSON WHO MAY DISCONNECT A FIRE ALARM SYSTEM FROM ANY MASTER OR RADIO BOX IN THE TOWN OF DERRY, N.H. FOR WHICH THE AGENT IS LEGALLY RESPONSIBLE. NO AGENT WILL DISCONNECT, OR CAUSE TO BE DISCONNECTED ANY FIRE ALARM SYSTEM UNLESS THEY ARE DIRECTLY WORKING FOR THE PROPERTY OWNER

DURATION OF AGENT LISTING:

AN AGENT LISTING SHALL REMAIN IN EFFECT THROUGH DECEMBER 31, REGARDLESS OF THE MONTH OF YEAR THE AGENT IS LISTED, OR UNTIL THE INDIVIDUAL NO LONGER MEETS THE REQUIREMENTS FOR AN AGENT LISTING, OR HAS VIOLATED THE RULES AND REGULATIONS OF THE DERRY FIRE DEPARTMENT FOR FIRE ALARM LISTED AGENTS. LISTED AGENTS WHO CHANGE EMPLOYMENT MUST REAPPLY FOR A NEW LISTING UNDER THEIR NEW EMPLOYER'S NAME. IF AN AGENT'S LISTING EXPIRES THEY MUST REAPPLY AND RETEST. ANY APPLICABLE APPLICATION OR TESTING FEES WILL APPLY.

TRAINING / TESTING (LISTED AGENT):

THE DERRY FIRE DEPARTMENT DOES NOT OFFER TRAINING COURSES. TO BECOME A LISTED AGENT, YOU MUST SHOW PROOF OF COMPETENCY IN SHORT ARMING A BOX, AND KNOWLEDGE OF THE TOWN OF DERRY CODE RELATED THERETO. THE TOWN OF DERRY CODE AS IT PERTAINS TO FIRE ALARM SYSTEMS CAN BE FOUND AT THE TOWN OF DERRY/FIRE DEPT. WEBSITE, FIRE DEPT. ADMINISTRTRIVE OFFICE OR FIRE ALARM/COMMUNICATIONS CENTER. THE TOWN OF DERRY DOES NOT EXTEND RECIPROCITY TO LISTED AGENTS THAT ARE LISTED FROM OTHER AREA TOWNS.

RENEWAL APPLICANTS:

RENEWAL APPLICATIONS FOR LISTED AGENTS WITH CURRENT CERTIFICATION MAY BE PROCESSED BY MAIL PROVIDED THE APPLICABLE FEES ARE INCLUDED WITH THE APPLICATION.

MASTER BOX "SHORT ARMS" AND KEYS:

NEW DERRY LISTED AGENTS MUST HAVE A MASTERBOX "SHORT ARM" ENGRAVED WITH THEIR LISTED AGENT NUMBER. APPLICANTS MAY SUPPLY THEIR OWN KEY TO THE DERRY FIRE DEPARTMENT FOR ENGRAVING, OR ONE MAY BE PURCHASED. MASTER BOX KEYS ARE ALSO AVAILABLE FOR PURCHASE. PLEASE SEE THE CURRENT FEE SCHEDULE; ALL FEES MUST BE PAID THROUGH THE FIRE ADMINISTRATION OFFICE.

FIRE DRILL COORDINATOR:

A PERSON WHO MAY DISCONNECT A FIRE ALARM SYSTEM FROM A SPECIFIED MASTER BOX OR BOXES ON A SPECIFIED PROPERTY IN THE TOWN OF DERRY, N.H. FOR WHICH THE AGENT IS LEGALLY RESPONSIBLE. DISCONNECTIONS SHALL BE ALLOWED ONLY FOR LEGITIMATE FIRE DRILL ACTIVITIES. IN THE CASE WHERE A SHORT ARM IS NEEDED, THE SITE SHALL MAINTAIN A SHORT ARM KEY WHICH WILL REMAIN THE PROPERTY OF THE DERRY FIRE DEPARTMENT. THIS KEY SHALL HAVE THE MARKINGS ON IT TO INDICATE WHAT SCHOOL, OR FACILITY IT BELONGS TO. NO SHORT ARM KEYS SHALL BE USED IN ANY ALARM SYSTEM FOR WHICH THEY ARE NOT ENGRAVED FOR. SHORT ARMS AND MASTER BOX KEYS FOR NON-PUBLICLY OWNED FACILITIES SHALL BE PURCHASED AT THE CURRENT RATES INCLUDED IN THE FEE SCHEDULE.

THE APPROPRIATE NUMBER TO CALL DERRY FIRE ALARM IS 603-432-6121.

TRAINING / TESTING (FIRE DRILL COORDINATOR):

THERE IS NO CHARGE TO BECOME A FIRE DRILL COORDINATOR. THIS LISTING IS PRIMARILY DESIGNED FOR EDUCATIONAL, HEALTHCARE, AND LARGE SCALE MANUFACTURING FACILITIES. TO BECOME A FIRE DRILL COORDINATOR, THE INDIVIDUAL MUST BE ACTIVELY EMPLOYED BY THE FACILITY AND IN A ROLE WHEREBY VIRTUE OF JOB CLASSIFICATION THEY ARE RESPONSIBLE FOR CONDUCTING FIRE DRILLS. THE DERRY FIRE DEPARTMENT WILL PROVIDE TRAINING TO FIRE DRILL COORDINATORS AT NO CHARGE, AND THEN ISSUE A FIRE DRILL COORDINATOR NUMBER. A WRITTEN TEST IS NOT REQUIRED FOR FIRE DRILL COORDINATORS. FIRE DRILL COORDINATORS ARE ONLY AUTHORIZED TO SHORT ARM A BOX, OR PUT A RADIO BOX ON TEST FOR THE PURPOSE OF CONDUCTING A PROPERTY FIRE DRILL

DISCLAIMER:

THE DERRY N.H. FIRE DEPARTMENT, BY VIRTUE OF THE LISTED AGENTS/FIRE DRILL COORDINATOR PROGRAM, DOES NOT GUARANTEE, WARRANTEE, QUALIFY, APPROVE OR CERTIFY AN INDIVIDUAL OR COMPANY OR THEIR PERFORMANCE. THE RULES AND REGULATIONS WHICH GOVERN THE LISTED AGENT/FIRE DRILL COORDINATOR PROGRAM ARE INTENDED TO SET MINIMUM STANDARDS AND PROCEDURES FOR LISTED AGENTS. IT IS THE SOLE RESPONSIBILITY OF THE LISTED AGENT AND THE PROPERTY OWNER TO ASSURE THAT THE FIRE ALARM SYSTEM IS OPERATIONAL AND THE MASTER OR RADIO BOX IS RESTORED TO A NORMAL CONDITION AFTER EACH DISCONNECTION. IF ANY PROPERTY OWNER, LISTED AGENT, OR FIRE DRILL COORDINATOR DEVIATES FROM THE ABOVE LISTED PROCEDURE, YOU SHALL BE IN VIOLATION OF STATE/LOCAL FIRE CODE VIOLATIONS.