Purpose: Identify the actions to be taken by Fire Alarm Operator's (FAO's) for the purpose of taking a radio box off-line for testing during normal business hours.

FIRE ALARM TESTING

For the purpose of normal every-day fire alarm testing, the FAO may take radio boxes off-line. Routine every-day radio box testing is allowed Monday through Friday from 0730 hours until 1600 hours. Radio boxes can be taken off-line for emergency work at any time of the day. Prior to taking a radio box off-line, the FAO shall obtain:

- Radio Box Number
- Address / Business Name
- Fire Alarm Technician's Full name
- Fire Alarm Technician's License Number
- Fire Alarm Technician's Telephone Number

Following satisfactory completion of the above the FAO shall take the radio box off-line.

FAO shall list the above information, as well as the time of day on the "Fire Alarm Office Radio Box Testing" form.

It shall be the Fire Alarm Technician's responsibility to notify the FAO when testing has been completed and the radio box needs to return to normal "on-line" status. At this time, the FAO shall place the radio box back on-line and advise the Fire Alarm Technician to test a device. Once the alarm is received (for the tested device) the FAO shall make the appropriate notation on the "Fire Alarm Office Radio Box Testing" form.

- If the Fire Alarm Technician is unable to test a device, the FAO shall obtain a reason and list it on the "Fire Alarm Office Radio Box Testing" form.

Following successful receipt of the tested device, the FAO shall notate the radio box back in-service (on-line) on the "Fire Alarm Office Radio Box Testing" form with the time of day. There shall be ***NO*** radio boxes or radio box zones left off-line after 1730 hours unless approved by a Deputy Fire Chief or the Fire Marshal.

In the event radio boxes are taken off-line during the hours of 0730 and 1600 and are ***not*** returned to service by 1730 hours, the FAO shall do the following:

- Contact the Fire Alarm Technician via telephone to obtain the status of the radio box (utilizing the contact number listed on the "Fire Alarm Office Radio Box Testing" form)
    a. If unable to contact Fire Alarm Technician:
        i. Notify Deputy Fire Chief
    b. If Fire Alarm Technician still requires the radio box left off-line make a note of this on the "Fire Alarm Office Radio Box Testing" form and notify Deputy Fire Chief.
    c. If Fire Alarm Technician has completed the testing and is unable/no longer able to follow established procedure to return the radio box to on-line status (i.e. test a device) the FAO shall:
        i. Request Fire Alarm Technician return to alarm box location to complete the process.
            1. If unable, the FAO shall dispatch the appropriate district engine company to facilitate the proper procedure;
            2. Make appropriate notation on the "Fire Alarm Radio Box Testing" form; and
            3. Notify Fire Marshal's office via voicemail or email.