Purpose: Identify the daily responsibilities to be taken by Fire Alarm Operator's (FAOs) in support of the North Kingstown Fire Department radio box fire alarm systems (radio boxes).

LATE BOX TEST REPORT

The **LATE BOX TEST REPORT** is conducted to ensure all NKFD radio boxes are operational and are "on-line". NKFD radio boxes are programmed to self-test daily. It shall be the responsibility of the FAO to conduct a **LATE BOX TEST REPORT** consistent with the practices and policies of the North Kingstown Fire Department. The report shall be conducted daily:

- On **BOTH** decks of the Signal Communications Vision 21 Machine (Vision 21 Machine)
- At 0730 hours

In the event a particular radio box appears on the **LATE BOX TEST REPORT** (both decks) the FAO shall do the following:

- Consult the **TROUBLE REPORT BOARD** to determine if the radio box has already been investigated
    - If the radio box in question is listed on the **TROUBLE REPORT BOARD** no further action is required.
    - If the radio box in question is ***NOT*** listed on the **TROUBLE REPORT BOARD**
        - Dispatch the appropriate district fire company on a Code C response to investigate the radio box per NKFD policy and practice.

TROUBLE REPORT

The **TROUBLE REPORT** is conducted to ensure all NKFD radio boxes are operational and are "on-line". Examples of radio box **TROUBLE REPORTS** include:

- Low Battery
- A/C Fail
- Zone in Alarm
- Zone in Trouble
- Trouble

The **TROUBLE REPORT** shall be conducted:

- On **BOTH** decks of the Vision 21 Machine
- At 0730 hours (Immediately following the **LATE BOX TEST REPORT**) and at 1730 hours

In the event a particular radio box appears on the **TROUBLE REPORT** (either deck) the FAO shall do the following:

- Consult the **TROUBLE REPORT BOARD** to determine if the radio box has already been investigated
  - If the radio box in question is listed on the **TROUBLE REPORT BOARD** - no further action is required.
  - If the radio box in question is ***NOT*** listed on the **TROUBLE REPORT BOARD** the FAO shall:
    - Dispatch the appropriate district fire company on a Code C response to investigate the radio box per NKFD policy and practice.