



RUSSELLVILLE FIRE DEPARTMENT
POLICY MANUAL

Policy Number:
Section:
Original Date:
Revised Date:

PURPOSE

To ensure all fire station primary alarm circuits and associated hardware are in proper working order at all times per recommended practices of the National Fire Protection Association Standard (NFPA) 1221 and related Federal Communications Commission (FCC) guidelines.

The morning test is also used to announce the official shift change time of the RFD.

POLICY

Morning Alarm Test

07:29 – The fire dispatcher will begin the morning test using the following procedure:

1. Announce over the RFD dispatch frequency the following:
 - *“All stations standby for morning alarm test.”*
2. Activate all fire station tones starting with station 1 and ending with station 4 (4 separate tones). After station 4's tone has cleared the dispatcher will announce:
 - *“This is a test of the Russellville Fire Department. The time is 07:30 hours.”*

Alternative Test Times

In the event of an incident occurring during circuit test times the Pope County 911 Dispatcher may opt to postpone the test to a time when testing will not interfere with emergency radio traffic.

Notification of Malfunction

In the event of a malfunction of a station's pager/alarm system the company officer shall notify the on-duty battalion chief immediately and document the malfunction into the company log.

The Battalion Chief shall notify the 911 communications center of the malfunction and begin the process necessary to ensure the system is returned to service as soon as possible. This should include trouble shooting all hardware including amplifier, speakers, and related equipment. Where necessary, the Battalion Chief may retain the services of an outside vendor qualified to repair RFD radio communication equipment.

During times of primary circuit repairs, company officers shall monitor RFD radio channel Fire 1 for emergency dispatches and related communications from the 911 dispatch center.

Approved

Fire Chief

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Weekly Mayday Test

A Mayday Test shall be done on Monday mornings following radio tests. The fire department member conducting the test shall notify dispatch to standby for a Mayday Test.

Example: *"Dispatch this is E1A Stand by for Mayday Test of E1A."*

The member will then activate the emergency trigger and announce "Mayday Test Only" twice. The corresponding dispatcher will acknowledge receiving the Mayday Test and clear the radio. The fire department member conducting the test will also clear his radio.

Weekly Mayday Testing Rotation

A test of the mayday function of the AWIN system will be completed every Monday following the Morning Alarm Test. This test will be conducted by a different station every Monday on a rotating basis as follows:

1st Monday of Month - Central

2nd Monday of Month - Station Two

3rd Monday of Month - Station Three

4th Monday of Month - Station Four

5th Monday of Month - Central

The test will be conducted using a different handheld radio each Monday.

Approved

Fire Chief

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