

ALARM INDICATION LOG  
FORM E-3870  
DESCRIPTION

1. GENERAL

1.01 This section describes Form E-3870 which may be used at an alarm center as a log record of the indications received over an alarm system from unattended or partially attended offices or stations. While this form was designed primarily for use with automatic alarm systems of the B-1 or C-1 type, it may also be used with any type of alarm system where it is desired to have a log record of the alarms received and the action taken.

1.02 Normally this form is used to record, in chronological order, all of the indications received over an alarm system together with the time each came in and was cleared and pertinent remarks regarding the action taken. Used in this manner, the form provides a complete record of the alarms received and a quick check of those which have not yet been cleared. It also furnishes a convenient means of cross-checking other alarm and trouble clearing records and for tabulating data on indications received.

1.03 For minor alarms and those for which the cause is known (such as maintenance work in progress), the entries on this form may be adequate to record the cause for the indication and the action taken. For more complex alarms or those involving considerable maintenance activity, it will generally be desirable to record the details of the alarm and the action taken on other forms such as the alarm records for the B-1 and C-1 alarm systems. These may be cross-referenced to the alarm indication log by means of the serial number assigned.

1.04 Form E-3870 is 8-3/8" x 10-7/8" in size and is punched with 4 holes for standard Bell System binders or note-books. A sample form is attached showing typical entries.

2. DESCRIPTION OF ENTRIES

2.01 Office: Name of the alarm center or office preparing the log.

2.02 Alarm System: In offices using this log for more than one alarm system, enter the description, number or other identification of the particular alarm system covered by the log sheet. This entry may be omitted except where confusion of the records for several alarm systems is likely.

2.03 Entries for Individual Alarms: Enter, in the appropriate columns as described below, information on the alarms received. Normally, a separate line is used for each alarm indication except where several indications are obviously due to a single cause.

2.04 Serial No.: Where this is the local practice or where further details are carried on a separate alarm indication record, enter a serial number in accordance with the numbering system established for the facility or office concerned.

2.05 Station: Name or other identification of the station or office from which the alarm indication is received.

2.06 Nature of Alarm: Description of alarm received. If a word description is not practicable, a lamp or alarm indicator number may be shown. Use abbreviations as required.

2.07 Alarm In-Time-By: Time the alarm was received and initials of individual making the entry.

2.08 Alarm Cleared-Time-By: Time the alarm was cleared out and initials of individual making the entry. The time should be shown when the indication ceases and not necessarily when the trouble condition is cleared.

2.09 Remarks: Space for recording information as to the cause for the alarm, action taken, etc.

Attached:  
Sample Form.

# ALARM INDICATION LOG

FORM E-3870  
(2-51)

OFFICE: CUYAHOGA FALLS

ALARM SYSTEM: C1 TD-2

SERIAL NO.	DATE	STATION	NATURE OF ALARM	ALARM IN		ALARM CLEARED		REMARKS
				TIME	BY	TIME	BY	
1	3-5-51	Clave RIS	Chan 2 E-W low Out	10:15A	HKP	1:15 P	HKP	Notified (RK) + NY Cont. 10:20A Clearance to NY 1:20 P (JB)
2	3-5-51	T.H. RIN	130v Rect. Failure	7:30p	WRS	10:00A	WBC	Notified (JRS) Pittsburgh 7:40 P
3	3-5-51	Clave R1W	Chan 1 W-E low Out	11:00p	WRS	10:30A	WBC	Notified (RK) + NY Cont. 11:05 P. Hold to A.M. Clearance to NY 10:45A (JB)
4	3-6-51	Clave R3W	Chan 2 E-W low Out	11:00A	HKP	3:15P	HKP	Notified (RK) + NY Cont. 11:03 A Clearance to N.Y. 3:20P (RW)
5	3-6-51	T.H. RIN	Chan 1 E-W Low Out	2:00P	HKP	3:30P	HKP	Notified Pitts (JRS) 2:05P + N.Y. Cont (JB) Clearance to NY 3:35P (JB)
6	3-6-51	Clave RIS	250v Ducting Fuse Chan 3 W-E low Out	5:05P	WRS	9:30p	WRS	Notified EMD (WB) + NY Cont. (JW) Clearance to N.Y. 9:32p (JW)
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