



NEW UPDATE

MAINTENANCE AND OPERATIONS

FIRE ALARM SYSTEM - UPDATED PROCEDURES

Jurupa Unified fire alarm systems are operational and monitored 24/7. In the event of a fire alarm activation, the local fire department is automatically dispatched — this dispatch cannot be canceled. All staff must exercise caution and maintain clear communication during fire drills.

Each site must have two secretaries trained and authorized to make fire drill requests:

- One will serve as the primary requester.
- The other will serve as a backup in the primary's absence.

Jurupa Unified currently uses two fire alarm monitoring centers:

- Vision Security (sales@visionsecuritysystems.com)
- Sciens Building Solutions(LFlores@sciensbuildingsolutions.com)

Fire Drill Procedure:

*Monitoring centers will **NOT** accept telephone requests*

To place the fire alarm system in test mode/offline, follow these steps:

Email at least 72 hours in advance of the scheduled fire drill. Email the appropriate contact.

- For sites assigned to Vision Security
 - To: (sales@visionsecuritysystems.com)
- For sites assigned to Sciens Buildings Solutions
 - To: LFlores@sciensbuildingsolutions.com
- CC: Site Principal
- CC: Maintenance & Operations Office (Javier Trevino, Ricardo Solis, Vanessa Gaviria, Lesly Villafana)

In your email, please clearly state that you are requesting the fire alarm system to be switched to test mode or offline status and specify the preferred time for this action. **The test mode should begin 15 minutes before the scheduled fire drill and conclude 45 minutes after the fire drill concludes.**

Confirmation Email:

To ensure that your request is honored by the monitoring center, please make sure that the email includes the Site Principal and the mentioned Maintenance and Operations staff. If you do not receive a confirmation email, your site is **NOT** in test mode or offline, and the fire department will be dispatched if the alarm activates. For any cancellations or rescheduling, notify the appropriate fire monitoring center and M&O immediately.



MAINTENANCE AND OPERATIONS

FIRE ALARM SYSTEM - SAMPLE EMAIL

Fire Drill on Thursday February 23, 2023 at 9 AM

Send	To	• LFLORES@SCIENSBUILDINGSOLUTIONS.COM OR • SALES@VISIONSECURITYSYSTEMS.COM
	Cc	• Site Principal • Javier Trevino • Ricardo Solis • Vanessa Gaviria • Lesly Villafana
Subject Fire Drill at Sunnyslope Elementary School 02-23-23		

Good morning Vision Security,

Can you please set the Fire Alarm at Sunnyslope Elementary School on test mode/offline tomorrow, February 23, 2023, from 8:45 AM to 9:45 AM. Please email us back with confirmation once this request is scheduled in your system.

Thank You,

Site Secretary
Sunnyslope Elementary

Fire drills must be scheduled in advance. Sites are required to notify the appropriate fire monitoring center at least 72 hours before the scheduled fire drill.

- For sites monitored by Vision Security, email: sales@visionsecuritysystems.com
- For sites monitored by Sciens Building Solutions, email: LFlores@scienbuildingsolutions.com

Need help? Contact Maintenance & Operations if you're unsure which monitoring center your site uses.

If a fire drill is requested with less than 72 hours' notice, the fire alarm system will not be placed in test mode, and the drill will need to be rescheduled.



MAINTENANCE AND OPERATIONS

FIRE ALARM SYSTEM - FALSE ALARMS

During School Hours:

- Verify if the alarm is accidental or an actual emergency..
- If it is a false alarm, the site secretary must notify the **M&O office immediately at 951.360.2761.**
- M&O will contact the fire monitoring center to attempt to downgrade the fire department dispatch.

After Hours:

- Verify if the alarm is accidental or an actual emergency.
- If it is a false alarm, the night custodian or night lead custodian must **call On-Call immediately at 951.453.2079.**
- On-Call will contact the fire monitoring center to try to downgrade the fire department dispatch.

**We do not want to downgrade the dispatch in an emergency;
please always verify that it is a false alarm.**



CONTACTS

Maintenance & Operations	951.360.2761
On-Call	951.453.2079