



MAINTENANCE AND OPERATIONS

FIRE ALARM SYSTEM - FIRE DRILLS

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:

Vision Security will NOT accept telephone requests

To set the fire alarm system on test mode/offline, follow these steps:

- **Email Vision Security at least 72 hours before the scheduled fire drill.**
 - To: Vision Security (sales@visionsecuritysystems.com)
 - CC: Site Principal
 - CC: Maintenance & Operations Office (Javier Trevino, Ricardo Solis, Vanessa Gaviria, Monica Cuellar)

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 Vision Security, 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 from Vision Security, your site is **NOT** in test mode or offline, and the fire department will be dispatched in case of alarm activation. Promptly inform Vision Security and the Maintenance & Operations Office of any fire drill cancellations or rescheduling.



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FIRE ALARM SYSTEM - SAMPLE EMAIL

From vanessa_gaviria@jusd.k12.ca.us
LFLORES@SCIENSBUILDINGSOLUTIONS.COM
OR
SALES@VISIONSECURITYSYSTEMS.COM

To

Cc Javier Trevino; Ricardo Solis; Vanessa Gaviria; Monica Cuellar; Site Principal

Send

Subject Fire Drill at Jurupa Middle 2-02-26

Good morning,

Please set the Fire Alarm on Test at Jurupa Middle on test mode on 2/02/26 from 9am to 10am.
Please email back with the conversation once this request is scheduled in your system.

Thank you,

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@sciensbuildingsolutions.com

If a fire drill is requested with less than 72 hours' notice, Vision Security or Sciens will not put the system in test mode, and the fire drill will need to be canceled.



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FIRE ALARM SYSTEM - FALSE ALARMS

During School Hours:

- Verify if the alarm was set off by accident or is not an emergency.
- If it is a false alarm, the site secretary will notify the M&O office *immediately* at 951.360.2761.
- M&O will contact Vision Security to try to downgrade the fire department dispatch.

After Hours:

- Verify if the alarm was set off by accident or is not an emergency.
- If it is a false alarm, the night custodian or night custodian lead will need to call On-Call *immediately* at 951.453.2079.
- On-Call will contact Vision Security 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