



FIRE ALARM SYSTEM - FIRE DRILLS

Jurupa Unified fire alarm systems are operational and monitored 24/7. The local fire department will be automatically dispatched in the event of a fire alarm activation. There is no option to cancel this dispatch. Therefore, it is essential to exercise caution and effective communication with your staff during fire drills.

Two Site Secretaries should be adequately trained and authorized to make these requests on behalf of the site. One will serve as the primary requester, and the other will act as a backup in case the primary requester is unavailable for any reason.

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, 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.

Test mode should commence 15 minutes before your scheduled fire drill and conclude 45 minutes after the fire drill ends.

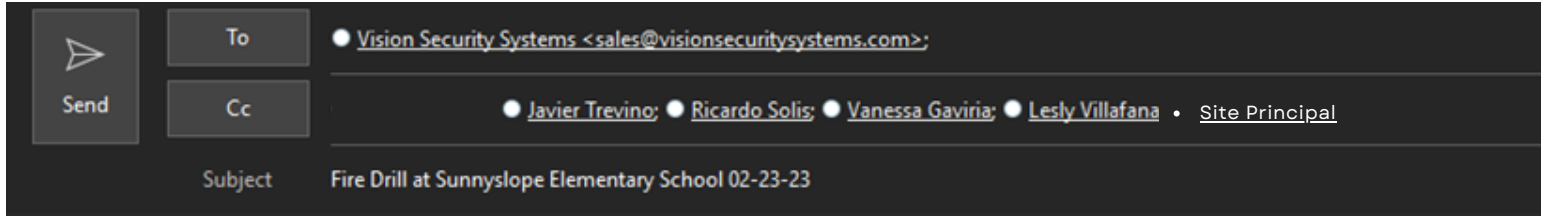
Confirmation Email:

Vision Security will only honor your request if the email includes the Site Principal and the Maintenance and operations staff mentioned above. If you do not receive an email confirmation from Vision Security, your site is **NOT** on test mode/offline, and the fire department will be dispatched if the alarm activates. Please notify Vision Security and the Maintenance & Operations Office promptly of any fire drill cancellations or rescheduling.



FIRE ALARM SYSTEM - SAMPLE EMAIL

Fire Drill on Thursday February 23, 2023 at 9 AM



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.

You are required to email Vision Security at sales@visionsecuritysystems.com a **minimum of 72 hours before the scheduled fire drill.**

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



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