

# FIRE ALARM and NOTIFICATION PROCEDURE

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## \*\*\* Fire Alarm Activation \*\*\*

**Evacuate all Students, Faculty, Staff and Visitors**  
**Activate Incident Command System**

### Actual Fire

1. Ensure evacuation is underway
2. **CALL 911** (cell phone - outside building)  
Provide details emergency responders may need.
3. Hail ASC Base on VUSD Emergency Radio, inform operator of actual fire.
  - a. Establish on going communication means & methods with ASC Base. (be prepared to exchange cell numbers)
4. Station Team members to help direct emergency responders to specific emergency location.
5. Ensure pathway for arriving emergency responders is clear.

### False Alarm

or

### Suspected False Alarm

(Steps 1, 2, 3, & 4 in first 60 seconds)

1. Ensure evacuation is underway
2. Check Fire Alarm for location of alarm
3. Relay location to Operations Team member (Plant Lead) to investigate
4. IMMEDIATELY (as soon as the 'fire' is under investigation) Call Central Monitoring (number on fire alarm panel) (Anyone on site may make this call)
  - a. Provide name & address of school and school account number (noted on Emergency Log at Fire Panel)
  - b. Provide your name
  - c. Provide account number (again) when asked for "pass code".
5. Explain "alarm activation appears to be a false alarm, we are investigating" and **STAY ON THE LINE** with Central Monitoring.
  - a. Maintain conversation until confirmation of false alarm and Fire Department response **CANCELED**.
  - b. If at any time during the investigation, an actual fire is discovered; direct Central Monitoring to notify Fire Department to respond, hang up and immediately **CALL 911 DIRECTLY**.
6. Ask Central Monitoring to place fire system in "TEST" for one hour (to allow appropriate system reset)
7. Hail ASC Base on VUSD Emergency Radio, inform operator of false alarm activation, location and situation details.

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## Fire Drill Exercise

1. Ten minutes prior to the planned Fire Drill Exercise:
  - a. Call Central Monitoring (number on fire alarm panel) (Principal, Asst. Principal, Office Manager, Plant Lead only)
    - i. Provide the name & address of school site & account number (provided on VUSD Emergency Exercise Log)
    - ii. Provide your name
    - iii. Provide account number when asked for the “pass code”.
    - iv. Explain a fire drill will be conducted and request the fire system be placed in test mode for 30 minutes (or appropriate length of time).
  - b. Use the VUSD emergency radio and contact ASC base.
    - i. “ASC Base, this is XYZ School” ASC Base will respond
    - ii. Then say: “We will be conducting a fire drill tin 5 minutes, our fire alarm system is in test mode with Central Monitoring”
2. Conduct Fire Drill Exercise
3. When the Fire Drill Exercise is complete:
  - a. Call Central Monitoring (number on fire alarm panel) (Principal, Asst. Principal, Office Manager, Plant Lead only)
    - i. Name, address, account number, etc.
    - ii. Request the fire system be removed from “test mode”
  - b. Use the VUSD emergency radio and contact ASC base.
    - i. “ASC Base, this is XYZ School; ASC Base will respond
    - ii. Then say: “Our fire drill is complete; our fire alarm system is ‘operational and normal’.