



CSU Bakersfield

Business and Administrative Services

University Police Department

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To: University Police

From: Chief Marty Williamson

Date: March 6, 2014

Subj: Periodic Testing of Emergency Systems

Directive: 14-4

In an effort to provide checks and balances for the emergency systems on the CSUB campus, the following testing schedule will be implemented:

VisiPLEX notification system- tested during campus evacuation drill and in August. This will allow any repairs to be made prior to classes commencing in September.

Emergency Phones- the primary testing of these phones lies with Telecom. However, the UPD will test the phones independently of Telecom once each quarter. The testing results will be recorded and retained by the UPD Emergency Coordinator. Any identified repairs will be submitted to the appropriate department and a follow up will be conducted to insure repairs are made in a timely manner.

CSUB Alert will be tested during campus evacuation drills twice each year.

Panic Alarms will be tested during August of each year.

The responsibility for testing and recording the results are as follows:

VisiPLEX-Sgt. Kinder
Emergency Phones-Emergency Coordinator (Lt. Williams)
CSUB Alert-Lead Dispatcher
Panic Alarms-Officer Draucker

At anytime these systems fail, the Chief will be notified promptly.