



# CSU Bakersfield

Business and Administrative Services

University Police Department

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**To:** University Police  
**From:** Marty Williamson, Chief  
**Subj:** Testing of Emergency Phones  
**Date:** October 29, 2010  
**Updated** 1-22-15

## **Directive 10-3**

Each quarter we will test each emergency phone tower on the CSUB campus to insure it is working properly. This includes communication and the strobe light. I have assigned this to Emergency Coordinator Sgt. We can use CSO personnel to complete this task if desired.

When each tower is tested it will be recorded with the date it was tested. If the tower is not working properly a work order will be submitted promptly and the tower will be retested upon completion of the work order. The document that is used to record each tower will be sent to the Emergency Coordinator Sgt. at the end of each quarter for archive.

If you have any questions please do not hesitate.