



# CSU Bakersfield

Business and Administrative Services

University Police Department

Mail Stop: 6 PS  
9001 Stockdale Highway  
Bakersfield, California 93311-1022

(661) 654-2111  
(661) 654-3194 FAX  
[www.csub.edu/bas/police](http://www.csub.edu/bas/police)

**To: University Police**

**From: Marty Williamson, Chief**

**Subj: Visiplex and CSUB Alert Testing**

**Date: November 2, 2010**

## **Directive 10-6**

The importance of quick and efficient notifications to the campus community during a crisis is very important at CSUB. The UPD is tasked with several of the notification components to insure the systems work and are efficient. In an effort to insure the systems are operable the following protocol is established:

### **Visiplex**

The Visiplex, the external campus notification system, will be tested quarterly. The tests should be scheduled to allow the least amount of disruption to the campus community.

The Emergency Preparedness Sergeant will identify dates for each quarter to test the system by each individual speaker or the entire system.

The Sergeant will record and retain the results of each test. If any speakers are malfunctioning, the Sergeant will insure the Lieutenant and Chief are aware and submit a PRIORITY work order for repairs.

Regular follow up by the Sergeant will occur until the speaker(s) are operable.

### **CSUB Alert**

The CSUB Alert system, (Blackboard Connect), is to be activated for testing and in an emergency only as determined by a member of Cabinet or the Chief of Police. The system makes notifications by email, text message, telephone, and cell phone based on each person registered with CSUB.

The Emergency Preparedness Sergeant will initiate testing of the CSUB Alert twice each year during the CSUB evacuation exercises.

After the CSUB Alert has been tested, the data will be examined by the UPD.