



Hello Area 3 Marshals,

This email is to remind everyone that our next Campus-Wide Evacuation Drill will be taking place on **Tuesday, April 8, 2025 (Sometime in the afternoon)**. Attached is the latest Roster for Area 3. Please let me know if there are any changes that need to be made. If you are unsure of what area you fall under, then click this link;  
<https://www.csub.edu/police/emergency/building-marshall/area-map.shtml>

Also, if you see vacancies and can recommend someone from your area, please let me know!

Area 3 Marshals will be meeting at the EOC (Building East of the University Police Department with the entrance on the north side up the ramp) on Tuesday, April 8, 2025, from 10:00am-10:30am for a briefing and to replace the batteries in your flashlight and radio. **\*This meeting is required to ensure a smooth Evac Drill\***

Please notify your area's Senior Marshal, **Maria Diaz**, if anyone will be filling in for you during the exercise, if you have not already done so. After the drill is completed, please meet behind the UPD for a debrief. The Evacuation Drill Evaluation Form is available on the Emergency Preparedness Website; <https://www.csub.edu/police/files/evacuation-drill-evaluation-form.pdf>

As a reminder, please take an extra moment to listen for the internal and speakers and report their audibility on your evaluation form.

**Before the Drill:**

- \*Briefing at the EOC from 10:00am-10:30am
  - \*Discuss evacuation procedures/protocols
  - \*You will be given fresh batteries for your radio and flashlight
- \*Check all your gear
- \*Make sure your radio is operable and set to **CHANNEL 3**
- \*Know your evacuation points; <https://www.csub.edu/police/emergency/evacuation.shtml>

**During the Drill:**

- \*Turn your radio to **CHANNEL 3**
- \*Put on your vest and hardhat
- \*Evacuate your area to the designated evacuation point
- \*Notify your area lead or senior of any problems or refusals via your radio
- \*Notify your area lead or senior when your area has been successfully evacuated
- \*Wait for the all clear

**After the Drill:**

- \*Meet under the tree on the north side of the University Police Department building
- \*Complete your evaluation and return it to me (email, in person or inner-office mail)