



California State University Long Beach Campus Building Marshal Program

Authority: *The Campus Building Marshal Program has been developed in accordance with California Code of Regulations, Title 8, Section 3220 Emergency Action Plan (Inclusive) which covers those designated actions employers and employees must take to ensure safety from fire and other emergencies; The CSU*

maintenance of a campus emergency management program.

Furthermore, all emergency response efforts are coordinated in co Emergency Management System (SEMS) and the National Incident Management System (NIMS), which are designed to provide a flexible, adaptable, and expandable response structure to address hazards of varying size and complexity.

PROGRAM OVERVIEW

The **Building Marshal Program** is a critical component of the University Emergency Preparedness, Operations, and Recovery Plan. Building Marshals are campus employees who work in regularly occupied campus buildings and volunteer to perform essential activities for the purpose of minimizing injury to campus faculty, staff and students in the event of an emergency. The immediate actions of Building Marshals can reduce the number and severity of injuries, instill calm and order in the midst of a crises, and lessen the burden on first responders.

Building Marshals are primarily responsible for **three key actions** in the event of a crises or disaster:

- I. Assist in evacuation (when prompted by alarm or campus personnel)
- II. Secure entrances/exits and restrict re-entry
- III. Report pertinent information to first responders (trapped individuals, locked doors, and injuries)

BACKGROUND

Under the current structure, the Office of Emergency Management (OEM) is responsible for the overall coordination of the Building Marshal Program, including responsibility for recruiting volunteers campus-wide to fill gaps in building coverage. The OEM provides supplies and training to every Building Marshal. In the past, the OEM was responsible for working directly with every Building Marshal on campus. The new structure calls for a Lead Building Marshal in each building/area to establish a more manageable span of control (*see structure on pg. 3*).

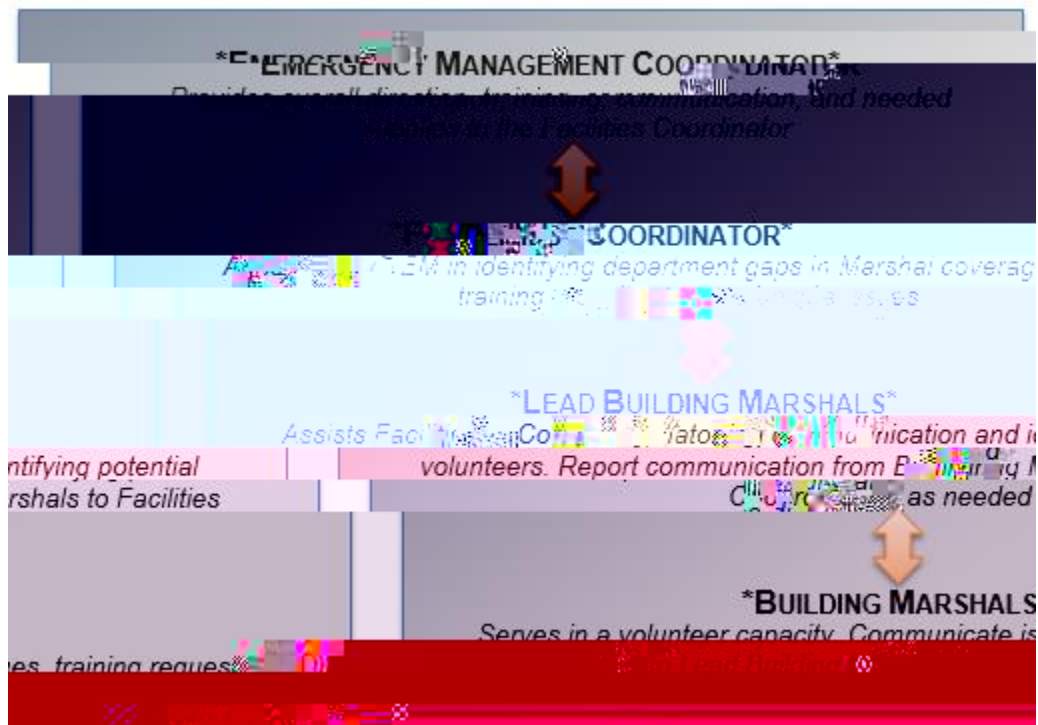
There are approximately 270 Building Marshals who received initial training.

Historically, several gaps have inhibited certain aspects of the program, such as volunteer recruitment, continuous training, and communication.

- I. Recruitment
 - a. There has been significant turnover in the Building Marshal Program as employees frequently change offices, retire, or simply no longer want to serve in this capacity. This information does not always make it to the Office of Emergency Management and gaps in building coverage can go unnoticed
 - b. There is currently an inability to correctly identify the number of Marshals needed for any given building
- II. Training
 - a. In the past, training was _____ or ignored
 - b. There is no set calendar for training for new Marshals or follow-up/refresher training for current Marshals
 - c. Many Marshals are unaware of their specific responsibilities or roles in a disaster/event situation
 - d.

ORGANIZATIONAL STRUCTURE

To ensure program success, it is vital that information flows both ways:



COMMITMENT/RESPONSIBILITIES

As stated, Building Marshals are primarily responsible for **(1)** assisting in the safe and orderly evacuation of campus facilities and buildings in the event of a disaster, **(2)** securing exits and preventing re-entry, and **(3)** reporting injuries and probable locations of trapped individuals to campus authorities. The information provided to these individuals will aid in establishing search and rescue priorities. If necessary, Building Marshals may need to assist in the movement of persons to indicated campus evacuation staging area(s).

Building Preparedness:

- Building Marshals shall introduce themselves to building occupants and identify other Marshals in the building/area
- Relay preparedness and safety information to building occupants
- Identify individuals who can provide support to individuals with access and functional needs during an evacuation
- Be familiar with each fire exit and possible exit routes
- If applicable, identify your building
- Know locations of all emergency equipment in the building (e.g. fire extinguishers, pull stations, automated external defibrillators (AEDs), and EVAC+CHAIRS)
- Report any changes in building safety to the Emergency Management Coordinator immediately

Participate in annual campus-wide drills (evacuation/shelter in place) as well as building/area specific drills

Immediate Response:

Building Marshals take action after **1)** personal evaluation of the situation and self-dispatch, **2)** notification from campus or emergency personnel, or **3)** via a BeachAlert notification.

Report any immediate life-threatening situation – Dial 9-1-1

Assist during evacuation, and account for all building occupants

Proceed to the designated safe area and report the zone status, including injuries and locations of trapped persons to responding personnel

Secure all entrances to prevent re-entry

Convene occupants at the safe refuge area; remind them that they must remain a minimum of 50 ft. away from the building, and that they may not re-enter until the building is deemed clear

Assist in disseminating instructions from responding personnel to building occupants

Building Marshals may also be asked to render basic First Aid and extinguish small fires. ***Marshals will never be asked to work above their training or comfort levels.***

In any event, Building Marshal are expected to give their personal safety top priority.

It is vital to stay away from and immediately report any obvious life safety hazards, such as:

Downed power lines

Collapsed or partially collapsed structures

Fires smaller than the size of a wastebasket

Hazardous release spills (if substance is unknown, treat it is a threat)

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