



# 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 Chancellor's Office Executive Order No. 1056 relative to required development, implementation, and maintenance of a campus emergency management program.*

*Furthermore, all emergency response efforts are coordinated in compliance with California's Standardized 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

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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

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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 on our roster (as of summer '15), of which over 80% have 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 sporadic and issued on an "as needed" basis 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. There are a significant number of Marshals who have never received any type of formal training
- III. Communication
  - a. There are no channels in place to receive feedback of issues/concerns/questions in regards to emergency procedures or crisis communication
  - b. With the number of Marshals required to serve the University, it has become increasingly difficult to analyze the needs of various departments' regarding special circumstances
  - c. Some Marshals are becoming frustrated with the lack of communication received and feel that they are "on their own"

## EQUIPMENT

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Once trained, each Building Marshal will be issued a complete emergency kit and is trained to use its contents. Each kit includes:

- Safety vest (CSULB branded)
- Hardhat (CSULB branded)
- Flashlight/batteries
- Safety goggles
- Utility gloves
- Earplugs
- Caution tape
- Dust mask

*Safety vests and hardhats must be worn whenever a Building Marshal is participating in a drill or emergency to make themselves easily identifiable to building occupants and responding personnel.*

In addition, Building Marshals should consider keeping a pair of sturdy shoes/boots and a jacket in their office or vehicle as a bare minimum for personal preparedness at work.

## TRAINING

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Each Building Marshal must receive initial training and participate in an annual refresher training (classroom or web-based). Initial training is approximately 3 hours.

Topics to be covered in initial training include:

- Overview of campus emergency management structure and policies
- Evacuation procedures and guidelines
- Disaster Psychology (Psych First Aid)
- Active shooter response
- Earthquake preparedness and response
- Fire prevention and preparedness
- Severe weather
- Personal preparedness
- Serving people Access and functional needs during an emergency

In addition to mandatory trainings specific to the program, Building Marshals are encouraged to take the following web-based Independent Study courses from FEMA on their own time. These courses are highly beneficial in seeing the “larger picture” of emergency preparedness and response across all incident levels. These courses are free and can be found by running a search for the course title (listed below in **bold**).

- ✓ **IS-100.HE:** Introduction to the Incident Command System for Higher Education  
Approx. 2.5 hours – 3 hours
- ✓ **IS-200.b:** ICS for Single Resources and Initial Action Incidents  
Approx. 2.5 – 3 hours
- ✓ **IS-700.a:** National Incident Management System (NIMS) An Introduction  
Approx. 2.5 – 3 hours
- ✓ **IS-800.B:** National Response Framework, An Introduction  
Approx. 2.5 – 3 hours

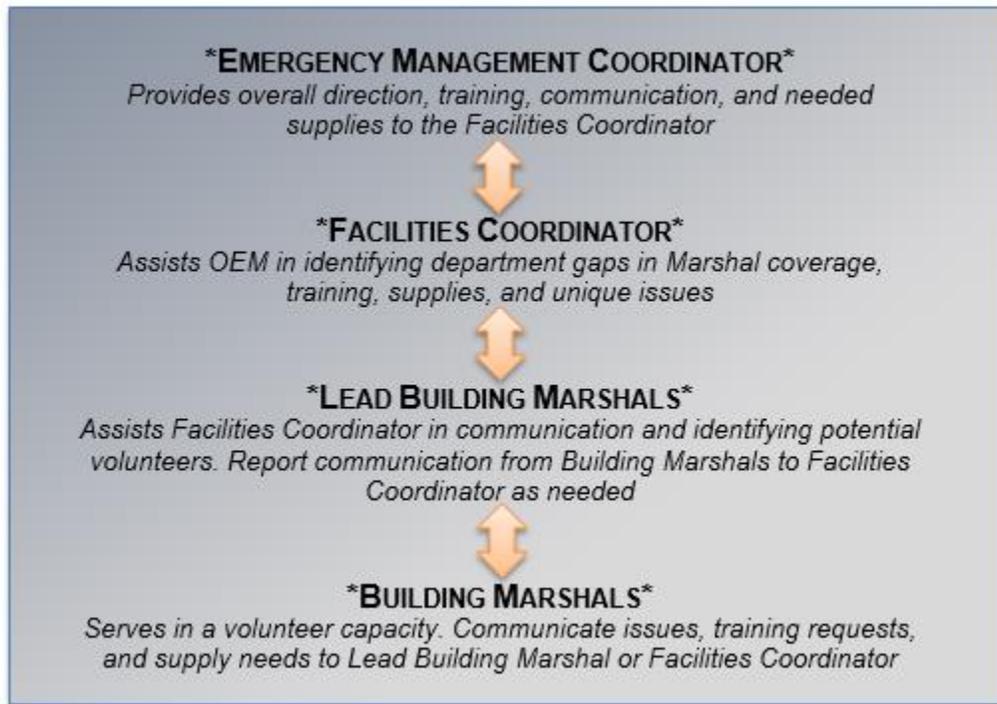
Upon course completion and a passing score, the Building Marshal will receive an e-mail link to print a Certificate of Completion. A copy of the certificate shall be forwarded to the Emergency Management Coordinator for maintenance of training records.

Building Marshals will also have opportunities for fire extinguisher training (currently offered by Environmental Health Services) and training on the use of our emergency EVAC+CHAIRS (offered by Office of Emergency Management).

## ORGANIZATIONAL STRUCTURE

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



## COMMITMENT/RESPONSIBILITIES

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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's designated safe refuge area
- 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)

## CONTACT US

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Lauren Greenwald, Emergency Manager – [Lauren.Greenwald@csulb.edu](mailto:Lauren.Greenwald@csulb.edu)

Allyson Joy, Assistant Emergency Coordinator – [Allyson.Joy@csulb.edu](mailto:Allyson.Joy@csulb.edu)



