

Building Marshal

Program

Title 8
California Code of Regulations
Section 3220 Inclusive

California State University

Long Beach

Revised
June 25, 2002

University Police

Building Marshal Program

Building Marshal Program

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Building Marshal Program

California Code of Regulations, Title 8, Section 3220 Inclusive

The Emergency Action Plan

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.

Building Marshal Program

Scope of Building Marshals Program

The Building Marshal Program is an essential element in the campus Emergency Preparedness Plan.

- Building Marshals are responsible for assisting in the safe and orderly evacuation of campus facilities and buildings in the event of a disaster, preventing re-entry, and 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.
- The Responsibilities of the campus Building Marshal Program are four fold.

First, when prompted by a drill or real emergency situation, assist in the orderly evacuation of the building population from the structure.

Second, secure building entrances, direct personnel 100 feet from the building, and deny re-entry until informed by authority that it is safe to do so.

Third, report building status to University Police at established locations (i.e., fully evacuated, location of trapped or injured individuals, etc...) see attachment #1.

Fourth, if necessary, assist in the movement of persons to indicated campus evacuation staging area(s) see attachment #2.

Building Marshal Program

Building Marshals Selection and Training

The effectiveness of the campus Building Marshall Program is determined by the willingness of the marshals to assume responsibility and the training provided to the marshals

- Determining the appropriate number of marshals.

Minimum of one marshal per floor per building, however, two marshals per floor per building is recommended.

- Willingness of marshals

Building marshals must be willing to assume responsibility for the building evacuation during evacuation drills and actual events. Those individuals who volunteer to be marshals have both the willingness and interest to serve effectively in that capacity.

- Training

Each building marshal must receive initial training and participate in periodic meetings (See attachment Building Marshal training syllabus.) Initial training is approximately 2 hours.

Building Marshal Program

Senior Building Marshals

The Number of campus Building Marshals necessitates the use of Senior Building Marshals who serve as a liaison between Safety and Risk Management and the campus building marshals

- Senior Building Marshals

Provide periodic information to building marshals regarding changes in procedures or practice.

Request building marshal supplies or information.

Recruit individuals to replace building marshals who can no longer serve in that capacity.

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Senior Building Marshal Locations Continued:

The campus has been divided into 20 sections with each section headed by a Senior Building Marshal. Many sections include more than one building.

- The following is a listing of buildings within each section. The building numbers are the official campus building numbers.

Section:	Buildings:
1	59
2	71, 72
3	85
4	2, 3, 5
5	1
6	84
7	47, 48, 49
8	46, 50, 51, 52, 53, 83
9	57, 58
10	54, 55, 56
11	82
12	6
13	7, 8
14	9, 10, 15
15	37, 38, 39, 40, 41, 42, 45,
16	11, 12, 13, 16, 17, 18,
17	32, 33, 34, 35, 36
18	14, 19, 20, 21
19	24, 25, 26, 27, 28
20	22, 23

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Equipment

Building marshals are provided basic equipment by the university, but should supplement this equipment with additional supplies.

- University supplied equipment:
 - Hard-hat with decal
 - Goggles with hat clips or safety glasses
 - Emergency Personal Vest
 - Flashlight (explosion proof)
 - Whistle
 - “DO NOT ENTER” Tape

- Recommended supplemental supplies
 - First Aid Kit for personal use
 - Sturdy shoes
 - Sweat shirt or thermal undershirt

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Attachments

Staging Areas

And

University Police Evacuation Routes

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Appendix "A"

Training Syllabus

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Training Syllabus

Course Lengths is 2 hours

- I** Welcome and thank you for willingness to serve.

- II** Building Marshal Responsibilities.

- III** Building Marshal Duties
 - a. Evacuation Procedures.
 - b. Duties once buildings have been evacuated
 - c. Location of staging areas
 - d. Building Evacuation drills
 - e. What to do in an actual disaster
 - f. Personal preparedness

- V** Disaster Planning
 - a. Safety concerns
 - b. Key information

- VI** Building Marshal Supplies and Equipment

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Training Syllabus

Course Lengths is 2 hours

VII Fire Extinguishers

- a. How to identify type
- b. How and when to use

