



GROSSMONT-CUYAMACA
COMMUNITY COLLEGE DISTRICT

BUILDING MARSHAL PROGRAM

Title 8, California Code of Regulations, Section 3220

and District BP/AP 3505:

Emergency Preparedness and Management Plan

DISTRICT PUBLIC SAFETY AND EMERGENCY PREPAREDNESS COUNCIL

Developed 04/18/2016

Updated 03/11/2020



BUILDING MARSHAL PROGRAM

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BUILDING MARSHAL PROGRAM

1. INTRODUCTION:

A. AUTHORITY and OVERSIGHT:

The Grossmont-Cuyamaca Community College District (GCCCD) Building Marshal Program has been developed in accordance with California Code of Regulations, Title 8, Section 3220 Emergency Action Plan which covers those designated actions employers and employees must take to ensure employee safety from fire and other emergencies. Furthermore, it was developed in compliance with Board Policy and Administrative Procedure: 3505 Emergency Preparedness and Management Plan.

The Chair of the Public Safety and Emergency Preparedness Council will be responsible for maintaining training records of each Building Marshal. The Chair will be charged with maintaining an up-to-date list of the Building Marshals for the site they oversee. Furthermore, the Council in conjunction with the Emergency Preparedness Committees at each Campus will track the maintenance of the necessary emergency supplies for the District sites and the Building Marshal Program.



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1. INTRODUCTION CONT'D:

B. SCOPE:

The GCCCD Building Marshal Program is an essential element of the District's Emergency Preparedness and Management Plan for each of its sites (Cuyamaca College, the District Offices/Annexes and Grossmont College). For additional information, refer to BP/AP 3505 Emergency Preparedness and Management Plan on the District's website:

<http://www.gcccd.edu/>

The Building Marshal Program is a two-tier program. It is comprised of a Building Marshal Lead/Designee and Building Floor Marshals. Building Marshal Leads/Designees and Building Floor Marshals are responsible for assisting in the safe and effective evacuation of the Campus and District sites during a drill or real world emergency.

The effectiveness of the GCCCD Building Marshal Program is determined by the willingness of the Building Marshals to assume the responsibility of the role, and to perform their assigned duties in a manner consistent with the training provided to them. Building Marshals are expected to perform within the scope of the training provided to them by the District and not to deviate from the scope of that training.

The ratio of Building Marshals per building will be dependent on the number of volunteers and the size of each building. The ideal ratio would be one Building Floor Marshal per building floor, or per half the length of a contiguous single-story building. However, two Building Floor Marshals per floor is recommended.



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2. GUIDELINES:

GCCCD employees volunteering as a Building Marshal Lead/Designee or Building Floor Marshal shall meet the guidelines set forth in this procedure manual, complete the training requirements before activation or deployment and adhere to the Codes of Conduct while working in this capacity.

- 1) Building Marshals must be willing to assume the responsibility for the building evacuation during drills and real world emergencies and show a willingness to serve effectively in that capacity.
- 2) Any permanent full-time or percent of contract GCCCD employee is eligible to volunteer as a Building Marshal Lead/Designee or Building Floor Marshal.
- 3) Volunteers for the GCCCD Building Marshal Emergency Preparedness teams must provide written permission from their supervisor authorizing participation.
- 4) Building Marshals must complete the initial 2-hour training and attend semi-annual training meetings and/or participate in practice drills.



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3. ROLES AND RESPONSIBILITIES:

A. BUILDING MARSHAL LEAD:

The GCCCD Building Marshal Lead/Designee shall ensure that the Building Floor Marshals receive their initial training and attend semi-annual training meetings and/or participate in practice drills. The Building Marshal Lead/Designee is the lead evacuation official for a campus building.

He/she serves as the liaison between the Building Floor Marshals and the EOC Manager/Designee. The Building Marshal Lead/Designee in conjunction with the District Public Safety Council and the Emergency Operations Center (EOC) is also responsible for the following activities:

- 1) Providing informational updates to the building occupants regarding changes in procedures and practices that affect drills, or real world emergencies.
- 2) Request supplies or information to be disseminated at the periodic meetings of the Building Floor Marshals.
- 3) Recruit employees to volunteer as Building Floor Marshals and assist them in their assigned emergency responsibilities.
- 4) Receive evacuation and building status reports from the Building Floor Marshals during a drill or real world emergency and report the information in a timely manner to the EOC Manager/Designee.
- 5) Account for all Building Floor Marshal volunteers upon activation, during and upon completion of a drill or real world emergency.



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3. ROLES AND RESPONSIBILITIES CONT'D:

B. BUILDING FLOOR MARSHALS:

Building Floor Marshals are responsible for assisting in the safe and effective evacuation of Campus and District facilities in the event of a drill or real world emergency. Additionally, they are charged with reporting injuries and locations of trapped individuals to the Building Marshal Lead/Designee. The information will be provided to the EOC Manager/Designee and may be vital in the impending search and rescue operations conducted by the responding Emergency Personnel.

The responsibilities of the GCCCD Building Floor Marshals are the following:

1. When activated for a drill or real world emergency situation, they will secure the designated facility entrance(s), and post signs that the building is under evacuation.
2. They will assist with the safe and effective evacuation of the designated facility in a timely and non-confrontational manner.
3. They will direct the evacuated building occupants to the designated evacuation areas for the building.
4. They will maintain proper documentation of the affected facility and report the status of the evacuation (such as: fully evacuated, location(s) of trapped or injured individuals, or any hazards, etc.) to the Building Marshal Lead/Designee.
5. If necessary and authorized to do so, assist with the movement of individuals to the designated site evacuation staging area(s) on campus (see facility evacuation maps).
6. Assist with re-entry of the affected facility once it has been cleared for preoccupancy by the responding emergency personnel or the EOC Incident Commander/Designee.



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4. PROCEDURES FOR EVACUATING A BUILDING:

- 1) Grab your Building Marshal equipment bag.
- 2) Put on your Personal Protective Equipment (**PPE**).
- 3) Evacuate your office of any other personnel and lock the door.
- 4) Place a small strip of blue tape on the outside door jamb of your office.
- 5) Place a piece of blue tape on the wall outside of the main entrance. (Diagonal)
 - a. Remember to place the tape on a wall that will remain visible at all times.
 - b. If possible lock the door to prevent unauthorized re-entry (as long as others can leave through the door on their own).
- 6) If the building is safe for you to evacuate, follow the procedures listed below:
 - a. Begin with the first room to the right of the main entrance.
 - b. Open each door and check for occupants.
 - i. If a room is occupied, tell them you are evacuating the building.
 - ii. If they leave as directed, place a piece of blue tape on the door jamb and lock the door. If they do not leave report it immediately.
 - iii. For all vacant rooms, place a piece of blue tape on the door jamb and lock the door.
 - iv. Continue in this pattern until the floor is fully evacuated. Place another piece of blue tape on the diagonal piece at the entrance creating an X.
 - v. Provide a status report to the President's Office/Admin Assistant.



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4. CODE OF CONDUCT:

GCCCD employees volunteering as a Building Marshal Lead/Designee or Building Floor Marshal shall review, sign and adhere to the Code of Conduct form while working in this capacity (Appendix B). The Chair of the Public Safety and Emergency Preparedness Council will maintain the original form in the Building Marshal Program files. A copy of the signed form will be provided to the Building Marshal volunteer.



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5. TRAINING:

A. TRAINING REQUIREMENTS:

GCCCD employees volunteering as a Building Marshal Lead/Designee or Building Floor Marshal will only be activated once the training requirements have been satisfied. The purpose of the training meetings and drills is to ensure that the volunteer Building Marshals are ready to safely and effectively perform their assigned duties upon activation. Training will include, but not be limited to the following:

- 1) Attend the initial 2-hour training, which may include FEMA and other Emergency Preparedness and safety materials.
- 2) Attend the annual training meeting to stay current on District and College policy and procedural changes regarding emergency operations.
- 3) Participate in practice drills to keep current.
- 4) Provide copies of current certificates of additional emergency training. For example: CPR/First Aid/AED certification, ICS 100, 200 and Community Emergency Response Team (CERT) training if applicable. (Additional training is not a requirement to volunteer as a Building Marshal).

B. TRAINING ELEMENTS:

The required training elements for GCCCD employees volunteering as a Building Marshal Lead/Designee or Building Floor Marshal may include, but not be limited the following topics:

- 1) Roles and responsibilities of GCCCD Building Marshals.
- 2) Evacuation procedures for the assigned area.
- 3) Emergency Management Plan orientation.
- 4) The District and FEMA Incident Command System.
- 5) EvacuTrac training for assisting evacuation of individuals unable to evacuate a second floor of a building without the use of the elevators.
- 6) Fire extinguisher training.
- 7) Safety first – working within the scope of their training.
- 8) Personal preparedness.
- 9) Location of evacuation staging areas.
- 10) AED location orientation and use.



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6. EQUIPMENT:

GCCCD employees volunteering as a Building Marshal Lead/Designee or Building Floor Marshal will be provided the equipment to support their safety, authority and ability to perform their assigned duties when activated.

The following basic equipment will be provided at the initial 2-hour training and must be kept in a safe place where it is not accessible to individuals that are not designated and trained Building Marshals.

- 1) Goggles or safety glasses.
- 2) Copy of the campus Evacuation Plan.
- 3) Building Marshal vest.
- 4) Flashlight.
- 5) Safety light stick.
- 6) Whistle.
- 7) Painter's tape.
- 8) Black marker.
- 9) Pen.
- 10) A copy of the training manual.
- 11) Pre-made signage for the entrance doors.
- 12) First aid kit.
- 13) Clipboard.
- 14) Emergency Management Plan: AP 3505, BP 3505
- 15) Face mask.
- 16) Lanyard.
- 17) Building Marshal badge w/plastic holder.
- 18) A backpack to store and carry the required supplies while working in the capacity of the Building Marshal.

Building Marshals are encouraged to supplement the basic equipment provided to them with the following items:

- 1) Sturdy closed-toed shoes.
- 2) Jacket or sweatshirt.
- 3) Personal emergency preparedness kit.



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Appendices

DISTRICT PUBLIC SAFETY AND EMERGENCY PREPAREDNESS COUNCIL

Developed 04/11/2016

Updated 03/13/2020



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CODE OF CONDUCT:

- 1) Building Marshals must only wear the Personal Protective Equipment (PPE) issued by the District during drills or real world emergencies (if deployed or activated).
- 2) Building Floor Marshals must check-in with the Building Marshal Lead/Designee at the beginning of activation and again at the end of the drill or real world emergency.
- 3) Building Marshals must NOT be confrontational with anyone.
- 4) They must maintain proper documentation of observations while evacuating the assigned building and report the findings to the Building Marshal Lead/designee.
- 5) Building Marshals will only perform activities that are within the scope of their training provided for the Building Marshal team.
- 6) Building Marshals will only undertake activities that are within their physical capabilities.
- 7) Building Marshals will follow the chain of command at all times.
- 8) Wait for the call to activate (do not self-deploy) from the IC/Designee (unless it is a fire alarm).
- 9) Maintain Building Marshal equipment in good working condition and return the equipment upon completion of the volunteer service.
- 10) Building Marshals must not take risks and always work in a safe manner so as not to cause injury to themselves or others.

I _____, do hereby certify that I have read, understand and agree to abide by the above Code of Conduct rules. I understand that failure on my part to comply with any of the rules could result in the termination of my volunteer service on the GCCCD Building Marshal Team. I further understand that if I am removed from service, it is my responsibility to return all issued equipment and materials that I have received from the GCCCD Building Marshal Program trainers.

Member Signature

Building Marshal Program Trainer (witness)

Date

Appendix B