

Building Marshal Program

[Building Marshal Contact List](#) ((PDF, 14KB) (Updated 08-21-09)

Authority and Oversight

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, and California State University Emergency Management Program - Executive Order 1013.

The University Police Department administers the campus Building Marshal Program. Additional information may be obtained by contacting Sgt. Jeff Cowgill at 805-437-8444.

Scope of the Building Marshal Program

The Building Marshal Program is an essential element in the campus Emergency Management Plan. Building Marshals and Floor Wardens 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...).

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

Building Marshals and Floor Wardens

The Building Marshal is the lead evacuation official for a campus building. S/he serves as a liaison between University Police and the building's Floor Wardens. Building Marshals also:

Provide periodic information to Floor Wardens regarding changes in procedures or practice.

Request supplies or information.

Recruit individuals to replace Floor Wardens who can no longer serve in that capacity.

Receive evacuation reports from individual Floor Wardens during an emergency or evacuation drill.

Coordinate emergency operations with the University Police Incident Commander.

Relay instructions to Floor Wardens, faculty, staff, students, and visitors.

Floor Wardens are responsible for leading the orderly evacuation of a specific location within a campus building and providing status reports to the Building Marshal. Floor Wardens provide

direction to faculty, staff, students, and visitors.
Selection and Training

The effectiveness of the campus Building Marshal Program is determined by the willingness of the Marshals and Wardens to assume responsibility and the training provided to them. There shall be a minimum of one Marshal per building, but the number of Wardens is dependent on the size and function of each respective building. Marshals and Wardens must be willing to assume responsibility for the building evacuation during actual emergency events as well as evacuation drills. Those individuals who volunteer have both the willingness and interest to serve effectively in that capacity.

Training

Each Building Marshal and Floor Warden must receive initial training and participate in periodic meetings. The required training elements are:

Duties and Responsibilities

Personal preparedness for emergency situations
Emergency Management Plan orientation
Incident Command System orientation
Disaster Service Worker orientation
Fire Extinguisher orientation
Equipment

Hard-hat with decal

Goggles with hat clips or safety glasses

Emergency Personal Vest

Flashlight

Whistle

DO NOT ENTER" Tape

Building Marshals and Floor Wardens are provided basic equipment by the university, but should supplement this equipment with additional supplies.

University supplied equipment: Recommended supplemental supplies

First Aid Kit for personal use

Personal emergency preparedness kit

Sturdy shoes

Sweat shirt or thermal undershirt

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