



# Building Marshal

## Program

Title 8  
California Code of Regulations  
Section 3220 Inclusive

California State University,  
Bakersfield

Revised  
October 2016

University Police Department

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 Marshal Program**

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 to the designated collection points, and deny re-entry until informed by University Police 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, assist as directed in other emergency response activities.

## Building Marshal Program

### **Building Marshal Selection and Training**

Determining the appropriate number of marshals.

Willingness of marshal

- Building marshals must be willing to assume responsibility of the building evacuation during drills and actual events. Those individuals who volunteer to be marshals must have 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 and Lead Building Marshals who serve as a liaison between Public Safety / University Police and other campus Building Marshals.

#### Senior Building Marshals

- Provide periodic information to other Building Marshals regarding changes in procedures or practices.
- Request Building Marshal supplies or information.
- Recruit individuals to replace Building Marshals who can no longer serve in that capacity.

The campus has been divided into four areas and ten sections. A Senior Building Marshal is responsible for each area. All areas include more than one building.

#### Area 1

- Northeast section of campus
  - North of Student Way and east of Don Hart West Drive and prolongation

#### Area 2

- West section of campus
  - North of Student Way and west of Don Hart West Drive and prolongation

#### Area 3

- South section of campus
  - South of Student Way and prolongation

## **Equipment**

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

University-supplied equipment:

- Orange hard-hat (yellow for Senior Marshals)
- Goggles with hat clips or safety glasses
- Emergency personal vest
- Flashlight (explosion proof)
- Heavy gloves
- “DO NOT ENTER” Tape (Lead Building Marshals)
- Carry Bag
- Radio

Recommended supplemental supplies:

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

# Building Marshal Program

Collection Points

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## Building Marshal Program

### Collection Points

August 2015

**Area A** Lawn West of Walter Stiern Library  
Education Building, Student Services

**Area B** Alumni Park, North of Modular East Complex and East of Parking Lot "D"  
Modular East Complex, Walter Stiern Library, Computer Services

**Area C** Grass area North of Facilities Management, South of Lot "H"  
Well Core Repository, Shipping and Receiving, Facilities Management,  
Mailroom/Warehouse,

**Area D** Parking Lot "E",  
Commons, Residence Halls, Modular West, Kegley Institute

**Area E** Behind (South of) Children's Center  
Children's Center

**Area F** Lawn Between Student Union and Science II, South of Cafeteria  
Bookstore, Science Buildings I & II, Cafeteria, Career Development Center, Office of the  
VPSA, Student Union, Dorothy Donahoe Hall

**Area G** Field East of University Police, West of Recreation Center  
Antonino Sports Complex (Wrestling), P.E. (Old Gym), Testing Center,  
Recreation Center

**Area H** Lawn North of Faculty Towers, West of Classroom Building  
Administration Building, Administration West, Administration East, Faculty Towers, Lecture  
Building, Classroom Building, Music Building, Dore' Theater/Art Gallery, University  
Advancement, Performing/Fine Arts

**Area I** Parking Lot "F", West of Reprographics  
Telecommunications, Reprographics, Print Shop, Nursing Building, Central Plant

**Area J** Lawn South of Business Development Center and Lawn West of Lot "G"  
Business Development Center, Engineering Building

**Area K** Lawn South of Science III and North of the Health Center  
Science III, Health Center, Icardo Center

**Area L** Lawn North of Juniper and North of the Fire Lane  
North end of Juniper Housing Building and North End of Pinyon Building

**Area M** Dirt Area, East side of Fire Lane, Southeast of Pinyon Building  
South end of Pinyon Housing Building and East End of Administration Building

**Area N** Grass Area West of roadway, North of Parking Lot K-2  
South End of Juniper Housing Building, West End of Administration

**Area O** Dirt Area south of paved parking on south side of Visual Arts building  
Visual Arts Building

**Area P** Grass area south of Health Center, north of Rowdy Way, west of circle.  
Icardo Center Office Staff with no events in gym

# Building Marshal Program

## Training Syllabus

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## Building Marshal Program

### Appendix A

### Training Syllabus

Course length is 2 hours.

- I. Welcome and thank you for your willingness to serve.
- II. Building Marshal Program as a component of the campus Emergency Action Plan.
- III. Building Marshal Responsibilities.
  - a. Scope
  - b. Senior Building Marshals
  - c. Supplies and Equipment
  - d. Disabled Considerations
- IV. Pre-Emergency Planning
  - a. Alarm activation system
  - b. Paths of Evacuation
  - c. Location of collection points
  - d. University Police emergency routes
  - e. Location of fire extinguisher equipment
- V. Fire Extinguishing Equipment
  - a. Portable fire extinguishers
- VI. Building Evacuations
  - a. Procedures
  - b. Building security
  - c. Occupant verification
  - d. Organized re-entry or other action
- VII. Shelter in place
  - a. Procedures
  - b. Building security
  - c. Occupant verification
  - d. Organized notification of authorization to exit

## VIII. Additional information