

CONGRATULATIONS!

YOU ARE JOINING THE EXCITING WORLD OF BEING A BUILDING
MARSHAL!

--SUE FISHER, EMERGENCY MANAGEMENT
COORDINATOR, UNIVERSITY POLICE

**NOTE: MAKE SURE YOU FOLLOWING THE
INSTRUCTIONS ON THE LAST SLIDE TO COMPLETE
YOUR TRAINING!**

CSUF BUILDING MARSHAL TEAM (BMT) PROGRAM



- Established more than 25 years ago to ensure that all occupants of buildings have left a building that is being evacuated.
- Generally this occurs when a fire alarm sounds, but other situations may call for a building evacuation as well.

WHAT IS A BUILDING MARSHAL?

- This is a person who volunteers to help people during building evacuations.
- It is an important position as it strengthens the safety climate on our campus.



- Yes, you ARE superheroes.

BMT'S PRIMARY DUTY

- Evacuate people safely from the buildings from point A to point B, and keep them safe after they are moved to evacuation assembly areas.



- Potential other duties will be detailed later.

BUILDING MARSHAL SYSTEM STRUCTURE

Originally, it was a 3-tiered system with:

1. Block Leaders clear an area and report to Floor Captains.
2. Floor Captains compile information and take it to the Lead Building Marshal.
3. Lead Building Marshals, once outside, report the building status via radio to Co Wilkins, Sue Fisher or UPD.

BUILDING MARSHAL SYSTEM

IN PRACTICE, however, it often works more like this:

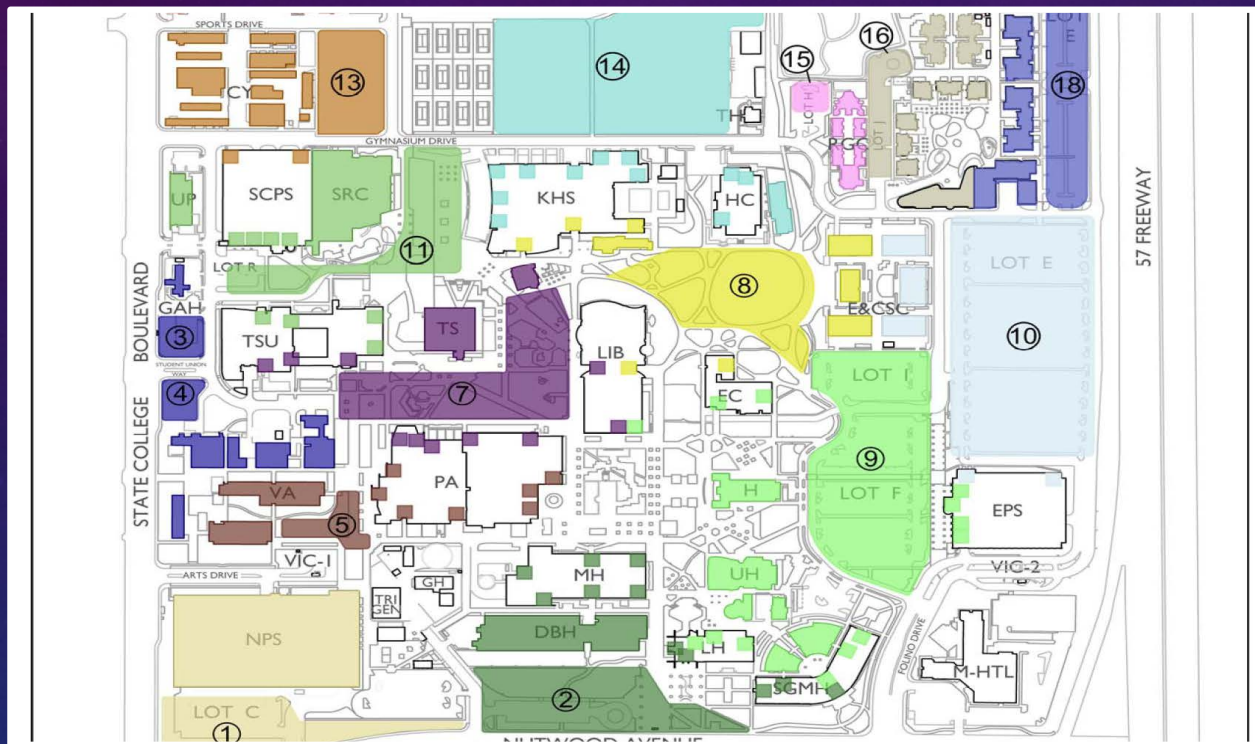
- Building Marshals on each floor clear the area they are responsible for.
- As they head down the stairs, they help move people along and out of the building.
 - So, some buildings do not have “Floor Captains.”
- The Lead Building Marshal in each building has a radio. She/he gathers information from the floor Building Marshals and reports the building status.

THE BUILDING MARSHAL SYSTEM AND YOU!

- Starting this summer (2017), we have greatly expanded the Building Marshal Program.
- As such, we are working to make the system work more smoothly, and better coordinated.
- You will be receiving a list of all of the Building Marshals in your building.
 - Please find out who your fellow Building Marshals are so you can coordinate information to the Lead Building Marshal. Find out where she/he will be stationed outside during an evacuation.

EVACUATION AREAS: KNOW WHERE TO GO!

Building or exit colors relate to the color and number of the designated Evacuation Area.



See all of the maps at <http://prepare.fullerton.edu/evacuationprocedure/>

IF SOMEONE CANNOT EVACUATE THE BUILDING...

1. FOR DRILLS

- Evacuation or fire drills are announced beforehand. Since this is NOT an emergency, people who cannot use the stairs may stay on the floor.
- Please direct them to a stairwell and close the fire door. [This is considered an “Area of Rescue.”] Ask them to wait there until the drill has ended.



IF SOMEONE CANNOT EVACUATE THE BUILDING...

2. FOR FIRE ALARMS or ANY CALL TO EVACUATE

- All alarms (unless announced otherwise) must be considered a potential fire or dangerous situation.
- People who cannot use the stairs on their own must be directed to a stairwell with a fire door [Area of Rescue] where they will await rescue.
- IMMEDIATELY contact the Lead Building Marshal that a person needs help evacuating the building.
- Any Police or Fire personnel can be alerted as well.

IF SOMEONE CANNOT EVACUATE THE BUILDING

USE OF EVACUATION CHAIRS

- A person unable to use the stairs may be able to be carried with an Evacuation Chair.
- These devices can be used to carry a person to the ground floor, but do so only if there is an imminent danger, and you are able to do so.
(Consider taking the Evacuation Chair training.)

EVACUATION CHAIRS



- They are relatively simple to use and have been used to safely move people out of buildings.
- Please consider taking the training to learn how to use them.

SPECIAL TRAINING

EVACUATION CHAIR USE:

- This training is optional, but important:
- People who are unable to use the stairs to evacuate a building may require assistance. Special training will be provided by the Environmental Health & Safety Office.
- Invitations to this training will be sent directly to you.

MOVING A DISABLED PERSON

- Remember, that a person in a wheel chair may NOT be easily moved from her or his wheelchair to an evacuation chair or other device.
- Always ask first before moving the person.
- Things to consider are:
 - The body may be fragile or unable to move in certain positions.
 - Important support items, such as respirators may be required that need to be disconnected from the chair.
- If a person has limited vision, talk to them before touching or guiding them.

USE OF RADIOS

- Those who will be using radios will need to review the “Radio Training” presentation.



- Radio use is simple, but some important rules need to be followed when using these devices.

THE END OF THE FIRE ALARM OR EVACUATION

- Starting this fall, our Dispatch Center will make an announcement as soon as the building is ready to re-enter after the alarm has stopped.
- The dispatch announcement will be: “Building is All Clear and ready to re-enter. The Building is All Clear.”



EXAMPLE OF WHAT A BMT DOES...

As soon as you hear a fire alarm...

1. You, as the area BMT, put on your orange vest and hard hat; whistle is in the vest pocket. If you are a Lead, you also get your radio.
2. You walk through your designated area to:
 - a) Ensure no one is left in the rooms and
 - b) Tell anyone remaining to leave immediately.
3. Once your area is checked (“swept”), move down the stair well to help move the crowd from the other floors.
4. Once outside, keep moving people until EVERYONE is at least 50 feet from the building and moving toward an Evacuation Area.
5. Check with the Lead Building Marshal to tell them if your area is clear and if any people are left in an Area of Refuge.

CHALLENGES - 1

EVERY PERSON on the campus is required to evacuate the building when a fire alarm sounds.

EXCEPTIONS:

IN DRILLS*: People who cannot take the stairs MAY stay on the floor, in an Area of Refuge until the drill is over.

ALL OTHER SITUATIONS: People who cannot take the stairs should stay in an Area of Refuge to await rescue. She/he may be assisted by volunteers with an Evacuation Chair, or with another method the person agrees is acceptable to move her/him.

*Each Semester Fire Drill is announced just ahead of the drill.

CHALLENGES - 2

A person who does not want to leave the building.



- Occasionally, someone will refuse to leave the building, even when you tell them they are required to do so. When this occurs, do not argue, but simply note the room number and number of persons in the room and report this to the Lead Building Marshal as soon as you can. Also, note this on your Fire Alarm Report (detailed later).

CHALLENGES - 3

Getting people to move at least 50 FEET AWAY from the building.

- People often think that that first step out of a building is “being evacuated.” However, everyone must move as far away as possible so that the LAST person out of the building can be at least 50 feet away.
- The first BMTs out of each building should keep people moving toward an Evacuation Area as much as possible.
- Your whistle or megaphone can help with this.

CHALLENGES - 4

THE QUAD IS NOT AN EVACUATION AREA.

- You will need to remind people of this. Often.

It feels like “herding cats.”

See the attached presentation on “Crowd Tactics,” as this will help you deal with moving crowds much easier and with less stress.



EQUIPMENT FOR EVERY BMT

- ALL
 - Hard Hat
 - Whistle
 - Vest
- AS DESIGNATED
 - Megaphone (bull horn)
 - Radio (1-2 per building)



Damon Bennett, showing how cool one looks in a hard hat.

DOCUMENTING EVACUATION RESULTS:

Easy to Fill Form:

Just fill out after any fire alarm and send to me.

Form will be sent to you; please keep it in your file for future use.

Who fills it out? Not every BMT needs to, but it is better to receive multiple responses than none.

CSUF Emergency Management Office
BUILDING MARSHAL'S
FIRE ALARM REPORT

Drill Actual Alarm

Building: _____

Date: _____

Time of Alarm: _____

Alarm Sounded: YES NO

IF NO, how notified? _____

Strobe Lights worked?: YES NO

Hall Fire Doors Closed?: YES NO

EVACUATION:

Evacuation Complete (time) _____

Building Evac Radio'd In: YES NO

Persons in Area of Refuge?: YES NO

If YES, Number/Location: _____

EXTERIOR EVACUATION AREAS:

All persons 50 feet+ from building: YES NO

PROBLEMS/COMMENTS:

Your name: _____

SAVE and return this form to Sue Fisher at
University Police, UPD-114, or
email to sfisher@fullerton.edu

Emergency/BMT/Fire Alarm Report 7/16 saf

RECAP

At the end of this presentation, you should know:

1. What equipment you should have.
2. Where the Evacuation Areas are around your building.
3. How far away every person **MUST** be from every building.
4. What an Area of Refuge is.
5. Where to get training on the use of Evacuation Chairs.
6. What to do if someone refuses to leave the building.
7. How and when to fill out the Fire Alarm Report.
8. Who to contact if you have questions.

WHY IS THE BMT PROGRAM IMPORTANT?

Mostly, we'd like to avoid this (4-minute video, as demonstrated by The Office staff):

<https://vimeo.com/136822167>



GETTING BETTER!

- There are future plans are to conduct “building specific” Building Marshal trainings to improve the logistics of this system.



- Your comments are welcome.

BUILDING MARSHAL TRAINING

- **NEW:** Watching this presentation and precisely following the directions at the end will complete this year's training requirement.
- Each BMT member is required to take one training session each year.
- In-person training sessions are also available upon request to Sue Fisher.

PROGRAM CONTACTS

- Emergency Management Coordinator: Sue Fisher, University Police, sfisher@fullerton.edu, (657) 278-3572.
- BMT Div. Supervisor: Co Wilkins, EH&S. cwilkins@fullerton.edu, (657) 278-4347.



*Got a question?
Please don't
hesitate to ask us!*

COMPLETING THE TRAINING—IMPORTANT!

To All,

I VERY MUCH appreciate your willingness to help make our campus a safer place. Please let me know if there is anything else that I can do to help you. --Sue Fisher
PS. Sorry this is in Powerpoint. Maybe video next time.

To officially complete this training, you must View and Understand the Presentations, then send an email from your CSUF Email account to me, Sue Fisher, at sfisher@fullerton.edu with SUBJECT: BMT TRAINING, and, in the body:

“I have viewed and understand the BMT responsibilities presented in BMT Program, Crowd Tactics and, for Lead Building Marshals, Radio Use. Codeword: Sue’s Squirrel.”