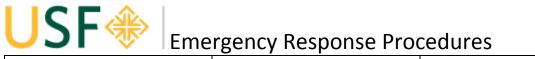


Building Marshals Emergency Response Procedures

(Updated January 2015)

Quick Incident Response Guide

Type of Emergency	Emergency Description	Action Type
		Evacuate vs. Shelter-in-Place
Earthquake	A significant earthquake	Shelter-in-Place
	strikes the area	
		Evacuate only if there is
		significant structural damage
Fire	A fire breaks out inside the	Evacuate
	building	
Gas Leak / Explosion	A gas line ruptures either	Shelter-in-Place if the leak is
	externally or internally	outside the building
	causing gas to escape and /	
	or leading to an explosion	Evacuate if the gas leak is
		inside the building
Water Damage	A pipe bursts causing water	Evacuate the damage area.
	to leak onto a floor or create	May not be necessary to
	a flood; possible electrical	evacuate entire building
	hazard.	
Civil Disturbance	Riot or civil unrest in or	Shelter-in-Place
	around the building or	
	neighborhood	
Bomb Threat	Notification of the possibility	Evacuate the area
	of a bomb or suspicious	
	package in or near the	
	building. Includes the actual	
	discovery of a bomb or	
	suspicious package by Law	
	Enforcement	
Gunman / Active Shooter	A gunman is in or around the	Run. Hide. Fight depending
	building	on the situation
Biological Release	Hazardous biological	Outdoor release: Shelter-in-
	materials are released	Place
	externally near the building	
	or inside the building	Indoor release: Evacuate
Chemical Release	Hazardous chemical	Outdoor release: Shelter-in-
	materials are released	Place



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	externally near the building	
	or inside the building	Indoor release: Evacuate
Radiological Release	Radiological materials are	Outdoor release: Shelter-in-
	released externally near the	Place
	building or inside the building	
		Indoor release: Evacuate
Nearby Neighborhood	Apartment house fire in	Indoor release: Evacuate To be determined by incident
Nearby Neighborhood Emergencies	ū c	
	Apartment house fire in	

How Your Roles Differ

Evacuation	Shelter-in-Place	
 Ensure all occupants have left the 	 Lead / Deputy Building Marshals 	
floor	instruct staff to floor relocation site	
 Test exit door for heat prior to 	 Search Monitors check each office 	
entering	and cubicle to ensure that staff has	
 Instruct employees away from 	left	
elevators	Relocation Monitors lead staff to floor	
 Lead employees to the relocation site 	relocation site	
	 Stair Monitors: Check stairways for 	
	employees and instruct employees	
	away from elevators	

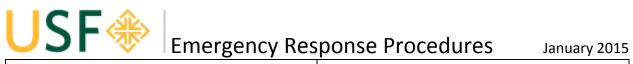
<u>Shelter-in-Place – Where Do We Go?</u>

Lead Building Marshals designate a safe location on the floor or in the building, away from windows:

- Large conference room
- Internal hallway
- Stairwell

Evacuation Emergency Management Areas

Emergency Management Area Zone	Buildings in Zone
1 Negoesco Stadium (Soccer Field)	Koret Center
2 Gleeson Library Lawn	St. Ignatius Church
	Fromm Hall



	portise i roccadi es January 2013
	Kendrick Hall
	Zief Law Library
	Gleeson Library
	Harney Center
	John Lo Schiavo, S.J. Center for Science and
	Innovation
	Cowell Hall
	Kalmanovitz Hall
3 Ulrich Field	University Center
	Malloy Hall
	Phelan Hall
	Memorial Gym
	Gillson Hall
	Hayes-Healy Hall
	Fulton House
4 Lone Mountain Parking Lot	Lone Mountain Pacific Wing
	Lone Mountain Main
	Pacific Rim Conference Center
	Rossi Wing
	Loyola House
5 Turk Boulevard Lawn	Underhill Complex
	School of Education
	281 Masonic
6 6 th Avenue (Kaiser Parking Lot)	Pedro Arrupe Residence Hall
7 Lo Schiavo Drive	Loyola Village
	Lone Mountain Residence Hall
	Lone Mountain North Wing

Building Marshal's General Responsibilities

A fully-prepared Building Marshal is responsible for the following which are in compliance with The California Health and Safety Code, The California Code of Regulations, and the California Fire Code.

Know the behavior objectives of Emergency Response Procedures. Proper handling of an emergency saves lives. Critical success factors include:

- Clear thinking
- Quick actions
- Calm leadership

Form a building emergency team and know the other Building Marshals on your floor and in your building. Meet with them to decide who will be the Lead Building Marshal. Also, make sure your flood and building has the following Emergency Assistants: an Assistant Building Marshal, a Disability Assistant, Stair Monitors, a Relocation Monitor, and Search Monitors.

- Know the various Building Marshal roles
- Know the people who work in your immediate area. Identify employees who may require special assistance in an emergency
- Know the location of the fire extinguishers and how to use them
- Take emergency training, including first aid, CPR, and Neighborhood Emergency Response Team (NERT) classes (voluntary)
- Know the location of any first aid cabinets and emergency supplies
- Know the location of stairwell exits and a direct route to each
- Know the alternate evacuation routes if you encounter obstacles
- Know the relocation site and routes to them
- Know how to contact Public Safety in an emergency: 415-422-2911 (Emergency Dispatch)
- Periodically conduct an inspection of exits, exit pathways, exit lighting, extinguishers, and door closing devices. Report deficiencies to the building management and department management.
- Maintain a current list of Department employees to facilitate in verifying staff at a relocation or shelter-in-place site.
- Establish a system of replacements for Building Marshals to account for personnel absences and departures (vacations, class, turnover, etc.)
- Direct an evacuation or a shelter-in-place situation.

Building Marshal's Duties

Lead Building Marshal

- Manage Building Marshals and maintain control of occupants.
- Last person off the floor in an evacuation or relocation.
- In evacuation, ensure that the door to sidewalk / relocated floor is closed.
- Notify Public Safety that evacuation / relocation is complete.
- Go to the designated assembly point and conduct a head count of the evacuees from your floor or building. Report the count to Public Safety.
- Give first aid if necessary, if trained and wait for further instructions.

Deputy Building Marshal

- Assume the duties of the Lead Building Marshal in his/her absence.
- Perform all tasks as assigned by the Lead Building Marshal.

Search Monitor

- Search all enclosed spaces and restrooms to ensure occupants have left the floor.
- Work in pairs, if possible, to avoid repetitive searching and losing track of each other.
- Keep calm and set the example.
- Know the location of fire extinguishers, pull stations, and exits.
- Inform the Lead Building Marshal when the floor is evacuated.

Relocation Monitor

- Direct personnel away from elevator lobbies and toward exit stairwells.
- Begin relocation when directed by alarm or announcement.
- Make certain that the relocation path is clear and position yourself at the lower door to direct traffic.
- If possible, report to Lead Building Marshal before exiting, and do **NOT** prop the relocation floor door open.
- Assist the Lead Building Marshal in any way directed.

Disability Assistant

- The disable person should be allowed to pick their assigned assistant.
- The Disability Assistant and disabled person should know the location of the department exit stairwells.

- In a fire emergency, the Disability Assistant will accompany the disabled person to the
 exit location. The Assistant will place their charge away from the path of travel of exiting
 occupants and await the arrival of the first responders. Alert Public Safety of your
 presence in the stairwell.
- The Disability Assistant will remain with their charge until first responders arrive. For
 their own safety, individuals in wheelchairs should remain in the fresh air stairwell with
 an Assistant until trained fire department personnel can carry them down the stairs. If
 properly trained, the Assistant may use an evacuation device located in the stairwell, if
 available.

Work Together as Building Emergency Teams

It is vital that Building Marshals unite as a team within the building you work. Department Marshals will work with other departments in the building until all floors are represented.

Form a Building Emergency Team

- Organize Building Marshals that work in each building into a unified team.
- Each team should select a Building Leader and alternate. In an emergency, they will serve as the building's Emergency Director and oversee the incident.
- Assign specific Building Marshal duties above to the other members.
- Meet with the Team to decide who will be the Lead Building Marshal on each floor. Also, ensure that each floor or building has the following Marshals:
 - Search Monitor
 - Disability Assistant
 - Stair Monitors
 - Relocation Monitor
- A floor with two Building Marshals can split these duties Search Monitor and Disability Assistant / Stair Monitor. After the initial search phase, the Search Monitor may then serve as a Relocation Monitor and lead floor occupants to relocation site.

Additional Items to Remember for Building Emergency Teams

- Know the people who work in your immediate area. Identify occupants that may require special assistance in an emergency.
- Maintain an up-to-date list of all mobility-impaired persons on the floor.
- Make a wallet contact card with cell phone numbers for each Building Marshal Team.
- Know the location of the fire extinguishers and how to use them.
- Take emergency training, including first aid, CPR, and Neighborhood Emergency Response Team (NERT) classes (voluntary).
- Know the location of any first aid cabinets and emergency supplies.
- Know the location of stairwell exits and a direct route to each.
- Know the relocation site and routes to the site.



Emergency Response Procedures

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- Know how to contact Public Safety in an emergency: **415-422-2911 (Emergency Dispatch).**
- Periodically conduct an inspection of exits, exit pathways, exit lighting, extinguishers, and door-closing devices. Report deficiencies to the building management and department management.
- Maintain a current list of department employees.
- Establish a system of replacements for Building Emergency Teams to account for personnel absences and departures.
- Practice as a BUILDING TEAM! Conduct walk-throughs, cell phone tests, etc.

Incident-Specific Emergency Response Procedures

What to Do When an Earthquake Occurs:

DUCK, COVER and HOLD

- All occupants should take cover under a table, a desk, or other object and stay clear of windows and glass doors.
- If in a corridor or elevator lobby, sit on the floor and brace your back against the wall.
- Shelter-in-place unless there is obvious structural damage. It is safer inside than outside because of external hazards such as downed power lines, trees, falling brick, or glass.
- Control visitors.

Post-Earthquake Building Marshal Duties:

- Secure, rescue, and head count.
- Remain calm and help others.
- Check for injuries. Give first aid, if trained. Report injuries and damage to Public Safety.
- Establish communications, both internal and external.
- Await further instruction and information from Public Safety and first responders.

What to Do in a Medical Emergency:

- Do not move the person.
- Call x2911 from a University phone or 415-422-2911 from a non-University phone. Give Public Safety Dispatch the following information:
 - Who and where
 - o Building name and location
 - o Building address
 - Cross streets
 - Floor and room number
 - Nature of the emergency
 - Your call-back number
- Try to make the victim comfortable. If you are trained in first aid or CPR, assist as needed.
- Gather as much information as you can about the person and the injury (signs/symptoms and complaints of the victim).
- Have someone at the service elevator lobby on the floor to meet the University's Public Safety Officers or Paramedics and direct them where needed.