

Resource Memorandum – CSU Building Coordinator Program

Introduction

This technical memorandum supports the Guidance for Emergency Management memorandum Part II Responsibilities, Number 4.C, by providing additional guidance to campuses in complying with implementation, management and maintenance of CSU campus Building Coordinator Programs.

Each campus' Building Coordinator Program (the Program) should be developed, managed, and maintained to meet both California and CSU requirements for fire and life safety measures. The Program should establish the number of Building Coordinators required for each type of building on campus, initial and refresher training for all Building Coordinators and Floor Marshals, and include Building Coordinators' and Flood Marshals' roles and responsibilities.

Definitions

Building Coordinator. Person responsible for ensuring sufficient education on safety procedures for building occupants, assignments and training of floor marshal, and sufficient resources to support safe notification, assistance, and evacuation of preparedness

Floor Marshall. Person assigned to a particular floor in a building, and responsible for supporting notifications, evacuations, and accounting for persons on their floor during and after an incident occurs.

Roles - Preparedness for Emergencies

1. Number of Building Coordinators/Floor Marshals by occupancy type

- Each campus may assign Building Coordinators and Floor Marshals based on the size and occupancy type of each building.
- High-rise buildings, dormitories, and assembly occupancy buildings should have at least one Floor Marshal per floor and at least one Building Coordinator.
- Each building that is occupied by greater than 25 people on a regular basis must have at least one Building Coordinator. Incidental use space, such as restroom facilities, dugouts, and storage buildings may not require a Building Coordinator/Floor Marshal. Exceptions apply to incidental space used for housing of people or animals, and space used for assembly occupancy purposes.

2. Building Coordinator/Floor Marshal Training

Initial Training -All campus should conduct an initial training. Subject matter may include:

- Program Overview and History
- Responsibilities of Building Coordinators and Floor Marshals

- Campus Emergency Plan, and Building Emergency Plan Orientation
- Evacuation Procedures including procedures for people with Access and Functional Needs (AFN)
- Interaction with first responders
- Natural hazard response (fires, earthquakes, floods, etc.)
- Technological hazard response (hazardous materials incidents, power outages, etc.)
- Acts of violence response (Active Shooter, bomb threats, etc.)

Refresher Training – Campuses may elect to conduct either annual or semi-annual refresher training for Building Coordinators/Floor Marshals. Such training may include:

- Review of changes to emergency plans
- Review of changes to state codes as applicable
- Review of AFN procedures

Incidental Training –

New training may be offered as a result of finding from incident after-action reviews, new risks/threats, or changes in state or CSU system building life safety requirements

3. Routine roles and responsibilities of Building Coordinators and Floor Marshals

- Observe and ensure hallways, corridors, and stairwells are kept free of obstruction of any kind which could create an egress or safety issue in the event of a fire or other emergency. Remove obstacles (if possible), and report violations as soon as possible to Facilities Management to be resolved as necessary.
- Ensure combustible materials (such as furniture, decorations, natural or artificial decoration vegetation, etc.) displayed within the building/facility have been approved under other University policy and/or procedure, such that none are deemed a fire code violation under California State Fire Code for the buildings Occupancy Group (see *California Code of Regulations, Title 24, Part 9, Occupancy Classifications*).
- Communicate normal operating days/hours for buildings and/or areas under your jurisdiction to assist Facilities Management with determining the building entry access schedule (i.e., days/times when doors will be locked/unlocked). File requests for exceptions to the approved entry access schedule with Facilities Management, Room Reservations and the Campus Events Office. NOTE: Requests associated with Housing facilities shall be directed to Housing.
- Direct all requests for keys and permissions for building access to Housing, Facilities Management, or Maintenance departments as appropriate for the building.
- Initiate maintenance and operational service requests with Facilities Management or Housing, as appropriate, for those services required to ensure the building/facility is maintained in a proper state of safety, repair and cleanliness.

- Inform building occupants and other constituents of pending events and activities which may impact normal building schedules and operations.
- Building Coordinators and Floor Marshals may also support campus endeavors to ensure the following Fire and Life Safety Code Compliance measures are in place, including:
 - Ensuring primary and secondary evacuation routes are posted
 - Evacuation routes are unobstructed by furniture, trash, blocked doorways/stairwells/landings, partitions, tables, and other fixed or portable furnishings, equipment, or decorations.
 - Making sure emergency exits are functional including panic hardware and locked or obstructed egress doors.
 - Assisting with the testing and maintenance of alarms and notification systems
 - Assisting with the testing and maintenance of suppression systems including portable fire extinguishers, sprinkler systems, oxygen exclusion systems, fire blankets, standpipes, and Class I & II fire hoses, as applicable to the building and related code requirements.
 - Monitoring and reporting of exceeded limits of flammable materials placed against or extending from walls, ceilings, and floors, based on applicable codes; and
 - Identification and reporting of unprotected penetrations (holes) through fire-rated walls, partitions, or doors.

4. *Evacuation drills, roles and responsibilities*

- Assist in the coordination and execution of evacuation drills in accordance with applicable requirements. Evacuation drill requirements are identified in *California Fire Code, Section 403, Emergency Preparedness Requirements* and are provided for each type of occupancy as defined in the *California Code of Regulations, Title 24, Part 9, Occupancy Classifications*.
- Ensure all occupants evacuate the floor/building to the identified evacuation assembly area within standard and acceptable timeframes.
- Obtain the evacuation status of the floor/building and convey and requests for evacuation assistance.
- Stage at pre-assigned evacuation stations to ensure and obtain information on the evacuation of occupants.
- Ensure drills are logged with the Campus Facilities Maintenance, Emergency Management, or Police Department as appropriate for the campus.
- Note that Building Coordinators and Floor Marshals should not be responsible for active search and rescue or any form of building remediation during or after an actual emergency occurrence.

During an Emergency or Incident

5. *Emergency floor and building evacuations, roles and responsibilities*

- Notify the University Police of any existing disturbance or conditions which might develop into a disturbance and which may require assistance to resolve.
- Ensure evacuations are conducted in a systematic, controlled, and planned manner.
- Ensure all occupants evacuate the floor/building to the identified evacuation assembly area within standard and acceptable timeframes.
- Obtain the evacuation status of the floor/building and convey any requests for evacuation assistance.
- Stage at pre-assigned evacuation stations and obtain information on the evacuation of occupants.
- Forward floor/building evacuation status to the University Police Department or designated campus public safety official.
- Coordinate with University Police Department, Facilities Services Campus Emergency Management, and local first responders as appropriate.
- Evacuation will be based on the totality of the circumstances and, whenever possible, following consultation with the President and ranking Dean or Facility Manager.
- The University Police Department serves as the recipient of the evacuation status of each individual building as reported by individual Building Coordinators.
- When evacuating people with Access and Functional Needs (AFN):
 - Building Coordinators/Floor Marshals should be made familiar with who requires evacuation assistance and their general location within the building (class rooms, offices, dorm rooms, etc.). It is the responsibility of the individual with AFN to communicate their needs and general locations to faculty or staff management.
 - Assist AFN persons with full evacuation whenever possible. If additional evacuation is needed, take the individual(s) to the closest identified area of refuge and notify first responders of their location.
 - AFN persons should continue to call for help until they are rescued. People who cannot speak loudly, or with voice / speech impairments, should carry and use a whistle or have other means of attracting attention of others.
 - Building Coordinators should make sure that all AFN individuals are accounted for after evacuation is complete.

Roles - Following an Emergency or Incident

6. Accounting for people and situation updates

- Floor Marshals should account for all the people on their floor following the evacuation, report the count to the Building Coordinator, and ensure first responders know if someone is missing, or otherwise unaccounted for.

- Note if anyone needs medical aid or emotional support, and seek support from campus resources or responding agencies.
- Report situation status on the floor and its occupants to campus officials before leaving the area.
- Take your own safety seriously, and do not act beyond your own level of training. If there is a need to support a person or an issue with the facility, seek appropriate assistance.

References

- California Code of Regulation, Title 24, Part 9
- California Fire Code
- California Building Code, Chapter 1, Division II, Scope and Administration Sections adopted by Policy as CSU Operational Procedures for CSU Building Code Administration
- National Fire Protection Association, Fire and Life Safety Code
- International Code Council, International Building Code – Fire and Life Safety Requirements