



GROSSMONT-CUYAMACA  
COMMUNITY COLLEGE DISTRICT

**BUILDING MARSHAL  
BUILDING EVACUATION PROCEDURES**

# GCCCD BUILDING MARSHAL PROGRAM

## BUILDING EVACUATION:

Building Floor Marshals are responsible for assisting in the safe and effective evacuation of Campus and District facilities in the event of a drill or real world emergency. Additionally, they are charged with reporting injuries and locations of trapped individuals to the Building Marshal Lead/Designee. The information will be provided to the EOC Manager/Designee and may be vital in the impending search and rescue operations conducted by the responding Emergency Personnel.

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## PRE-EMERGENCY PLANNING:

- Make a check list of your assigned building (elevators, stairwell, etc.) that will need to be checked during drills or real world emergencies for trapped building occupants.
- Get to know your building occupants and any special needs that will need to be planned for before an emergency.
  - Introduce yourself and explain what your role will be during a drill or real world emergency.
- Enlist assistance from willing participants as needs arise during a drill or real world emergency.
- Walk around your assigned building when there is no emergency, so you are aware of how long the evacuation process should take. It will also make the process "routine" and not something new when there is a drill or real world emergency.

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## BUILDING EVACUATION PROCEDURES:

- Clear the building for immediate real world emergencies such as Fire Alarm, or an Earthquake.
  - Remember to secure the building and document the following as you work:
    - Building damage and severity
    - Fire or other hazards
    - Injuries
- Notify the President or their Administrative Assistant (via phone or runner) that the building has been evacuated.
  - Notify their office immediately for any serious injuries, fire or dangerous hazards or if anyone refuses to evacuate the building.
- Organize assistance for those who need it (EvacuTrack, etc.) using other willing building participants.
- Assist responders as directed.

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## BUILDING EVACUATION PROCEDURES CONT'D:

- Stay informed with respect to the building disposition as much as possible so as to provide up-to-date information to the evacuated occupants.
- The Building Floor Marshal in consultation with: Facilities, CAPS, Law Enforcement or Fire Personnel will help inform occupants that it is safe to re-occupy or re-enter the facility.
- Notify the President or their Administrative Assistant (via phone or runner) that the building has been reoccupied.
- Submit documentation to the Building Marshal Lead/Designee (campus point of contact).