Safety Marshal Program

Safety Marshals are SBCC employees who voluntarily serve as a building / area Safety Marshals with the primary role of facilitating the safe and orderly evacuation of buildings during emergencies. Safety Marshals include three levels of information flow; Floor, Building and Zone Marshals. The Floor Marshals report to Building Marshals, who report to their assigned Zone Marshals. This tiered structure is to ensure that timely and accurate information is ultimately communicated to the Incident Commander and/or Emergency Operating Center in the event of an emergency or disaster. Safety Marshals are not expected nor required to put themselves in danger or conduct search and rescue.

Safety Marshal Duties:

A Safety Marshals main duty is to facilitate the safe evacuation of campus buildings. Each Marshal has been assigned a back-up in the event of their absence, as well as a Safety Marshal Kit (Red Bag). When an evacuation is necessary, Safety Marshals are responsible for:

- Facilitate the safe and complete evacuation of campus buildings to designated or nearest Evacuation Zone.
- Assisting the Law Enforcement Official or emergency response personnel in preventing entry to assigned buildings or floors by non-emergency responders until the affected area(s) are deemed safe.
- Reporting injured or trapped persons to Law Enforcement or Fire Department emergency responders and the Santa Barbara City College Emergency Management Coordinator.
- Providing emergency First Aid to victims as qualified or necessary.

Safety Marshal Structure and additional duties:

Floor Marshals

The Floor Marshal is the first tier. Floor Marshals are responsible for the appropriate emergency response steps to ensure all information regarding the status of their assigned floor’s status or evacuation has been reported to the Building Marshal, or in the Building Marshals absence, to the Zone Marshal. The Floor Marshal, in coordination with the Building Marshal, is also responsible for:

- Facilitating the safe and complete evacuation of assigned areas of responsibility to designated Evacuation Zone.
- Assisting Law Enforcement Official or emergency response personnel in preventing entry to assigned floors by non-emergency responders until the affected area has been deemed safe.
- Reporting injured or trapped persons to Law Enforcement or Fire Department emergency responders and the Building Marshal.
- Providing emergency First Aid to victims as qualified or necessary.

Building Marshals
The Building Marshal is responsible for managing the evacuation of assigned building(s) and ensuring all information regarding the status of their assigned evacuation area(s) has been reported to the Zone Marshal, or in the Zone Marshal’s absence, to the SBCC Emergency Services Director or designee.

Once the decision to evacuate is made, the Building Marshal will immediately respond to the designated evacuation zone and take evacuation Situation Status Reports from their assigned Floor Marshals. If there is no Floor Marshal available, the Building Marshal will personally coordinate the evacuation of each floor in their building(s) in their assigned area of responsibility.

The Building Marshal will provide timely Situation Status Reports to their Zone Marshal by radio communication, or if radio communication is not available, through the use of runners to the Zone Marshal at a designated Evacuation Zone. Face-to-face discussion with responding Public Safety officials should also be effected.

The Building Marshal, in consultation with the Zone Marshal, is also responsible for:

- The coordination of information dissemination between the Zone Marshal and Floor Marshals.
- The assurance of Floor Marshal training.
- The dissemination of emergency procedure information to faculty, staff and students as directed.
- The ability to assume responsibilities of the Zone Marshal in the event he/she is not available during an emergency.

**Zone Marshals**

The Zone Marshal in consultation with the Santa Barbara City College Emergency Management Coordinator is responsible to coordinate non-tactical emergency response operations within their area of responsibility. Specific responsibilities include:

- The coordination of emergency response steps and information dissemination between the Santa Barbara City College Crisis Action Team or Emergency Operation Center and assigned Building and Floor Marshals.
- Coordinate the recruiting, training and equipping of the Building and Floor Marshals within your area of responsibility.
- Maintaining an up-to-date list of Building and Zone Marshals in their area of responsibility.
- Ensuring the Building and Floor Marshals regularly inspect their areas of responsibility, confirm locations of Fire Extinguishers, and maintain their Safety Marshal Kits for proper emergency response capability.

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COMMUNITY EMERGENCY RESPONSE TEAM (CERT)

The CERT program educates people about disaster preparedness for hazards that may impact their area and trains them in basic disaster response skills, such as fire Safety, light search and rescue, team organization, and disaster medical operations. CERT training is encouraged for SBCC Staff or Faculty. Useful for both home and campus preparedness. There is a 18 person minimum for the college to host the CERT training on SBCC campus. If not, Staff or Faculty may take CERT training with the City and be reimbursed by the college. For more information, email emergencyservices@sbcc.edu.

Please visit:

http://www.sbcfire.com/CERT/

CPR/AED

Automated External Defibrillators are located in various locations on campus. Click here to see a map of AED LOCATIONS.

CPR/AED certification courses are also offered by the college, email emergencyservices@sbcc.edu to sign up.