

## ZONE CAPTAIN ROLES AND RESPONSIBILITIES

### What is Zone Crew?

According to the Clery Act and CalOSHA standard Title 8, Section 3220 every college and university is mandated to have a campus evacuation plan, department emergency action plans, identified assembly areas, and other emergency procedures. These regulations also require that faculty, staff, and students know what to do and where to go in the event of a campus emergency. To assist with this process UCI relies upon the Zone Crew to assist with training and education of everyone on campus.

The UC Irvine Zone Crew is comprised of volunteer staff and faculty across campus that will help facilitate evacuations, direct shelter/secure-in-place actions if safe to do so, or participate in zone activities to support police and other responders. These emergencies may include a building fire or fire drill, localized hazardous materials spill, bomb threat, criminal violence, or other safety concerns.

The campus is divided into thirteen 'Zones', each with a designated Zone Captain. Zone Captains have selected Building Coordinators for every single building on campus to assist them. Floor Wardens, and in some buildings, Lab or Suite Representatives are volunteers who assist the Building Coordinators. Campus Zone Map and links to the Zone Crew database: <http://www.ehs.uci.edu/em/zonemap.html>

### Reporting Structure:

- If EOC is not activated, report to:
  - Emergency Services Manager
  - Incident Commander
- If EOC is activated, report to:
  - EOC Zone Coordinator
  - Emergency Services Manager
  - Incident Commander



### Responsibilities before an Emergency:

- Monthly time commitment: 4-8 Hours
- Know your roles and responsibilities as Zone Captain and be familiar with UCI emergency procedures (refer to red flip chart)
- Manage the Zone Crew:
  - Maintain a sufficient number of Zone Crew members by designating Building Coordinators and Floor Wardens
  - As changes occur, notify the Emergency Services Training Coordinator and/or update the Zone Crew Database
  - Stay in contact with Building Coordinators and Floor Wardens
- Oversee training and exercises for your Zone
  - Coordinate training and orientation for all Zone Crew members

- Hold annual meetings with Zone Crew
- Coordinate annual drills with Zone Crew, Emergency Management and EH&S school coordinators (can be Zone-wide, or building specific)
- Keep emergency preparedness on the agenda and facilitate trainings with the people in your Zone and in your department
- Know the location of all Assembly Areas in your Zone and the Incident (Zone) Command Post
  - Refer to Zone Command Posts document for your zone's location
- Maintain emergency supplies for Zone:
  - Ensure each Zone Crew member has needed supplies (see Zone Crew Emergency Supply Checklist)
  - Compile emergency preparedness supplies for your Zone (purchase supplies, request donations, etc.)
  - Prepare a personal emergency kit and make a family emergency plan for you and your family
- Attend meetings:
  - Quarterly Zone Captain Meetings
  - Annual All Campus Zone Crew Meeting
- Register your cell phone to receive zotALERT text messages:  
<http://www.oit.uci.edu/zotalert/>

#### **Responsibilities During an emergency or drill:**

- Refer to and complete the Zone Captain Checklist
- Monitor and assist with building evacuations to Assembly Areas
- Direct shelter/secure in place actions if safe to do so
- Prepare Emergency Status Report and submit to Emergency Services Manager and/or Zone Coordinator
  - Collect and compile building reports from Building Coordinators
    - Including information concerning injuries, damage, evacuation, and resources
  - Assess injuries and damage to personnel and property
  - Identify all available resources and all needed resources in your Zone and notify Emergency Services Manager/Zone Coordinator
- Serve as point of contact for and coordinate zone activities
  - Serve as liaison and coordinate activities between Incident Commander (emergency responders), Emergency Services Manager, Zone Coordinator, Building Coordinators (and other Zone Crew members) and evacuees
  - Provide up to date information to all parties
- In an extended incident, activate Incident (Zone) Command Post
- As needed and directed, advise search and rescue efforts
- As needed and directed, advise Damage Assessment/Inspection Teams
- After the emergency or drill, facilitate debriefing with Building Coordinators and Floor Wardens, document successes and lessons learned and develop action plan to address deficiencies identified and submit to Emergency Services Manager

#### **ZONE CAPTAIN CHECKLIST - EXTENDED**

Emergency Evacuations and Drills

#### **Complete the following tasks:**

- Gather emergency equipment (don vest, tune 800MHz radio to Zone 3 (or C), Channel 14)

- Monitor building evacuations to Assembly Areas and safety of evacuees
  - o Do not allow re-entry into buildings
- Make contact with Field Incident Commander (emergency responders, i.e.: police, fire)
- Make contact with Building Coordinators (BC) and determine communication method
  - o Assign building liaison for each building that does not have a BC - provide procedures and forms
  - o Determine from the Building Coordinator, the assembly area being used for each building within the Zone and where he or she can be reached
- Maintain an information log tracking all events (who, when, what, where)
  - o Monitor the situation for safety
  - o This may be assigned to someone else who can record information received, decisions made and actions taken.
- Receive initial building reports from BCs and compile into Emergency Status Report - forward report to Emergency Services Manager
  - o Utilize these reports to prioritize zone resource needs
- Once you receive the all-clear, inform BCs and assist in re-entry into buildings
  - o Collaborate with Incident Commander and Emergency Service Manager (or Zone Coordinator in extended incident) to determine when to give "all-clear" notice and begin re-occupancy. Communicate with Building Coordinators to facilitate smooth re-entry

-----**During an extended incident, or if the Emergency Operations Center (EOC) is activated:**-----

- Establish Zone Command Post and make contact with Field Incident Commander
  - o Set up EZ-up and other needed supplies
  - o Point of contact for Zone Crew and arriving resources
    - Advise on emergency response operations (medical, care, shelter, etc.)
  - o Radio communications with EOC will take place here
- Await roll call from Zone Coordinator in Emergency Operations Center (EOC) via radio
  - o Send runner if unable to make contact by radio
  - o Advise location of Zone Command Post and initial status
  - o Use radio for brief communications. Use phone, cell phone or runner for longer communications.
- Identify all available resources AND all needed resources in your zone and update Zone Coordinator
  - o Use Building Status Reports from Building Coordinators to prioritize zone resource needs
  - o Resources may include:
    - Available volunteers to assist ongoing operations
    - Available equipment and supplies on hand or in-use
    - Additional equipment and supply requirements
- Continue to obtain updated building reports from BCs and compile into Emergency Status Reports to forward to Emergency Services Manager or Zone Coordinator
  - o Updates should concern incident status, and may include:
    - Hazards
    - Injuries
    - Accounting for occupants
- Maintain communication with Emergency Services Manager, Zone Coordinator, and/or Field Incident Commander for additional information (report incidents and emergencies)
  - o Updates may include:

- Field response
  - Medical treatment centers
  - Care and Shelter Facilities
  - Campus release/closure directives/policies
  - Status of search and rescue teams, Damage Assessment/Inspection Teams and building occupancy
- Using runners or other communication methods, distribute this information to the Building Coordinators.
- Keep BCs and evacuees informed of updates
  - Provide instructions regarding:
    - Field response
    - Medical treatment centers
    - Care and Shelter Facilities
    - Campus release directives/policies
    - Inspection Teams
- If search and rescue teams and/or Damage Assessment/Inspection Teams are activated, provide briefing on current Zone conditions and update Emergency Services Manager, Zone Coordinator, and/or Field Incident Commander with any information received from those teams
- After emergency is terminated:
  - Facilitate debriefing with all Building Coordinators and Floor Wardens
  - Document successes and lessons learned
  - Develop action plan to address deficiencies identified and submit to Emergency Services Manager

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**After the incident:**

- Collect checklists from BCs and submit all checklists to Emergency Services Manager
- Document any other observations related to this incident worth reporting
- Participate in debriefing and development of lessons learned with Emergency Services Manager
- Replace vest and replenish emergency equipment and supplies as necessary