

## Zone Crew Fact Sheet

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.

### What is Zone Crew?

The UC Irvine Zone Crew is comprised of volunteer staff and faculty across campus that will help facilitate evacuations or shelter/secure in place orders in an emergency. 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 Zones** <http://www.ehs.uci.edu/em/zonemap.html>

1. Gateway/Student Center/Langson/Library/Student Services
2. Social Sciences/Social Ecology/Extension/Law/Education/Business
3. Engineering/ICS/CallT2
4. Physical Sciences
5. Biological Sciences
6. Humanities
7. Arts
8. School of Medicine/EH&S
9. Bren Events Center
10. North Campus
11. Research Park
12. University Hills
13. Student Housing/Child Care Centers/ARC

### What are the Roles and Responsibilities of Zone Crew Members?



#### Zone Coordinator in the EOC

- Only activated in an emergency situation
- Communicate with all Zone Captains
- Collect and review Emergency Status Reports
- Provide the EOC with status updates
- Relay information between the EOC and Zones

## **Zone Captains**

Before an Emergency:

- Monthly time commitment: 4-8 Hours
- Manage the Zone Crew
  - Designate Building Coordinators and Floor Wardens
  - Update the Zone Crew Database
- Oversee training and exercises for your Zone
- Attend meetings:
  - Quarterly Zone Captain Meetings
  - Annual All Campus Zone Crew Meeting

During an emergency or drill:

- Monitor and assist with building evacuations to Assembly Areas
- Prepare Emergency Status Report
- Serve as point of contact for and coordinate zone activities
- In an extended incident, activate Incident (Zone) Command Post

## **Building Coordinators**

Before an Emergency:

- Monthly time commitment: 2 Hours
- Designate Floor Wardens, Suite Reps and Lab reps
- Assist Zone Captain with and participate in training and exercises/drills for your Zone
- Attend Annual All Campus Zone Crew Meeting

During an emergency or drill:

- Monitor and assist with building evacuations to Assembly Areas
- Determine building status and prepare Emergency Status Report
- Facilitate communication and disseminate information between Zone Captain, Floor Wardens and evacuees

## **Floor Wardens/Suite Representatives/Lab Representatives**

Before an Emergency:

- Monthly time commitment: 2 Hours
- Attend and participate in training and exercises/drills for your Zone
- Attend Annual All Campus Zone Crew Meeting

During an emergency or drill:

- Facilitate evacuation of all floor/suite/lab occupants to designated assembly area and ensure floor is properly evacuated
- Communicate status of evacuation or shelter/secure in place to Building Coordinator

For more information on Zone Crew visit: <http://police.uci.edu/em/ZoneCrew.html>

For additional information regarding campus Emergency Management contact:

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