UC Irvine Emergency Management
Roles and Responsibilities

Zone Captains

Primary Responsibilities:
Designate Building Coordinators and oversee designation of Floor Wardens
Prepare Emergency Status Reports
Coordinate activities with Incident Commander
Relay information between EOC Zone Coordinator and Building Coordinators
Direct shelter/secure in place actions if safe to do so
Coordinate drills with zone occupants and emergency management or EH&S school coordinators

Support Responsibilities:
Evacuation control
As appropriate, advise search and rescue efforts
As appropriate, advise Damage Assessment/Inspection Teams

Reports To:
If EOC is activated:
EOC Zone Coordinator:
Phone Number:
Radio Number:
If EOC is not activated:
Incident Commander

Position Functions:
1. Participate in unified command with Incident Commander at the on-scene incident command post or a pre-designated location. Participate in assessment of emergency with Incident Commander. Assist in determination to evacuate or shelter/secure in place. Keep track of all emergency response activities in the Zone. Assist and provide support to Incident Commander and others.

2. If EOC is activated, initiate communication with the Zone Coordinator in the EOC and advise location of Zone Command Post and initial status.

3. Initiate and maintain an information log tracking all events (who, when, what, where). This may be assigned to someone else who can record information received, decisions made and actions taken.

4. Establish communication with Building Coordinators. If a building does not have a coordinator, assign someone to act as the Building Coordinator, and provide procedures and forms. Determine from the
Building Coordinator, the assembly area being used for each building within the Zone and where he or she can be reached.

5. Compile the Emergency Status Reports from Building Coordinators for each building. Utilize these reports to prioritize zone resource needs.

6. Develop and forward a summary Emergency Status Report to the Zone Coordinator. Use radio for brief communications. Use phone, cell phone or runner for longer communications.

7. Receive updates from the EOC Zone Coordinator or Incident Commander regarding:
   - 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.

8. Obtain periodic updates from each Building Coordinator regarding incident status including but not limited to:
   - Hazards
   - Injuries
   - Accounting for occupants

9. Monitor the status of search and rescue operations and casualty evacuations within the Zone. Provide update information to the EOC Zone Coordinator. If Damage Assessment/Inspection Teams arrive, provide briefing on current conditions.

10. Determine and identify all available resources within your Zone. Check with each Building Coordinator and update the EOC Zone Coordinator.
    - Available volunteers to assist ongoing operations
    - Available equipment and supplies on hand or in-use
    - Additional equipment and supply requirements

11. Collaborate with Incident Commander and Zone Coordinator to determine when to give “all-clear” notice and begin re-occupancy. Communicate with Building Coordinators to facilitate smooth re-entry.

12. 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 Management Coordinator