

ZONE CAPTAIN CHECKLIST

Name: _____ Zone: _____
Date: _____ Time: _____
Reason for Evacuation: _____



Zone Captain Priorities:

- Know status of all buildings in the zone
- Facilitate communication and collaborate with zone crew, emergency responders and EOC
- Relay reports of incidents and emergencies to Emergency Services Manager or Zone Coordinator (when EOC is activated)
- Serve as point of contact for zone activities

Complete the following tasks:

- Gather emergency equipment (don vest, tune 800MHz radio to Zone 3 (or C))
- Monitor building evacuations to Assembly Areas and safety of evacuees. When possible, prevent access into buildings until cleared for occupancy
- Make contact with Field Incident Commander (emergency responders, i.e.: police, fire)
- Make contact with Building Coordinators (BC) and determine communication method
Assign building liaison for each building that does not have a BC
- Maintain an information log tracking all events (who, when, what, where)
Monitor the situation for safety
- Receive initial building reports from BCs and compile into Emergency Status Report - forward report to Emergency Services Manager
- Once you receive the all-clear, inform BCs and assist in re-entry into buildings

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

- Establish Zone Command Post and make contact with Field Incident Commander
Set up EZ-up and other needed supplies
- Await roll call from Zone Coordinator in Emergency Operations Center (EOC) via radio
Send runner if unable to make contact by radio
- Identify all available resources AND all needed resources in your zone and update Zone Coordinator
- Continue to obtain updated building reports from BCs and compile into Emergency Status Reports to forward to Emergency Services Manager or Zone Coordinator
- Maintain communication with Emergency Services Manager, Zone Coordinator, and/or Field Incident Commander for additional information (report incidents and emergencies)
- Keep BCs and evacuees informed of updates

----- **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