

## BUILDING COORDINATOR 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 can be found at: <http://www.ehs.uci.edu/em/zonemap.html>

### Reporting Structure:

- Reports to: Zone Captain



### Responsibilities before an Emergency:

- Monthly time commitment: 2 Hours
- Know your roles and responsibilities as Building Coordinator and be familiar with UCI emergency procedures (refer to red flip chart)
- Maintain a sufficient number of Zone Crew members by designating Floor Wardens, Suite Reps and Lab reps and notify the Zone Captain of changes
  - Stay in contact with Zone Captain and Floor Wardens
  - Keep your building plans updated
- Keep emergency preparedness on the agenda and facilitate trainings with the people in your building and in your department
- Assist Zone Captain with and participate in training and exercises/drills for your Zone
  - Be familiar with your Zone Crew colleagues (including from other buildings in your Zone)

- Know the location of your building's Assembly Areas and the Incident (Zone) Command Post
- Maintain emergency supplies (see Zone Crew Emergency Supply Checklist)
  - Make sure each Floor Warden has enough red flip charts and Evacuation tags for their floor/suite
  - Prepare a personal emergency kit and make a family emergency plan for you and your family
- Attend 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 Building Coordinator Checklist
- Monitor and assist with building evacuations to Assembly Areas
- Direct shelter/secure in place actions if safe to do so
- Determine building status and prepare Emergency Status Report and submit to Zone Captain
  - Collect and compile floor status and information from Floor Wardens/Suite Reps
    - Including information concerning injuries, trapped individuals, other remaining individuals in buildings, damage, evacuation, and resources
  - Assess injuries and damage to personnel and property
  - Identify all available resources and all needed resources in your building and notify Zone Captain
- Facilitate communication and disseminate information between Zone Captain, Floor Wardens and evacuees
- As needed and directed, advise search and rescue efforts
- As needed and directed, advise Damage Assessment/Inspection Teams
- After the emergency or drill, participate in debriefing with Zone Crew

**BUILDING COORDINATOR CHECKLIST - EXTENDED**

Emergency Evacuations and Drills

**Complete the following tasks:**

- Gather emergency equipment and don vest
- Confirm need to evacuate and initiate evacuation process. Activate Floor Wardens
- Supervise building evacuation to primary Assembly Area (if unsafe, use secondary)
  - Fill out and post Building Evacuated sign on all exterior doors
  - Do not allow re-entry into buildings
  - If route or assembly area is unsafe, direct evacuees to alternate assembly area and notify Zone Captain of change
  - While safely evacuating the structure, note the building's general condition for use in the Emergency Status Report:
    - Status of Zone

- Minor damage such as minor cracking, and nonstructural damage, such as fallen ceiling tiles, cracked plaster
    - Partial or total collapse of structure
    - Building has shifted off its foundation
    - Building or story noticeably leaning
  - Status of Emergency
  - Services Functional
- Ensure the safety of all evacuees at the assembly area.
- Establish contact with Zone Captain (send runner, if needed)
- Maintain an information log tracking all events (who, when, what, where)
  - Monitor the situation for safety
  - At the assembly area, initiate a head count of all evacuees with the assistance of the Floor Wardens
  - This may be assigned to someone else who can record information received, decisions made and actions taken.
- Receive initial floor status and information from FWs, compile into Emergency Status Report and submit to ZC
  - Should include the number and approximate location of occupants known to remain in the building that require assistance
  - Should include hazardous conditions. Note approximate location of hazard whenever possible.
  - Do not allow anyone to reenter the building if any unsafe conditions such as fire, structural damage or hazardous materials release are suspected.
  - Immediately notify the Zone Captain of hazardous conditions
- Report to fire alarm panel and obtain update from on scene Police/First Responders
- Once you receive the all-clear from the ZC, inform FWs and assist in re-entry into buildings
  - If Police/Fire personnel are not on site, call Dispatch x5223 and ask if it's "all clear".

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

- Select dedicated runner(s) to relay messages between Assembly Area and Zone Command Post
  - Assign a dedicated runner of messages.
- Identify all available resources AND all needed resources in your building and update ZC
- Maintain and facilitate communication with ZC and FWs
  - Continue to assess the situation and provide updates to Zone Captain as necessary
  - Receive instructions from the Zone Captain regarding:
    - Field response
    - Medical treatment centers
    - Care and Shelter Facilities
    - Campus release directives/policies
    - Inspection Teams

- Provide support to emergency responders as requested.
- Keep FWs and evacuees informed of updates
  - Ensure that the evacuees are safe from exposure to any hazardous conditions including contaminated air.
- If needed, request relief of duty from ZC, give vest and equipment to replacement and provide briefing

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**After the incident:**

- Submit this completed checklist to Zone Captain for documentation
- Document any other observations related to this incident worth reporting
- Participate in debriefing and development of lessons learned
- Replace vest and replenish emergency equipment and supplies as necessary