

## FLOOR WARDEN/SUITE OR LAB REPRESENTATIVES 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:

- Reports to: Building Coordinator



### Responsibilities before an Emergency:

- Monthly time commitment: 2 Hours
- Know your roles and responsibilities as Floor Warden and be familiar with UCI emergency procedures (refer to red flip chart)
- Know the people on your floor and educate on emergency preparedness
  - Introduce new hires to the Zone
  - Keep emergency preparedness on the agenda and facilitate trainings with the people on your floor and in your department
- Attend and participate in training and exercises/drills for your Zone
  - Stay updated on changes to the program and buildings in 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 room/suite has a red flip chart and all doors have Evacuation tags
  - 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 Floor Warden Checklist
- Facilitate evacuation of all floor/suite/lab occupants to designated assembly area and ensure floor is properly evacuated
  - Hang Evacuated tags on the outside of empty rooms
  - Keep people from entering the building
- Direct shelter/secure in place actions if safe to do so
- Communicate status of evacuation or shelter/secure in place to Building Coordinator
  - Maintain communication with Building Coordinator throughout incident and provide support as needed
- Report floor status and information to Building Coordinator
  - Include information concerning injuries, trapped individuals, other remaining individuals in buildings, damage, evacuation, and resources

**FLOOR WARDEN CHECKLIST - EXTENDED**

Emergency Evacuations and Drills

**Complete the following tasks:**

- Gather emergency equipment and don vest
- Quickly and systematically sweep the area and check for persons in all labs, rooms and restrooms on your designated area or floor
  - Check under all desks, in all restrooms and all closets on the floor for occupants
  - Check doorknobs and doors for heat prior to opening closed doors. If you feel heat, smell smoke, burning materials or chemical odors follow fire-reporting procedures and immediately notify the Building Coordinator
  - Note any hazardous conditions (structural damage, falling hazards, and hazardous spills)
- Close doors and place "Evacuated" tags on doorknobs after checking area
- Direct people to nearest safe exit and primary assembly area, (if unsafe, use secondary). Do not allow re-entry into buildings
  - If route or assembly area is unsafe, direct evacuees to alternate assembly area
  - Do not allow anyone to reenter the building if any unsafe conditions such as fire, structural damage or hazardous materials release are suspected.
- Assist persons with disabilities in accordance with individual pre-plans

- Or designate personnel to assist persons with disabilities, access or functional needs and to assist injured persons
- Notify BC immediately of serious injuries, hazardous conditions on floor, or assistance needed to expedite exit from building
- Report status of evacuation to BC: Note injuries, trapped individuals and any other remaining individuals and reason for not evacuating.
  - Should include the number and approximate location of occupants known to remain in the building that require assistance and nature of assistance
  - Should include hazardous conditions. Note approximate location of hazard whenever possible.
  - While safely evacuating the structure, note your floors general condition:
    - MINOR damage: repairable damages, such as minor cracking, and nonstructural damage, such as fallen ceiling tiles, cracked plaster or broken windows, etc.
  - Assist the Building Coordinator with a count of the number of building occupants at the assembly area
- Once you receive the all-clear from the BC, inform evacuees and assist in re-entry into buildings
  - Request release from duty from Building Coordinator

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

- Help facilitate communication between BC and evacuees regarding status of event
  - Ensure that the evacuees are safe from exposure to any hazardous conditions including contaminated air.
- Assist and support BCs recovery activities
- If needed, request relief of duty from BC, give vest and equipment to replacement and provide briefing
  - Request release from duty from Building Coordinator

-----**After the incident:**-----

- Submit this completed checklist to BC 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