

Zone Leader Duties During a Drill or Emergency

February 12, 2020

The Claremont Emergency Network is organized to assist the community should City, County, and State Emergency Resources be unavailable. The Network has three teams:

- ***The Emergency Operation Center (EOC) for communication & control***
- ***Regional Coordinators (RC) & Zone Leaders (ZL) for community overwatch & organization***
- ***Medical Responders (MR) – provide initial evaluation and treatment for medical emergencies. They will coordinate with your RC and ZLs.***

When an emergency occurs, or a drill is scheduled, the Emergency Operation Center, with authorization from the Claremont Civic Association Board Executive Committee, will activate appropriate levels of the Network, potentially sending activation messages to RCs, ZLs, and MR Team Leads. The Network will direct resources and continually communicate updates to the EOC. ***Your Zone Leader is your Emergency Network Contact and available to assist in every aspect of your preparation to include materials, recommended supplies, operational procedures, and helping with tasks such as how to turn off utilities. In an emergency, your Zone Leader coordinates zone activities—evacuation to safe locations, casualty treatment, and resource allocations. Equipped with walkie-talkies, they maintain contact with the Claremont Emergency Operation Center and continually relay City and County disaster updates.***

Before	<ul style="list-style-type: none"> • As the Primary Zone Leader, you are key to organizing your Zone for emergencies. As a vacation savvy community, the Alternate Zone Leader is frequently called upon.
	<ul style="list-style-type: none"> • Prepare your Zone Leader Emergency Kit – Vest, Hard Hat, Walkie-Talkie, Map, and necessary reports.
	<ul style="list-style-type: none"> • New Residents: You are responsible for distributing, new resident packets and insuring all new residents are read into Claremont Emergency Preparedness.
	<ul style="list-style-type: none"> • Recruit New Zone Leaders. Due to our vacation savvy community, having two trained Zone Leader (primary and alternate) is paramount to success.
START	<ul style="list-style-type: none"> • Drop, Cover & Hold On – If an emergency & not a drill
	<ul style="list-style-type: none"> • Check your family, home, pets & friends first
	<ul style="list-style-type: none"> • Move all vehicles from the garage & park them away from objects that might fall or collapse in an emergency
	<ul style="list-style-type: none"> • Move your emergency supplies to a stable area
	<ul style="list-style-type: none"> • Retrieve Zone Leader Kit
	<ul style="list-style-type: none"> • Put on your Zone Leader Vest and hardhat
	<ul style="list-style-type: none"> • Check all utilities and shut off as necessary
DURING	<ul style="list-style-type: none"> • Put on Yellow Vest and Hard Hat (if available)
	<ul style="list-style-type: none"> • Check each home in your Zone & complete ZONE HOME CHECKLIST Injuries, Evacuation needs, & Utilities. Encourage residents to display their HELP/OK signs in their front window.

	<ul style="list-style-type: none"> • Identify emergency situations <ul style="list-style-type: none"> ○ Medical ○ Search & Rescue
	<ul style="list-style-type: none"> • Injuries: <ul style="list-style-type: none"> ○ Assist as required ○ Direct Area Medical Team Assets ○ Assist residents in moving from uninhabitable structures ○ Report casualties
	<ul style="list-style-type: none"> • Establish Communications via Walkie-Talkie with Regional Coordinator and Regional Medical Team (RMT) <ul style="list-style-type: none"> ○ Report Medical and Evacuation Needs ○ Submit ZONE HOME CHECKLIST to Regional Coordinator • Send runner if Walkie-Talkie is unavailable
	<ul style="list-style-type: none"> • Evacuation: <ul style="list-style-type: none"> ○ Assist residents who are forced to relocate to a SAFE home. ○ Coordinate evacuation needs with <ul style="list-style-type: none"> ▪ Regional Coordinator (RC) ▪ Designated Search & Rescue Team (SRT)
	<ul style="list-style-type: none"> • After initial reporting Status: As required by changing situation, minimally daily, submit updated ZONE HOME CHECKLIST.
	<ul style="list-style-type: none"> • Continue to stabilize your zone rendering assistance as needed. As warranted request and direct additional resources.
FINISH	<ul style="list-style-type: none"> • Notify all residents • Turn off all communications equipment • Submit final ZONE HOME CHECKLIST • (Drill) Within 48 hours submit After Action Report
Zone Leader Kit	<ul style="list-style-type: none"> • Walkie-Talkie, Instructions, and Communications Protocol • Zone Leader Roles and Responsibilities • Zone/Regional Map • Resident Zone Listing • Resource Matrix • Reports (medical & operational) • Yellow Vest