

Resident Information Packet

Zone Leader Duties During a Drill or Emergency

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 oversight & 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 Leaders are your Emergency Network Contacts. They are available to assist in every aspect of your preparation:

- Provide Get Ready materials
- Recommend emergency supplies
- Provide operational procedures
- Help with tasks such as turn off utilities

In an emergency, your Zone Leaders coordinate zone activities:

- Evacuation to safe locations
- Casualty treatment (with medical teams)
- Resource allocations

Equipped with walkie-talkies, they maintain contact with the Claremont Emergency Operation Center and continually relay City and County disaster updates.

Before Drill or Actual Emergency	<ul style="list-style-type: none"> • Zone Leaders are key to organizing your Zone for emergencies. As a vacation savvy community, alternate Zone Leaders is frequently called upon. • Prepare your Zone Leader Emergency Kit – Vest, Hard Hat, Walkie-Talkie, Map, and necessary reports. • Continue to update your Zone Residents with: <ul style="list-style-type: none"> ○ Up-to-date Zone Rosters ○ The latest Resident Preparation Recommendations such as “Grab N’ Go Bag” packing lists and the use of Earthquake Early Warning systems. • Zone Leaders are responsible for distributing, new resident packets and ensuring all new residents are aware of Claremont Emergency Preparedness. • Recruit New Zone Leaders. Due to our vacation savvy community, having two trained Zone Leaders (primary and alternate) is paramount to success. In some zones, leader co-team consistently vs. Primary and Alternate.
START Drill or Actual Emergency	<ul style="list-style-type: none"> • Drop, Cover & Hold On – If an emergency & not a drill • 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 • Move your emergency supplies to a stable area • Retrieve Zone Leader Kit • Put on your Zone Leader Vest and hardhat • Check all utilities and shut them off as necessary
<p>DURING Drill or Actual Emergency</p>	<ul style="list-style-type: none"> • Put on Yellow Vest and Hard Hat (if available) • Check each home in your Zone & complete the ZONE HOME CHECKLIST • Injuries, Evacuation needs, & Utilities. Encourage residents to display their HELP/OK signs in their front window. • Injuries: <ul style="list-style-type: none"> ○ Assist as required ○ Direct Area Medical Team Assets ○ Assist residents in moving from uninhabitable structures ○ Report casualties • 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 • 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) • After initial reporting Status: As required by changing situation, minimally daily, submit updated ZONE HOME CHECKLIST. • Continue to stabilize your zone rendering assistance as needed. As warranted request and direct additional resources.

<p>FINISH Drill</p>	<ul style="list-style-type: none"> • Notify all residents drill is complete • Turn off all communications equipment • Submit final ZONE HOME CHECKLIST • (Drill) Within 48 hours submit After Action Report
<p>Zone Leader Kit</p>	<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