

- ZONE LEADERS GUIDE -

INTRODUCTION:

The LOWof J, Disaster Preparedness Plan is focused on times that our community may be confronted with a situation that could delay Sarasota County Emergency services. During such a time, WE ARE ON OUR OWN and it's all about PEOPLE HELPING PEOPLE until the first responders arrive in our community. This is the fundamental purpose of the Disaster Preparedness Plan.

Zones and Zone Leaders are the basis of our disaster plan and are critical to its execution. Our community is divided into 17 zones and for each zone we need 2 or more Zone Leaders. Together, as a team they may be asked to perform tasks before, during and after an incident. **It is important to understand , in any disaster situation a persons primary responsibility is to take steps to insure his or her own safety and well being FIRST and then assist those in need.**

The Disaster Preparedness Plan utilizes the ICS (Incident Command System) to respond to the needs of the community with the help of the Zone Leaders. The first concern of the ICS will always be on the safety of the people. As a Zone Leader you will **never** be asked to endanger yourself or your team in an uncertain situation. The ICS will inform the Zone Leaders when evaluation procedures are safe to perform.

Following is a description of what a Zone Leaders may be called upon to do:

1.) The Primary Functions:

- a.) Visit or contact each household in their Zone to gather information.
This will be accomplished by asking each household to complete a *Disaster Preparation Information Form*. An explanation of the form's purpose, security and content will be given to each household at that time. Along with the Information Forms, Zone Leaders will be asked to present to each household disaster preparedness support documents and brochures.
- b.) Maintain and Report Zone Unit Changes.
Knowledge of household's occupancy is a must for the Plan to work in a timely matter. A Zone Summary Report will be supplied to the Zone Leaders containing the information gathered from the *Disaster Preparation Information Forms*. Over time, household information will change and these changes should be reported to the DPP data management person.
- c.) Set up a Telephone Tree for the Zone and activate it when directed.
- d.) Coordinate and Communicate Activities with Incident Commander.
Zone Leaders will notify the Incident Commander of any zone status changes or needs prior to any measures being taken.

2.) Support Responsibilities:

- a.) When appropriate, advise/inform search and rescue team members.
- b.) Assist zone Inspection Teams.

3.) Secondary Functions:

- a.) Establish the Zone Command Post.
Keep the Command Post open until advised by the ICS to close down.
- b.) Maintain evacuation location for the zone residence, and how this resident can be contacted.