

**SUN LAKES COUNTRY CLUB
EMERGENCY PREPAREDNESS PLAN
POSITION GUIDELINES**

ZONE CAPTAINS: Position Description, Duties & Responsibilities

A. Description. This position was created by the Sun Lakes Emergency Preparedness Plan. Similar to the 'Block Captain' concept, they represent a group of neighborhood homes and maintain a vital link between the residents in their Zone and the District representatives.

Each Zone Captain:

1. Must have at least one Alternate, who will be available in their absence to assume position responsibilities. Zone Captains and Alternates will jointly develop an understanding as to how and when position responsibilities will be transferred.
2. Will be provided an EPAP Clipboard, Zone Status Report printouts and Identification Attire, which they are expected to transfer to their Alternate when that person is to assume position responsibilities.

B. Duties & Responsibilities.

1. Prior to the occurrence of an Event, he or she should:
 - a. Use the Zone Conditions Status Report to maintain an ongoing record of residents in their zone.
 - b. Periodically visit or call each resident in their Zone to update existing Zone Status Report information. When resident information changes, immediately forward information regarding changes to their EPAP Coordinator.
 - c. When needed, assist the District Delegate & EPAP Coordinator in recruiting an Alternate Zone Captain.
2. Immediately following notification of an Event, check own residence and occupants for status and if satisfactory, Zone Captain or Alternate should:
 - a. Begin checking all residential units in their Zone and indicate their observations on the Zone Status Report. The Resident Status Placard (a small piece of colored poster paper) in a window indicates all residents at that location are 'OK'. If a Resident Status Placard is NOT in a street facing window, note this on the Zone Condition Status Report and continue survey of all residential units in your zone.
 - b. Report their survey results to the District Command Post Manager i.e. EPAP Coordinator, District Delegate or other responsible designee.

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- c. Return to and/or remain in their Zone to commence checking on residents that DO NOT have a Resident Status Placard displayed and to provide periodic updates for the duration of the emergency or until relieved of these duties.
- d. Send someone to notify the District Command Post Manager if they encounter a situation that prevents them from leaving that location (e.g., a resident that cannot be left unattended).
- e. Should determine if assistance for a family pet is needed, and attempt to notify the EPAP Coordinator so that a message can be sent to the Animal Rescue Unit at the EOC.

3. Residents with special needs should be identified during the pre-event surveys, and should receive priority attention during post-event visits.

- a. Residents who use oxygen generating equipment or other medical support or assistance devices should be asked to provide permission for the Zone Captain to record these needs on the Zone Status Report.
- b. The Zone Captain or alternate should visit these residents first after an event occurs. In emergency situations such as power outages, the Zone Captain should also visit these residents and report their status or needs to the EPAP Coordinator. The Zone Captain should also provide any available information to the special-needs resident about locations within Sun Lakes where emergency electrical power is available.

C. Zone Captains Checklist.

- (a) I have my identification attire.
- (b) I have my clipboard.
- (c) I am familiar with my Zone Addresses.
- (d) I have a current "Zone Condition Status Report" for my zone.
- (e) All residents in my zone have received "their "Emergency Packets".
- (f) I have a basic plan to survey my zone.
- (g) I know where my District Command Post is located.
- (h) I have a flashlight available for nighttime survey.