

ASSIGNMENT LIST (ICS 204)



1. Incident Name: Free Fun Friday	2. Operational Period: Date From: 8/26/16 Date To: 8/26/16 Time From: 10:00 am Time To: 4:00 pm	3. Branch / Group: Exhibit Flow Group / Strike Team: TF Group Staging Area (Supply / Equip): Service Yard Base Camp (Volunteer): ECO Center								
4. Operations Personnel: <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 5px;"> <thead> <tr> <th style="width: 60%;">Name</th> <th>Contact Number(s)</th> </tr> </thead> <tbody> <tr> <td>Operations Section Chief: VP & COO</td> <td></td> </tr> <tr> <td>Branch Director: Dev Officer</td> <td></td> </tr> <tr> <td>Group Supervisor: Lead Keeper</td> <td></td> </tr> </tbody> </table>		Name	Contact Number(s)	Operations Section Chief: VP & COO		Branch Director: Dev Officer		Group Supervisor: Lead Keeper		
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Operations Section Chief: VP & COO										
Branch Director: Dev Officer										
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5. Resources Assigned:			
Resource	Title	Assignment	Radio ID
	CZ Keeper	Entrance strike team	Children's 8
	Lead Keeper	TF Entrance strike team leader	Forest 02
	Lead Keeper	Tropical Forest group leader	Forest 03
	Senior Keeper	Entrance strike team	Forest 07
	Zookeeper	Entrance strike team	Forest 09
	Senior Keeper	TF Exit strike team leader	Forest 11
	TF Facility Worker	Entrance strike team	Forest 12
	Zookeeper	Exit strike team	Forest 13
	Senior Keeper	Entrance strike team	Forest 14
	Temporary Zookeeper	Exit strike team	Forest 15
	Intern	Exit strike team	Forest 16
	Vol 04	Entrance strike team	NA
	Vol 05	Entrance strike team	NA
	Vol 09	Exit strike team	NA
	Vol 10	Exit strike team	NA
	Vol 11	Exit strike team	NA
	Vol 12	Building strike team	NA
	Vol 13	Entrance strike team	NA
	Vol 14	Entrance strike team	NA
	Vol 15	Building strike team	NA
	Vol 16	Exit strike team	NA
	Vol 17	Entrance strike team	NA
	Vol 18	Entrance strike team	NA
	Vol 19	Building strike team	NA
	Vol 20	Building Strike team	NA

We don't need volunteers 14-16 until Noon

9. Prepared by:	Name: Erica	Position/Title: PF AM TF Unit Leader	Contact: 2068
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	10:00-11:00	11:00-12:00	12:00-1:00	1:00-2:00	2:00-3:00	3:00-4:00
Front Doors (ZNE staff at least 2/hr)	Bethany/ Jeff	Bethany/ Jeff	Celina/ Kim	Kirsten/Sara	Kirsten/ Sara	Bethany / Jeff
3rd at the front	Erica/Celina	Erica/Celina	Erica/ZNE Staff	Sarah/ Vol 17	Bethany/ Vol 7	Erica
Front Glass Doors (2 Vols)	Vols 4 & 5	Vols 4 & 5	Vol 4 & 13	Vol 5 & 13	Vol 5 & 13	Kim
Inner Front Doors (2 Vol)	Intern Tess/ Vol 6	Intern Tess/ Vol 6	Vol 6 & 14	Vol 14/ Intern Tess	Vol 14/ Intern Tess	Intern Tess / Casey
Overlook 1 (1 Vol at glass, 1 on bridge)	Vols 7 & 8	Vols 7 & 8	Vol 7 & 15	Jeff / Vol 15	Vol 15 & 8	Sarah
TF STAFF AT OVERLOOK 4	Sarah	Sarah	Jordan	Bethany	Celina	Celina
Fire Exit (1 Vol)	Vol 17	Vol 17	Vol 12	Vol 12	Vol 4	Kirsten
Back Glass Doors (2 Vols)	Vols 9 & 10	Vols 9 & 10	Vol 9 & 16	Vol 10 & 16	Vol 9 & 10	Sara
Back Path (1 ZNE STAFF 1 Vol)	Casey Vol 11	Jordan Vol 11	Casey Vol 11	ZNE Staff Vol 8	Casey Vol 6	ZNE Staff Jordan

	10:00- 11:00	11:00-12:00	12:00-1:00	1:00-2:00	2:00-3:00	3:00-4:00
Lunch		Vols 12/13	Bethany, Sarah, Jeff, Tess, Sara, Vols 5/8/10/17	Erica, Celina, Kim, Jordan, Casey, Vols 4/6/7/9/11		
Floating	12/13	Casey			11/12/16/17	

6. Work Assignments:

Erica: Stays at entrance unless doing rounds. Does not do routine on this day to be available to help zoo staff, TF staff, interns and volunteers

TF Entrance: 2 volunteers, 2 ZNE staff with radios. The 2 volunteers do the physical door opening; the 2 staff supervise the number of people entering and talk to the folks in line about the purpose and length of the wait. Last year at our busiest period had a 3rd staff member timing the line and giving people in the back an estimate of the time they would wait.

Inside Front Doors: 1 volunteer, 1 ZNE intern. Once enough guests have been let into the vestibule, the intern gives a short, polite speech that there are many gorilla viewing windows and to please keep moving through the building.

Overlook 1: 1 volunteer is stationed here to keep people moving. When we are at our busiest (11-3ish) I will probably have an intern or other staff person near the bridge to move folks along.

Overlook 4: TF staff. Keep people moving! At our busiest times (12-2) they have the microphone on to ask people politely to keep moving along. The battery on our microphone is only good for a couple of hours or we would use it all day. I'm probably going to ask other areas if they have any they aren't using.

Fire Exit: 1 volunteer to keep people from exiting through the fire escape; a frequent occurrence

TF Back Doors (glass ones): 2 volunteers open doors for guests, thank them for coming and keep anyone from entering from that side.

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Back Path: 1 volunteer, 1 staff person with a radio. We close off the back path up at the main road to keep any visitors from entering the TF from the back entrance. In past years, this station has fielded several first aid calls so a radio here is a must

7. Special Instructions:

Maps: (identify areas like "overlook 4")

Tropical Forest Instructions:

- If non-AM volunteers are all available to be at the TF they can take care of breaking themselves
- We will probably set up water and snacks in the electrical room behind T-1
- We close the partition between the main hallway and the bathrooms so that people can use the restroom without standing in line to get into the building
- Need stanchions in front of TF like we've had in the past to separate the TF visitor and bathroom lines
- Depending on the size of the line, the amount of time it is taking to enter, and if we really want all visitors out of the zoo by 4 we will close the line at 3:15-3:30

Other notes:

- 12-1 Lunch: KE, SJ, SW, BY, RM, intern Tess
- 1-2 Lunch: EF, CB, KA, JE
- Erica F will be floating through the building but will spend most time at the front doors.
- If you are not doing routine, taking a break, or having lunch please monitor the public area; Check on non-TF staff and volunteers, give them water or bathroom breaks when they need them
- All TF Staff and interns will need to check in with Erica at 3 to see if they are needed to fill in at the front and rear doors as this is when our volunteers leave.
- Jordan will check the restrooms whenever possible and clean/ restock as necessary
- Gorilla keepers- please hide the gorilla encounter sign tomorrow morning- no 2 PM keeper talk on FFF.
- Jordan- please shut the partition between the TF entry hallway and bathrooms tomorrow morning

8. Communications (radio and/or phone contact numbers needed for this assignment):

Name	/Function	Primary Contact: indicate cell, pager, or radio
Ed Curator	Lost Child	Education channel
"EMS"	EMS	All Call
"Code Blue"	Police / Security	All Call
Andrew G	Fire	All Call / x 2000