



# Zoological Disaster Response, Rescue, and Recovery (ZDR3)

1989 Colonial Pkwy, Fort Worth, TX 76110

(910) 248-4132

[www.zdr3.org](http://www.zdr3.org)

## Code of Conduct

We ask each individual assigned by an organization pursuant to an MOU with ZDR3 volunteering for, activated by, representing, or in any way involved or providing services during a response coordinated by ZDR3 (referred to as “responders” for the purpose of this document)

This Code of Conduct sets forth on an individual basis the expectations found in the ZDR3 MOU. Both sets of guidelines shall be adhered to before, during, and after response activities.

ZDR3, at its discretion, may advise the authority in charge to deactivate any responder for behavior that is contrary to the Code of Conduct, endangers human or animal life, or is contrary to the policies and procedures of the impacted institution, ZDR3, or their home institution. Any violation of this code of conduct will be reported to the responders’ Crew Lead.

Responders are present at the pleasure of the impacted institution. While ZDR3 will facilitate and coordinate response teams, the impacted institution shall be the authority in charge at all times during any response. Any unclear directives shall be resolved by the impacted institution’s incident command.

1. Responders should follow all directions and instructions given or provided by the impacted institution regarding the dissemination of confidential or sensitive information before, during, and after response activities. When no guidelines are provided, responders are expected to use professional discretion and judgment when discussing relevant topics and/or request input from ZDR3 on how to proceed. Releasing confidential or sensitive information in violation of the impacted institution’s instructions or directions may result in immediate removal of their facilitation and a recommendation that the individual be deactivated.
2. Responders shall accept assignments and/or guidance as directed and instructed by the supervising authority and make discretionary decisions based on appropriate intent and good judgment.
3. Responders shall identify any operations that are beyond their capabilities based on their experience, training, and knowledge; and will provide and carry professional credentials and/or personal identification at all times during activation. Individuals shall observe all safety rules and any relevant regulations, and shall be familiar with the proper use and operation of all equipment that they are using.
4. Responders shall not transport any animals to any institutions, other than the ones to which the animals have been assigned by the impacted institution, without authorization from the Incident Commander.

### **Photography and Videography Conduct Requirements:**

1. Individuals shall refrain from taking any photographs, or making any video or audio recordings, during an on-scene response effort unless explicitly directed and instructed to do so by a ZDR3 representative or by the impacted

institution's Incident Command. In the event that responders are directed and instructed to specifically document aspects of the response, all photos, video, or audio taken or made for this purpose shall be turned over to ZDR3 and the impacted institution and then deleted from any personal or responding institution's devices used to take or make them.

2. Any still, video, or audio media taken during on-scene response shall not be used or posted online without explicit authorization from ZDR3 and the impacted institution.
3. Responders shall not directly transmit media content to communications and public relations teams at responding institutions. All such content must be approved by both ZDR3 and the impacted institution and will be forwarded to responding institutions when appropriate by ZDR3 and the impacted institution.
4. Responders shall not speak to the media or make any public comments regarding an active response without the explicit permission from and authorization of both the impacted institution and ZDR3. A responder shall refer any inquiries from the media or its representatives to the impacted institution and ZDR3 for a response.
5. Responders may be allowed to release a statement to the media or to their institution's public relations team about their role, contingent upon authorization from ZDR3 and the impacted institution. Specific parameters for media outreach during response will be provided as appropriate once responders are at the impacted institution.

### **Personal Conduct Requirements:**

1. Responders shall behave in a professional manner and present a professional appearance while participating in any activities related to an active response and/or while wearing the ZDR3 logo. The following will not be tolerated while on-scene at the incident or response site, or while acting as part of an active ZDR3 response:
  - a. The consumption of alcoholic beverages or legal recreational drugs while on duty or in any way that impairs a responder's ability to perform their assigned tasks or duties.
  - b. Any display of public intoxication
  - c. The possession, use, or sale of any illegal drugs
  - d. The violation of any law
  - e. Public outbursts or the use of any derogatory remarks in public, including about the impacted institution or other participants in the MOU Response Network
  - f. The illegal use, unlicensed or unpermitted possession, display, or storage of a firearm
  - g. Harassment or derogatory behavior based on gender, race, nationality, religion, creed, sexual orientation, disability, or any other category as defined by federal, state, or local laws
  - h. Sexual harassment or the solicitation of sexual favors
2. Responders shall ensure that any activities in which they engage off-scene during their off-duty time does not impact their ability to complete their assigned duties and tasks while on-scene.
3. Responders shall not bring any personal politics and ideologies into their role in response activities, and discussion of such views is discouraged while engaged in activities related to the response.
4. Responders shall not promote any products or services during a response unless explicitly requested and authorized to do so by ZDR3 and/or the impacted institution.
5. Responders shall not enter onto any private property to perform ZDR3 duties or tasks related to the incident response without the prior authorization of the impacted institution, the owners of the property, the supervising authority, or without a law enforcement escort.
6. Responders shall remain in contact at all times with the person or persons responsible for supervising their activities at the impacted institutions and with ZDR3. While participating in a response, a responder shall confine their activities to the stated mission and directives of the response.
7. Responders will be asked to document their experience for each response and submit it to ZDR3 in a timely manner, or participate in ZDR3's documentation process.
8. Responders shall not accept any gifts or gratuities for their participation in response. Any personal donations shall be approved or directed to an appropriate recipient by ZDR3.

Reports of observed Code of Conduct violations may be made to ZDR3 personnel.

**DO NOT DISTRIBUTE**