



Volunteer Communications Network (V-C-N.org)



V-C-N Notification and Activation Checklist

Introduction to ZR2-08AA
- A V-C-N.org Academy Course -

Why This Course?

- ❑ Provide standardized materials for course download and instruction.
- ❑ Provide standardized procedures, protocols and forms to help volunteer emergency communicators be better prepared **before** and **after** notification.
- ❑ Increase operational area (OA) mutual aid capability through shared standards

What You Will Learn?

- ❑ Difference between notification, activation and mobilization.
- ❑ Purpose of creating this standardized form.
- ❑ Why, when and how this standardized form should be used.
- ❑ How this form will help you to better “prepare for and respond to” field incidents, training sessions & development exercises.

Unfolding Situational Environment

- ❑ Volunteer Liaison/Coordinators = 1 person.
- ❑ Agency/Organizational Volunteers = Many
- ❑ As more volunteers become available, they will need to be briefed and obtain updated SITSTAT reports as they become available.
- ❑ Who is responsible to provide updates?
- ❑ How will SITSTAT information be passed?

Situational Awareness

- ❑ Volunteers need to learn how to “think” disaster, conduct “what if” situational pre-planning, anticipate activation/mobilization and begin intelligence gathering activities
- ❑ Types of disaster:
 - ❖ **Natural** (EQ, tornado, landslide)
 - ❖ **Manmade** (dam break, plane crash)
 - ❖ **Technological** (chemical explosion, nuclear power plant incident)

Standardized N-A-M Activities

- ❑ **N**otification?
- ❑ **A**ctivation?
- ❑ **M**obilization?

- ❑ What does it mean?
 - ❖ “On Alert” or “I’m on stand-by” or “On Notice”
- ❑ What actions should be taken?
- ❑ How to define “get ready” for mobilization?

Definition: Notification

- ❑ Initial contact (by organization) or advisory regarding a real or potential threat, hazard or other type of situation that may require volunteer resources be mobilized.
- ❑ Mobilization of resource **not** authorized!
- ❑ Initiate pre-deployment checklist activities.
- ❑ (“Start getting ready!”)

Definition: Activation

- ❑ Confirmation (by organization) volunteer resources will (or likely) be needed to assist with the real or potential threat, hazard or other type of situation.
- ❑ Mobilization of resource **not** authorized!
- ❑ Continue with pre-deployment checklist activities and await further instructions.
- ❑ (“Continue getting ready!”)

Definition: Mobilization

- ❑ Movement of specific volunteer resources **confirmed** and **authorized** by organization.
- ❑ Designated volunteer **resources identified** and **mobilizations** (or resource movement authorized) **approved**.
- ❑ (“Are you ready NOW?”)

Organizational Autonomy

- ❑ ICS (and ZRICS) respects **organizational autonomy** regarding notification, activation and mobilization systems (plans, policies, procedures, protocols, practices).
- ❑ Each organization is responsible for **creating** and **testing/evaluating** their own notification, activation and mobilization systems.

Organizational Autonomy

- ❑ **How/Who/When(If)** to be notified, activated and/or mobilized is **organizational decision**.
- ❑ V-C-N/ZRICS procedures, protocols & forms **do not conflict with or jeopardize** volunteer compliance with **organizational notification, activation and/or mobilization systems**.

Problems w/Organizational Autonomy

- ❑ Systems normally only apply to your served agency or organization.
- ❑ Non-members are **unfamiliar** with your systems, training standards or operational procedures, protocols and forms.
- ❑ If no “convergent volunteer” (CV) policy exists, how will you take advantage of those wishing to “help” following disaster?

Problems w/Organizational Autonomy

- ❑ ***SUV/CV's will be “on the air” & listening!***
- ❑ In most OA's, the number of SUV/CV greatly exceeds the number of registered volunteer members of any organization.
- ❑ If you need additional resources, and you have no more member resources...
...what are you going to do?

Why Develop Standards?

- ❑ Jurisdictional **resources** are **limited**.
- ❑ Agency / Disaster relief organizational **volunteer resources** are **limited** and it's **UNLIKELY** all will be **available** at the time of the incident:
 - ❖ Estimate: **1/3** will be victims themselves
 - ❖ Estimate: **1/3** will not be victims but will NOT be available for a number of reasons
 - ❖ Estimate: **1/3** be available

Why Develop Standards

- ❑ IF only **33%** of your organizational volunteer **resources** are **available**, and the incident goes for multiple operational periods, **how many** positions can you **fill** during the:
 - ❖ 1st Operational Period?
 - ❖ 2nd Operational Period?
 - ❖ 3rd Operational Period?
 - ❖ Subsequent Operational Periods?

IN A REAL DISASTER...

- ❑ FACT: There is a high possibility **some** of your organizational **volunteers** may **not** be available.
- ❑ FACT: There is a **high possibility** the **number** of position **requests** will **exceed** your **available** pool of volunteer **members**.
- ❑ ***WHAT ARE YOU GOING TO DO?***

DURING ROUTINE OPERATIONS

- ❑ The **number** of “**unaffiliated**” (not a member of an organization/“served agency”) **greatly exceeds** most volunteer organization pools of **registered member resources**.
- ❑ Some of those “unaffiliated” individuals are:
 - ❖ **Past members** (previously trained by you)
 - ❖ **Past qualified members** (trained by others)
 - ❖ **SUV** (Spontaneous Untrained Volunteers)
aka: “Convergent Volunteers”

Why a Standardized Notification System

- ❑ Environment during a real disaster will be chaotic and confusing.
 - ❖ Disruptions in transportation infrastructure (roads, bridges) and in utility systems (gas, water, electric) should be expected.
- ❑ Designing and implementing (in advance) a standardized activation level system will enhance timely notification and enhance mutual aid capability.

Purpose Of This Form

- ❑ Provide **standardized form** for **all** volunteer emergency communicators.
- ❑ Identify **specific actions and activities** based on standardized activation levels (defined, objective, documented)
- ❑ Identify/Document **standardized activities** at **each phase** of N-A-M to increase levels of **preparedness** and **response** = Anticipated predictability.

**ZRICS ACTIVATION/MOBILIZATION CHECK LIST**

A. AUTHORITY			
1. ☐ ACTIVATION:	YYYY-MM-DD-TIME:	BY:	
2. ☐ MOBILIZATION:	YYYY-MM-DD-TIME:	BY:	
3. NOTIFIED BY:			
4. METHOD:	☐ PHONE ☐ E-MAIL ☐ 2-WAY ☐ TV ☐ RADIO CH / FREQ:		
5. ORGANIZATION:			
6. CALL BACK:			

B. INCIDENT INFORMATION		
1. NAME		P-CODE:
2. NUMBER		M-CODE:
3. LOCATION		
4. MAP REF		
5. REPORT TO		

C. ASSIGNMENT INFORMATION	
1. FUNCTIONAL	
2. TACTICAL	
3. TACTICAL ID	
4. SPECIAL INFO	

D. COMMUNICATIONS INFORMATION			
FCC SERVICE	☐ (A)RS ☐ (G)MRS ☐ (F)RS ☐ (M)URS ☐ (C)B ☐ (O)THER:		
1. RNCS:	FREQUENCY:	PL OR CTCSS TONE:	OFFSET (P) OR (M)
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E. RESOURCE NET (RN) CONTROL STATION (RNCS) STATUS	
☐ OPEN	Normal free flow of communications operations, sharing of messages, and unit-to-unit transmissions. Radio discipline = Recommended
☐ DIRECTED	All participants MUST go through the Net Control Station (NCS) and obtain authorization before initiating transmission of message.
☐ RESTRICTED	Restricted radio traffic only. Only priority messages (reports of injury, damage or immediate threat) are allowed. This is used in severe situations.
☐ EMERGENCY	Life – Safety – Emergency: ONLY Communication directly related to that in active support of the situation. Radio discipline = mandated.

SAL LEVEL ##
& “KEY WORDS”
REMAIN THE
SAME ACROSS
ALL ORGS.

SPECIFIC
“RESPONSE”
ACTIVITIES
AT EACH
LEVEL
TO BE DECIDED
BY EACH
ORGANIZATION.

ZRICS		CATEGORY “Z” RADIO (ZR) INCIDENT COMMAND SYSTEM
F. STANDARDIZED ACTIVATION LEVEL (SAL) OPERATIONS AND/OR ACTIVITIES		
☐ SAL-0 YYYY-MM-DD-TTTT:	NORMAL. There are NO known or potential incidents, dangers, threats or situations. RESPONSE: Continue daily operations & schedules. Conduct ongoing preparedness program and maintain both readiness and awareness levels.	
☐ SAL-1 YYYY-MM-DD-TTTT:	NOTICE. Initial notification of current or possible incident, threat or situation. RESPONSE: No deployment mobilization authorized. Implement Checklist: 1. Establish + confirm initial radio contact. 2. Advise “resource net” (RN) control station (RNCS) regarding availability: > If NOT available to deploy, can you assist? > If AVAILABLE, continue deployment checklist sequence. 3. Initiate intelligence gathering & documentation activities regarding situation 4. Begin portable (HT) radio and other rechargeable devices on “charge” status.	
☐ SAL-2 YYYY-MM-DD-TTTT:	ALERT. Local or adjacent OA volunteer radio organizations activated. RESPONSE: No deployment mobilization authorized. Support requests may be possible. Implement Checklist (details inside e-mail notification message): 1. Advise family members / loved ones. 2. Confirm radio programming for accuracy. 3. Continue intelligence-gathering & documentation activities. 4. Initiate PFOG and deployment checklists sequence. 5. Initiate vehicle safety inspection (VSI) checklist. (Confirm gas tank levels=FULL) 6. Start daily ICS-214 documentation. Record all actions / activity.	
☐ SAL-3 YYYY-MM-DD-TTTT:	STAND-BY. No deployment mobilization authorized. Notification of possible shift activation. RESPONSE: Implement ALERT Checklist and all previous levels. 1. Confirm health/safety of all family members/loved ones. 2. Advise “out-of-area” emergency contacts of situation. 3. Monitor situation by radio (if possible or practical) 4. Continue intelligence-gathering & documentation activities.	
☐ SAL-4 YYYY-MM-DD-TTTT:	STAGE. Notification of full or partial shift deployments with mobilization code (M-code required). RESPONSE: Obtain M-Code. Implement activation checklist and all previous levels: 1. Establish and maintain communications with NCS. 2. Begin F-IAP. Confirm “safety net” operations, contact and frequencies. 3. Confirm all intentions with NCS before implementing any actions. 4. Maintain daily ICS-214 for details (mileage, locations, assignments) and accuracy.	
☐ SAL-5 YYYY-MM-DD-TTTT:	DEPLOY. Full or partial assignment to incident, perhaps in shifts. (M-code required.) RESPONSE: Implement checklist and all previous levels: 1. Follow all deployment instructions and safety guidelines. 2. NEVER leave your radio unattended (without authorization). 3. Contact NCS before deviating from any assignment or instructions.	
☐ SAL- 6 YYYY-MM-DD-TTTT:	DISASTER. Disaster operations mode. No M-Code required (to activate, mobilize or assist). RESPONSE: Do whatever you can to help. Maintain a safe environment. Never jeopardize the safety of yourself or those around you. Unconventional assignments may be necessary. Remember AND USE your training and common sense. Keep daily ICS-214 updated.	
☐ SAL-R YYYY-MM-DD-TTTT:	RECOVERY. Not available for assignment unless Activation Level 6 incident or situation. RESPONSE: Implement LEVEL “R” checklist: 1. Confirm safety of family / loved ones / neighbors. 2. Replenish or replace all used or depleted resources. 3. Conduct vehicle safety inspection (VSI). 4. Implement plan for LEVEL 0 response preparedness. 5. Advise when Level 0 using most expeditious method.	

NORMAL

NOTIFICATION
(2)

ACTIVATION

MOBILIZATION
(3)

RECOVERY

ZR2-08AA-F: Section “A”

- Authority
 - ❖ Activation? Or Mobilization?
 - ❖ Current date/time?
 - ❖ Who passed message?
 - ❖ How was message passed?
 - ❖ Name of individual's organization?
 - ❖ Callback (c/b) contact details?

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3. NOTIFIED BY:			
4. METHOD:	☐ PHONE ☐ E-MAIL ☐ 2-WAY ☐ TV ☐ RADIO CH / FREQ:		
5. ORGANIZATION:			
6. CALL BACK:			

B. INCIDENT INFORMATION		
1. NAME		P-CODE:
2. NUMBER		M-CODE:
3. LOCATION		
4. MAP REF		
5. REPORT TO		

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ZR2-08AA-F: Section “B”

- ❑ Incident Information
 - ❖ Incident Name / Number
 - ❖ Mobilization code (M-code) if mobilized
 - ❖ Location of Incident
 - ❖ Map reference
 - ❖ Who you should report to

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ZR2-08AA-F: Section “C”

- ❑ Assignment Information
 - ❖ Functional Assignment (P-code)
 - ❖ Tactical Assignment
 - ❖ Tactical Identifier (callsign)
 - ❖ Other details

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ZR2-08AA-F: Section “D”

- Communications Information
 - ❖ Resource Net (RN) information
 - ❖ Travel Net (TN) information
 - ❖ Staging Net (SN) information

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ZR2-08AA-F: Section “E”

- Net Control Status
 - ❖ Type of Net
 - Open
 - Directed
 - Restricted
 - Emergency
 - ❖ Instructions based on type of net

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Why a Standardized Activation Levels

- ❑ SITSTAT updates will need to be distributed accurately and timely
- ❑ Systems (including backup systems) need to be created, tested and EVALUATED prior to disaster.
- ❑ Operational familiarity will decrease the time needed to notify volunteers.

Why a Standardized Mobilization System

- ❑ Volunteer Coordinators and Emergency Managers have limited time to notify local volunteers regarding SITSTAT
- ❑ Systems (including backup systems) need to be created, tested and EVALUATED prior to disaster.
- ❑ Operational familiarity will decrease the time needed to mobilize volunteers.

Why a Standardized Mobilization System

- Using valuable air-time to:
 - ❖ Provide SITSTAT information
 - ❖ Update RESTAT details
 - ❖ Designate mobilized members
 - ❖ Explain RNCS, TNCS, SNCS
 - ❖ Conduct RNCS, TNCS, SNCS
 - ❖ ***And what about those SUV/CV folks!***

Standardized Activation Levels

(Also Refer to Course 261)

8 Standardized Activation Levels

- ❑ **0** = Normal
- ❑ **1** = Notice
- ❑ **2** = Alert
- ❑ **3** = Stand-By
- ❑ **4** = Stage
- ❑ **5** = Deploy
- ❑ **6** = Disaster
- ❑ **R** = Recovery

Why a Standardized Activation System

- ❑ Standardizing activation level (SAL) codes **increases** “common denominator” **training opportunities and performance** information
- ❑ SAL codes **increase preparedness** while **enhancing mutual aid** (and professionalism)
- ❑ SAL codes **decrease “air time”** requirements at a time (disaster) when radio traffic will naturally be at **increased ops tempo**