

Position Name: **ZR Incident Communications Center (ICC) Unit Leader**  
 Position Code: **ZR25** Document ID: **221G**  
 ZR(ICS) Section(s):  ZR1/CMD  ZR2/OPS  ZR3/PLN  ZR4/LOG  ZR5/FIN

**DISCLAIMER:**

*Information in this document **does not apply** to local disaster or emergency incidents, field operations or other activities conducted under a served agency/government jurisdiction or a disaster relief (non-government) organization (NGO) **unless** the ZRICS concept has been adopted or pre-approved by the "host unit" or organizational sponsor.*

**DESCRIPTION:**

The Category "Z" Radio Incident Communications Center (ICC) Unit Leader (Position code: "ZR25") is the senior member in a ZR incident communications center (ZRICC) or ZR Incident Support Unit (ZRI SU) and is assigned to the ZR2 Operations (OPS) Section. This position typically reports directly to the ZR Operations Section Coordinator (ZR21) and is tasked with primary responsibility for all ICC operations. This position has direct supervision of all ICC or ISU staff.

Selection to this position will be based on 1) approval by the "home unit" authority, 2) the successful completion of all pre-requisites and 3) the combined knowledge, training and experience/qualifications of the individual candidate.

Individuals assigned to or designated as this position code or P-code must be able to quickly assess limited available information and resources and formulate an operational plan that will meet or exceed the tactical objectives of the incident. They must also be able to collaborate with other ZR2 personnel in the ICC and in the field to identify weaknesses and other situations and/or conditions with potential to threaten incident safety or impede the achievement of operational objectives.

Like all assignments to the ICC, this position may be from the same or different ZR communications organization. Assignments will **not** be made to this position in support of a real incident unless the candidate has successfully participated in a simulated emergency test or field deployment exercise in a operating ICC/ISU environment. Exceptions must be approved by the ZR21 in collaboration with the ZR11/Incident Coordinator prior to resource ordering.

**"HOME UNIT" RESPONSIBILITIES:**

Maintaining category "z" radio skill proficiency levels and operational familiarity of ZR position responsibilities between ZR incident assignments can be challenging and difficult. Practical working knowledge and proficiency level maintenance of any ZR position, especially those in leadership, can be both numerous and complex. At the same time, volunteers have family, employment and other social obligations that take large chunks of the limited 24-hours each of us has in a single day.

In order for qualified ZR position holder to be ready, they must take special precautions so they do not forget critical information or position proficiency skills between incidents. Yet these are both an obligation and responsibility expected of all ZR-certified candidates.

To maximize retention of proficiency skills and provide qualified position holders with ongoing opportunities to demonstrate their working knowledge and skill proficiency levels, the following "home unit" responsibilities are offered as opportunities to "stay involved" and maintain position certification requirements:

1. Maintain position "Go" or "Jump" kit or bag for maximum readiness at all times.
2. Maintain checklist of all position "Go" or "Jump" kit or bag items.
3. Maintain personal "Go" kit or bag for maximum readiness at all times.
4. Maintain checklist of all personal "Go" or "Jump" kit or bag items.
5. Maintain support (maintenance) "Go" kit or bag for maximum readiness at all times.
6. Maintain checklist of all support/maintenance "Go" or "Jump" kit or bag items.

**NOTE:** For all checklist items, refer to [V-C-N ZR2-07AA-F](#) for guidance and suggestions on MAPS for emergency communications checklists. A single document may be used to identify items 2, 4 and 6.

7. Participate in – **or conduct** – presentations regarding designated ZRICS organizational and operational structures, operations, proficiency and conduct.
8. Participate in – **or conduct** – available tailgate and/or coffee break sessions.
9. Maintain operational familiarity with all known threats and/or hazards and their potential impact on category "z" radio field operations.

#### **Pre-departure safety operations:**

10. Participate in all "resource net" (RNCS) "status & availability" operations.
11. Keep current and accurate Activation-Mobilization Checklist (ZR2-08AA-F) during all SAL-1, SAL-2 and SAL-3 status operations.
12. Initiate a timely relay to provide accurate updates of details as quickly as possible.
13. Obtain a Mobilization Code (M-code) prior to departing from Home Unit or originating location.
14. Confirm all deployment activities using P-code checklist.
15. Conduct a vehicle safety inspection (VSI) using V-C-N ZR1-07AA-F prior to departing from the Home Unit or originating location.
16. Indicate time of VSI activity on daily ICS-214 (VSI=OK).
17. Check "out" with RNCS before initiating contact with TNCS.

#### **In-Transit Safety Guidelines:**

18. Check "in" AND MAINTAIN CONTACT with the Travel/Resource/Staging net control station (NCS) operator (if active).
19. Obey all posted speed limits and traffic laws traveling to/from field assignments.
20. Check "out" with and obtain confirmed acknowledgement from the TNCS before contacting SNCS or turning off radio.
21. Update daily ICS-214 form before departing vehicle.

**INCIDENT RESPONSIBILITIES:**

Qualified ZR position holders are expected to "hit the ground running" and quickly provide their knowledge and skill sets to fulfill the duties and responsibilities within the ZR organizational structure on an incident.

These "incident" responsibilities increase smooth functioning of all field operations during a ZR incident, activity or development/training exercise:

1. Always maintain a "safe" operating environment (ZR Incident Priority #1).
2. Complete all ICS-211.ZR processing at designated incident "check-in" location (if available. If not available, initiate process).
3. Indicate check-in processing activity on personal ICS-214 form.
4. Obtain an operational briefing prior to any assignment.
5. Document all known threats and/or hazards, to include any mitigation strategies, mediation efforts or "workarounds" approved by the Safety Coordinator.
6. Report to the Incident Communications Center (ICC) or Incident Support Unit (ISU) and obtain a unit briefing from previous ZR25 (if designated).
7. If an ICS-211.ZR has not been started for the ICC, initiate one.
8. Monitor incident operations to maintain incident safety objectives, including updates to local threats or hazards and designated mitigation strategies.
9. Update personal (daily) ICS-214 form of all subordinate leadership positions or leadership changes during the operational period.
10. Monitor ongoing ICC/ISU operations for appropriate staffing levels and initiate corrective action, if necessary.
11. Maintain familiarity with all operational period goals, objectives and strategies.
12. Be prepared to request additional resources to support tactical operations.
13. Maintain a collaborative environment between section leadership and provide input toward development of the Incident Action Plan for the next operational period.
14. Maintain accurate, updated information on ICS-205 indicating all operations (OPS), tactical (TAC) and command (CMD) frequencies.
15. Interact with incident command and general (C&G) staff via the designated radio frequencies.
16. Identify, monitor and report to the ZR21 regarding outstanding PTB tasks of ICC or ISU staff to be completed on the incident or exercise.
17. Proactively observe all section "direct report" staff and collaborate with each to maximize their progress toward completion of any outstanding or unfinished PTB requirements.
18. Recommend release of resources from assigned status (not release from the incident).
19. Prepare and review an Individual Performance Review (ICS-226.ZR) form on all staff prior to demobilization.
20. Recommend changes to the Incident Action Plan (IAP) to the ZR21 (as necessary).
21. Participate in planning and other meetings as requested.
22. Maintain an updated, accurate (unit) ICS-214 form in the ICC/ISU on a daily basis.
23. Maintain an updated, accurate ICC/ISU ICS-211.ZR form (if no ZR2D mobilized).
24. Monitor ICS-211.ZR form "inconsistencies" between current staffing levels and number of "blank" column 9 "out" blocks on the form (should be the same).

25. Monitor ICC/ISU message log.
26. Ensure inventory of blank ICS-213.ZR (general message) and other forms within the ICC/ISU is taken periodically.
27. At earliest opportunity, provide a briefing to the ZR25 or designated "direct report" of remaining or uncompleted Position Task Book (PTB) items.
28. Maintain operational familiarity with all ICC/ISU communications equipment, procedures and all basic functions and capabilities.
29. Correctly fill out/complete and process all required forms on a timely basis.
30. Coordinates "runner" traffic between the communications center and the EOC [OR] between the incident and ISU.
31. Provide additional support of ICC/ISU operations (upon request of the ZR21).
32. Monitor operations to maintain incident safety objectives and strategies.
33. Conduct communications center meetings, when deemed necessary.
34. Never leave a designated assignment without first obtaining a confirmed authorization from the ZR25, NCS or competent authority.
35. Ensure all "safety clock" activities are entered **immediately** on unit ICS-214 form.
36. Request an Individual Performance Review (ICS-226.ZR) form prior to demobilization.
37. Maintain a current, updated (personal) ICS-214 form on a daily basis.

**RESOURCES NEEDED:**

1. V-C-N Position Task Book (PTB)
2. V-C-N Position Check List (PCL)
3. V-C-N Position Job Aid (PJA)
4. V-C-N Position "Go" Kit or Bag Resources (equipment and supplies)
5. V-C-N Position "Go" Kit or Bag Checklist
6. Personal "Go" Kit or Bag Resources
7. Personal "Go" Bag Checklist
8. Support "Go" Kit or Bag Resources
9. Support "Go" Kit or Bag Checklist

**PREREQUISITES:**

1. Completed (or completing) designated Position Task Book (PTB).
2. Complete pre-requisite V-C-N Academy course(s).
3. Complete all designated pre-requisite ZR position(s) and requirements.
4. Authorization of Home Unit.

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