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ZRICS POSITION DESCRIPTION GUIDE (PDG)

Position Name: **ZR Incident Communications Center (ICC) Specialist**
 Position Code: **ZR2R** Document ID: **223G**
 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 ZR Incident Communications Center (ICC) Specialist (Position code: "ZR2R") is an operational support position in an ICC using ZRICS structures, systems and forms during category "z" radio field deployments, operations, training session or development exercise.

This position reports directly to the ICC Unit Leader (P-code: "ZR25") and is tasked with the primary responsibilities of monitoring and conducting radio transmissions during an operational period to/from designated field units or other net control stations (NCS) using approved protocol(s).

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.

This position, like all assignments to an ICC, may be from the same or different ZR communications organization. However, for safety purposes, no assignments will be made to the ICC in support of a real incident **unless** the candidate has successfully participated in a simulated emergency test comprised of actual field duties in a Communications Center environment.

Exceptions must be approved by the ZR21 prior to resource ordering and noted on the ICS-214 of the ZR2R upon arrival at the incident.

"HOME UNIT" RESPONSIBILITIES:

1. Maintain position "Go" kit for maximum readiness at all times.
2. Maintain position "Go" kit checklists.
3. Maintain personal "Go" kit for maximum readiness at all times.
4. Maintain personal "Go" kit checklists.
5. Maintain support "Go" kit for maximum readiness at all times.
6. Maintain support "Go" kit checklists.

NOTE: For all checklist items, refer to V-C-N.org ZR0-09AH-G for guidance and

suggestions on MAPS for emergency communicator checklists.

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 known local threats and/or hazards, and their potential impact on category “z” radio field operations.

“INCIDENT” RESPONSIBILITIES:

1. Complete all ICS-211.ZR processing at designated incident “check-in/out” location.
2. Indicate check-in processing activity on daily ICS-214 form.
3. Obtain and document a unit briefing from the ZR Incident Communications Center (ICC) Unit Leader (ZR25).
4. At earliest opportunity, provide a briefing to the ZR25 or designated “direct report” of remaining or uncompleted Position Task Book items.
5. Obtain and document a position briefing from predecessor of the previous operational period (if assigned or available).
6. Document all known threats and/or hazards, to include any mitigation strategies, mediation efforts or “workarounds” approved by the Safety Coordinator.
7. Maintain familiarity with all operational objectives and strategies.
8. Be familiar with all communications equipment, procedures and all basic functions and capabilities.
9. Correctly fill out/complete and process all required forms on a timely basis.
10. Use appropriate communications protocols when responding to routine requests/information.
11. Serves as a primary radio operator to transmit (TX) outgoing and/or receive (RX) incoming incident communications center (ICC) radio transmissions.
12. Logs and documents all messages received or transmitted by the ICC (or coordinate to confirm these activities with ZR2D position, if assigned).
13. Provide additional support of ICC operations, including message delivery, filing and/or transcription (upon request of the ZR25).
14. Monitor operations to maintain incident safety objectives and strategies.
15. Maintain accurate, updated information on ICS-205 indicating all operations (OPS), tactical (TAC) and command (CMD) frequencies.
16. Participate in communications center and other meetings, as requested.
17. Never leave a designated assignment without first obtaining a confirmed authorization from the ZR25, NCS or competent authority.
18. Immediately notify the Communications Center Unit Leader when a “safety clock” is requested/started and when it is stopped.
19. Advise the Communications Center Unit Leader and Documentation Specialist (if designated) when a “safety clock” has been stopped.
20. Request an Incident Personnel Performance Review Form (ICS-225G) prior to demobilization.
21. Keep ICS-214 form current and updated 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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