

The following checklist should be considered the minimum requirements for this position. Note that some of the tasks may be one-time actions; others may be ongoing or repetitive for the duration of the incident.

Incident: _____ Date: _____

Name: _____ Callsign: _____

Position Name: **ZR Communications Center Specialist**
 Position ID: **ZR2R** Document ID: **223C**
 ZRICS Section ZR1/CMD ZR2/OPS ZR3/PLN ZR4/LOG ZR5/FIN



TASK



1. Notification and Activation: Confirm all pre-deployment tasks and activities.
 - Complete V-C-N ZR2-08AA-F form.
 - Initiate ICS-214:
 - Name of Contact and Time Contacted
 - Incident Name, Location, ETA provided for arrival to incident.
 - Position code (P-code) assignment
 - Mobilization code (M-code) assigned
 - Initiate ICS-205: Travel net and talk-in frequencies.
 - Complete all pre-deployment checklists.
 - Mobilization and/or special instructions
 - Complete Medical Reference Form (ZR4-09AA-F) and prepare for submission using ZR4-09AA-M guidelines.



2. Prior to departing for incident:
 - Complete vehicle safety inspection.(VSI) form using ZR1-07AA series.
 - Document pre-inspection time on personal ICS-214.
 - Document departure time and mileage on personal ICS-214.
 - Check-in with Travel, Safety or Resource Net Control Station (NCS).



3. During (all transit periods) travel to incident:
 - Always MAINTAIN CONTACT with Travel, Safety or Resource NCS.
 - Obey all speed limits and traffic laws.
 - Immediately advise NCS of any unscheduled/unplanned situations.
 - Obtain confirmed acknowledgement from NCS prior to turning off or departing vehicle for any reason.

- 4. Upon arrival at incident:
 - Check-out with Travel, Safety or Resource NCS.
 - Document incident arrival time and mileage on personal ICS-214.
 - Report to "check-in" for processing.
 - Confirm ICS-211.ZR reflects sign-in.
 - Indicate completed check-in processing activity on personal ICS-214.
 - Report to and check-in with Operations Section (Attn: ZR25).

- 5. Obtain briefing from Communications Center Unit Leader (ZR25)
 - Review existing communications plan (ICS-205 form).
 - Road closures / Access limitations or restrictions / Impacted areas.
 - Identify any current or potential hazards, threats or situations, including mitigation strategies and/or precautionary measures.
 - Confirm assignment and radio operations guidelines.
 - Document assignment and tactical callsign (if designated) on ICS-214.
 - Confirm report on condition (ROC) information.
 - NWS / NOAA Weather Information.
 - Identify outstanding/unfinished PTB tasks/requirements to direct report.

- 6. Confirm (provided) position equipment is operating properly.
 - Confer with ZR25 if differences exist and obtain guidance.
 - Confirm all frequencies, tone(s), offset(s) and memories against current ICS-205 Communications Plan.
 - Conduct test of current equipment in front of ZR25 or predecessor prior to assuming responsibility of position (if not already being used).
 - Document completed equipment test on personal ICS-214 form.

- 7. **BEFORE ASSUMING RESPONSIBILITY FOR POSITION:**
 - Confirm all communications center staffing against ICS-211.ZR.
 - Confirm details of all positions in communications center.
 - Write down FCC and tactical callsigns.
 - Confirm tactical callsign(s) of current radio operator(s) if operating against assigned tactical callsign(s).
 - Confirm all current hazards/threats and mitigation strategies.
 - Identify and document any field units currently on safety timer, including scheduled time for next contact.
 - Document all shift changes and/or scheduled EOW assignments during operational period.

- 8. During your assignment:
 - Maintain a safe operating environment at all times.
 - Oversee all communications center operations.
 - Maintain an accurate, updated ICS-214 form.

- Document all changes in FCC and/or tactical callsigns.
- Notify "OPERATIONS" immediately if safety timer is needed. (ZR2D to acknowledge and document on Comm Center ICS-214 form.)
- Notify "OPERATIONS" immediately when safety timer ends. (ZR2D to acknowledge and document on Comm Center ICS-214 form.)
- Provide "direct report" with situation status (SITSTAT) updates.

9. Prepare strategy for timely demobilization when ordered.

- Identify critical or essential staffing needs.
- Use ICS-213 to declare staffing resources as "excess" or demobilization processing.
- Conduct review of outstanding/unfinished PTB task/requirements.

10. UPON RELEASE FROM INCIDENT:

- Complete vehicle safety inspection.(VSI) form using ZR1-07AA series.
- Document pre-inspection time on personal ICS-214.
- Document departure time and mileage on personal ICS-214.
- Check-in with Travel, Safety or Resource Net Control Station (NCS).

11. During transit to home unit (destination point):

- Maintain contact with Travel or Safety NCS.
- Obey all speed limits and traffic laws.
- Immediately advise NCS of any unscheduled/unplanned events.
- Obtain confirmed acknowledgement from NCS prior to departing vehicle for any reason.

12. Upon arrival at destination point:

- Check-out with Travel or Safety NCS.
- Document incident check-out time and mileage on ICS-214.

If reassigned to another incident:

- Initiate a new PCL (See item #4)

If returning to home unit:

- Confirm safety with/of family members (continue with item #15).

13. Initiate "RECOVERY" processing:

- Replenish all used/opened items.
- Review all position, personal and radio checklists.
- Report "availability" to home unit.

(Items offered for consideration by each individual candidate. Your own "kits" may be different.)

DOCUMENTATION:

- ___ x01: Designated PTB for position (Completed and signed with Home Unit authorization)
- ___ x01: V-C-N Academy Course certificate for designated position
- ___ x01: ZR Position Task Book (PTB)
 - Completed and signed with
 - Home Unit authorization
- ___ x01: ZR Position Check List (PCL)
- ___ x01: ZR Position Job Aid (PJA)
- ___ x01: V-C-N Academy Course certificate for designated position
- ___ x01: Position "Go" Kit
- ___ x02: Position "Go" Kit Checklist
- ___ x01: Personal "Go" Kit
- ___ x02: Personal "Go" Kit Checklist
- ___ x01: Radio "Go" Kit
- ___ x02: Radio "Go" Kit Checklist

POSITION "GO" KIT ITEMS:

- ___ x02: Checklist of all Position "Go" kit items
- ___ x10: ICS-214 Forms
 - Unit / Daily Log
- ___ x20: ICS-213 Form
 - General Message Form
- ___ x20: ICS-213 Form (Yolo County, CA)
 - General Message Form
- ___ x05: ICS-205 Forms
 - Incident Communications Plan
- ___ x05: ICS-211.ZR "Check-In" Forms
 - ZR5-08AK Series (*)
- ___ x02: ZR1-07AA-F Form (*)
 - Vehicle Safety Inspection Form
- ___ x01: ZR1-07AA-M Memo (*)
- ___ x01: ZR2-10AA-F Form (*)
 - Communications Center Checklist
- ___ x05: ZR3-08AA-F Form (*)
 - ZR Field Incident Action Plan (F-IAP)
- ___ x01: ZR3-08AA-M Memo (*)
- ___ x05: ZR3-08AC-F Form (*)
 - ZR3 Ops Period PLN Mtg Check List
- ___ x01: ZR3-08AC-M Memo (*)
- ___ x01: ZR3-09AD-M Memo (*)
 - Modified Mercalli ("Mike-Mike") Scale

- ___ x02: ZR4-09AA-F Form (*)
 - Medical Reference Form
- ___ x02: #10 Business Envelope
 - on Top Left Side:
 - Last Name, First Name
 - Incident Number
 - Callsign, P-Code, M-Code
- ___ x01: ZR4-09AA -M Memo (*)
- ___ x02: ZR5-07AC-F Form (*)
- ___ x01: ZR5-07AC-M Memo (*)
- ___ x01: Map of local area (Thomas Guide)
- ___ x01: Map(s) of local area (Other)
- ___ x03: Stenographer Pad
- ___ x02: Writing Instrument
 - Pen w/black or blue ink

PERSONAL "GO" KIT ITEMS:

- ___ x02: Checklist of all Personal "Go" kit items
- ___ x01: In case of emergency (ICE) Contact List
- ___ x01: First-aid kit
- ___ x01: Prescription eye-glasses
- ___ x01: Prescription sun-glasses
- ___ x01: Personal prescriptions
- ___ x01: Personal prescriptions refill order
- ___ x01: Special medications (i.e.: asthma)
- ___ x01: Sun-block to prevent sun burn

RADIO "GO" KIT ITEMS:

- ___ x02: Checklist of all Radio "Go" kit items
- ___ x01: VHF/UHF tactical radio
- ___ x01: Anderson PowerPole adapters
- ___ x01: DC (12v) "gator clip" connectors
- ___ x01: Enhanced performance antenna
- ___ x01: Microphone(s) for tactical radio
- ___ x01: Headset or earphones
- ___ x01: Magnetic Mount (MM) Antenna (with PL-259 connector)
- ___ x01: Radio frequency guide (local area)

(*) All "ZR" series forms can be downloaded from the <http://www.V-C-N.org> (Resources) web site.