

ZRICS

Category “Z” Radio Incident Command System



ZR Incident Communications Center (ICC) Specialist

*Introduction to the ZR2R Position
- A V-C-N.org Academy Course -*



Category “Z” Radio Incident Command System

Activation

Organizational Autonomy

- V-C-N and ZRICS maintain respect for “organizational autonomy” regarding notification, activation and mobilization structures, systems and forms.

Activation Activities

- ❑ Do **not** “**self-deploy**” or pre-stage unless your organization provides authorization
- ❑ Follow the procedures and protocols of the organization activating you.
- ❑ Complete any required organizational forms

V-C-N/ZRICS Notification

- Initiate “ICS-214.ZR” form
 - ❖ V-C-N.org Academy Course 262

V-C-N/ZRICS Activations

- ❑ Update “ZR2-08AA-F” form
- ❑ Update ICS-214.ZR form
- ❑ Standardized Activation Levels (SAL’s)
 - ❖ Develop/Test SAL pre-scripted message series for all local hazards/threats
 - ❖ Conduct awareness and proficiency drills to maintain operational skills:
 - V-C-N.org “ZR2-08AA” Series (Course 044)
 - V-C-N.org Academy Course 043 (ERD)
 - V-C-N.org Academy Course 261 (SAL)

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		
<input type="checkbox"/> 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.
<input type="checkbox"/> 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.
<input type="checkbox"/> 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.
<input type="checkbox"/> 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.
<input type="checkbox"/> 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.
<input type="checkbox"/> 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.
<input type="checkbox"/> 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.
<input type="checkbox"/> 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



Category “Z” Radio Incident Command System

Mobilization

Organizational Autonomy

- V-C-N and ZRICS maintain respect for “organizational autonomy” regarding notification, activation and mobilization structures, systems and forms.

Mobilization Activities

- ❑ Do **not** “**deploy**” or depart unless your organization provides authorization
- ❑ Complete any required organizational forms
- ❑ Follow the procedures and protocols of the organization mobilization you

V-C-N/ZRICS Mobilizations

- ❑ Update “ZR2-08AA-F” form
- ❑ Update ICS-214.ZR form
- ❑ Standardized Activation Levels (SAL’s)
 - ❖ Develop/Test SAL message series for all local hazards/threats
 - ❖ Conduct awareness and proficiency drills to maintain operational skills:
 - V-C-N.org “ZR2-08AA” Series
 - V-C-N.org Academy Course 043
 - V-C-N.org Academy Course 261

V-C-N/ZRICS Mobilizations

- ❑ Maintain contact via your designated organizational frequency/frequencies
- ❑ Not all organizational members may be needed / needed at the same time
- ❑ Partial mobilizations possible, perhaps in stages
- ❑ **Remember:** Incident Objectives (Priority #1, #2 and #3)

Pre-Departures Activities

- ❑ Obtain ICC position assignment
 - ❖ Perhaps from “resource” net or directly from your organization
- ❑ Conduct pre-check of “go” kit or bag
- ❑ Review “go” kit/bag checklists
- ❑ Complete required documentation and pre-departure activities

Pre-Departures Activities

- Check "in" to travel net and maintain contact (safety is first priority)

CALLSIGN	BEGIN TIME	MILEAGE	ARR TIME	MILEAGE	DEP TIME	MILEAGE	END TIME	MILEAGE
KB6UJW	0800	119.2	0825	142.6				
KG6LFZ	0801	263.9	0824	287.3	1429	302.6	1500	326.0
KE6FUZ	0802	127.3	0900	147.3	1500	205.8		
KG6WTQ	0802	116.0	0847	125.0	1424	131.0	1501	140.0
KE6NNQ	0804	156.7	0835	182.0	1515	182.0	1547	207.3
KK6KK	0805	922.4	0819	937.4				
KB6CUS	0810	185.3	0819	198.0	1525	215.3		
KB6CUR	0810	185.3	0819	198.0	1525	215.3		
KJ6FBW	0811	249.6	0900	265.6	1505	275.4	1535	291.4
W6HK	0816	873.4	0829	884.4	1515	885.2	1530	896.2
KB6WUM	0818	191.5	0913	ACCIDENT				
AD6WI	0820	647.0	0830	652.0	1545	652.0	1555	657.0
AE6SI	0820	817.3	0851	829.6				
KJ6JBS	0822	4275.8	0912	4317.4				
W6BGR	0823	886.9	0855	904.8				
AE6VM	0825	564.0	0930	575.0				
KJ6AOX	0825	3421.7	0851	3442.8				
WB6T	0810	51162.0	0900	51192.4				
KL6MF	1225	193.1	1255	212.7				

Pre-Assignment Activities

- Check “out” of travel net (TN) and check “in” with staging (STG) net (SN) if one is on the air (using “ZR2-07AB” frequency change protocol).



DOCUMENT TOPIC

FREQUENCY CHANGE MANAGEMENT USING V-F-T-O-M

DOCUMENT ID: ZR2-07AB-M: Memorandum Created: 2007-12.12-0630

OP SECTION(S): ZR1/CMD ZR2/OPS ZR3/PLN ZR5/LOG ZR5/FIN

TO: All V-C-N / ZRICS Participants and ZR Participating Organizations

FROM: Volunteer Communications Network / ZRICS Development Team (ZRDT)

BACKGROUND:

Safety is always "priority #1" on all V-C-N and ZRICS incidents, operations, activities, meetings, training sessions or (development) exercises. Implementing and maintaining a "safe" operating environment requires policies, procedures and protocols for the safety of all yourself (and those around you), other incident participants and the general public.

Unsafe operating environments are one (among many) reasons why every radio operator with responsibilities as an emergency communicator must be able to change frequencies with little or no advance notice (upon demand), and do so quickly and safely.

"V-F-T-O-M" drills help radio operators to maintain individual and organizational proficient and ability to change frequencies when required to meet incident objectives or mission requirements. Every emergency communications specialist must be able to change the frequencies of the radio they bring to and use during an incident.

To review, V-F-T-O-M was designed by the V-C-N and stands for:

1. "V" – Select radio "VFO" mode (you cannot program a radio in "memory" mode).
2. "F" – Select desired or requested (F)requency.
3. "T" – Select desired, requested or needed (T)one.
4. "O" – Select requested or needed (O)ffset, either "plus" (P) or "minus" (M), to include "open" tone (tone enabled on transit or "encode" only (or) tone enabled on both encode and receive or "decode" ... also known as "CTCSS").
5. "M" – Save into (M)emory.

IMPLEMENTATION:

ZR incident objectives always focus on safety. There are three "standardized" incident priorities that apply to all deployments, operations, activities, meetings, training drills and (development) exercises. They are:

- Priority #1: Safety. Always maintain a "safe" operating environment.
- Priority #2: Monitor. Always monitor your designated or assigned frequency.

- Priority #3: Confirm. Always obtain "confirmed acknowledgement" from your designated or assigned net control station (NCS) before initiating any change in your assignment.

Complying with NCS frequency change management requests (using V-F-T-O-M) requires a standardized procedure or protocol to maintain a safe operating environment. All V-C-N and ZRICS radio specialists will practice and use the following protocols.

APPLICATION + UTILIZATION:

1. NCS requests radio operator to change frequency.
2. Radio operator acknowledges request and asks for new frequency information.
3. NCS provides new frequency information and requests confirmation.
4. Radio operator conduct "read back" confirmation of new frequency information.
5. NCS confirms accuracy and authorizes radio operator to change frequencies (QSY) to the new frequency, with instructions to return to originating (this) frequency if unable to make contact with NCS on new frequency.
6. Radio operator acknowledges instructions and requests permission to change "NOW" to the new frequency.
7. NCS acknowledges and ends conversation with callsign.
8. Radio operator acknowledges and ends conversation with callsign.

###

V-C-N Academy Course 265

Pre-Assignment Activities

- Check "in" to incident (ICS-211.ZR form)

1. Incident Name / Number		2. Operational Period (Date / Time) From: To:		3. Check-In Location <input type="checkbox"/> EOC <input type="checkbox"/> Other: <input type="checkbox"/> ICC <input type="checkbox"/> STG <input type="checkbox"/> ICP <input type="checkbox"/> NCS:		CHECK-IN LIST (Personnel)	
Personnel Check-in Information				6. Initial Incident Check-in?		9. Time	
4. Name (Last, First)	5. CALLSIGN (Service)	6. ICS Section / Assignment / Quals	7. Contact Information (or) Organization	X	In	Out	
01							
02							
03							
04							
05							
06							
07							
08							
09							
10							
11							
12							
13							
14							
15							
16							
17							
18							
19							
10. Prepared by:		11. Date / Time: (YYYY-MM-DD-TTTT)		12. Date / Time Sent to Resources Unit		Page: of	
CHECK-IN LIST (Personnel)		V-C-N.org\ICS-211.ZR5-08AK-F.F.2011-03.31-0710.doc		(ZR5-08AK-F)		ICS 211.ZR	

Pre-Assignment Activities

- Begin ICC checklist
 - ❖ Refer to: ZR2-10AA-F



Incident Communications Center (ICC) Checklist [OR]

Emergency Operations Center (EOC) Checklist

Date:

Incident:

NOTE: Items on your organization's ICC or EOC radio room checklist may be different and not appear in the same sequence.

Checklist assumes Standard Operating Procedures (SOP) for your facility identifies priority of frequencies and sequence of positions to be staffed. For safety, each position be assigned only one hot frequency at a time to minimize missed transmissions.

[UPON ARRIVAL]

- Turn on lights
- Observe time on wall clock.
 - Correct to current time if wrong.
 - Indicate time on personal (daily) ICS-214. (Note correction for lessons learned)
- Start ICC/EOC Check-in Form
 - Use ICS-211.ZR if no EOC form available. (Refer to ZR5-08AK-F).
- Start ICC/EOC ICS-214 Form
 - Indicate time opened by you.
- Turn on heat / air conditioning
- Turn on ALL position radio(s)
 - Checking DC power source
 - Turn down volume on all but position #1
- Confirm correct Position #1 radio frequency (Repeater? Tactical?)
- Position radio microphone working properly?
 - Test using portable/handheld radio.
 - Confirm transmit working properly.
- Is packet TNC message LED blinking?
 - If blinking, messages are waiting.
 - Process according to SOP instructions.
- Start coffee
 - Is water running?
 - Is water clear?
- Check soap / hand cleaner supplies
- Check hand-towel supplies

- Check coffee supplies
 - Regular (Caffeinated) and De-caffeinated
- Check coffee cup supplies
- Check crème supplies
- Check sugar / sweetener supplies
- Check mixer / stirrer supplies
- Confirm telephone(s) working properly
 - Is telephone number in sight on wall?
 - Is telephone number documented in SOP?
- Place last line(s) on hold if multi-line system.
- Confirm facsimile (fax) working properly
 - Fax line tested according to SOP?
 - Fax printing quality tested according to SOP?

[POSITION SET UP]

Each position must be quickly prepared to receive all incoming messages to that station (copying and then logging).

- Safety/Travel Log
 - If no EOC form exists, use ZR5-07AD-S
- Mobilization code (M-code) Log
 - If no EOC form exists, use ZR4-08AF-S
- EOC Radio Room Message Log
- General message forms
 - Establish MAPS for minimum # of forms.
 - Use ICS-213 ONLY if no other form specified in facility SOP .
- Writing Paper
 - Prefer memo pad (stenographers type)
- Writing Instrument (pen / pencil / eraser)
- Organizational Contact List
- Standard Operating Procedures (SOP) (Housed in 3-ring binder)
 - Organizational Contact List
 - Communications Plan
 - Turn to "Emergency NCS Script" page
 - Use NCS script for specific hazard
 - Notebook / Lined Paper (in back)
 - Communications Plan
- Map(s) of local (or impacted) area
- Radio headset (and adapter kit)
 - Only radio operators use headsets.



- Radio headsets in operator "go" kits?
(Do not use radio headset for position #1 until additional radio operators are assigned, then all should use headsets if communications center unit leader (P-code = ZR25) is designated)

- ___ Flashlight with extra bulb
- ___ Extra flashlight batteries

[CHECK RESTROOMS]

- ___ Turn on lights
 - Working properly?
- ___ Turn on water
 - Working properly?
 - Water is clear?
- ___ Flush toilet(s)
 - Check each one and mark if mal-functioning.

- ___ Install batteries in flashlights
(If not already installed)
- ___ Confirm flashlights working properly?
- ___ Check soap / hand cleaner supplies
- ___ Check hand-towel supplies
- ___ Check toilet liners supplies

[HOT WATER HEATER CHECK]

- ___ Check for gas leak / smell of gas
(If YES, notify EOC Manager immediately)
- ___ Check if EQ safety straps still secure

[REMAINING POSITIONS SETUP]

- ___ Correct frequency for position sequence?
- ___ Radio microphone working properly?
- ___ Set volume to low.
- ___ Safety / Travel Log
- ___ Mobilization code (M-code) Log
- ___ EOC Radio Room Message Log
- ___ General message forms
 - Establish MAPS for minimum # of forms.
 - Use ICS-213 ONLY if no other form specified in facility SOP .
- ___ Standard Operating Procedures (SOP)
(Housed in 3-ring binder)
- ___ Organizational Contact List

- ___ Communications Plan
 - Turn to "Emergency Script" page)
- ___ Notebook / Lined Paper (in back)
- ___ Radio headset (and adapter kit)
 - Only radio operators use headsets.
 - Radio headsets in operator "go" kits?
(Do not use radio headset for position #1 until additional radio operators are assigned, then all should use headsets if communications center unit leader (P-code = ZR25) is designated)

- ___ Writing Paper
 - Memo pad (stenographers type)
- ___ Writing Instrument (pen / pencil / eraser)
- ___ Map(s) of local (or impacted) area
- ___ Flashlight with extra bulb
- ___ Extra flashlight batteries

[COMMUNICATIONS – Digital]

- ___ Packet
 - ___ Is TNC Message LED blinking?
(Messages have been received.)
 - ___ Open position SOP.
 - ___ Pre-scripted text message series
 - ___ Turn on packet workstation & log-in.
 - ___ Access application software.
 - ___ Download and print messages.
- ___ WL2K: Winlink 2000
 - ___ Listing of (local area) RMS Sites
 - ___ Open position SOP.
 - ___ Pre-scripted text message series
 - ___ Turn on WL2K workstation & log-in.
 - ___ Access application software.
 - ___ Download and print messages.

MAPS = Minimal Acceptable Performance Standards