

DOCUMENT TOPIC

ZRICS STANDARDIZED ACTIVATION LEVEL (SAL) PROCESSING

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ICS SECTION(S): ZR1/CMD ZR2/OPS ZR3/PLN ZR4/LOG ZR5/FIN**TO:** All V-C-N and ZRICS Project Participants**FROM:** Volunteer Communications Network / ZR(ICS) Development Team (ZRDT)

This document has been created to assist you in implementing standardized processes and protocols following a notification, activation or mobilization from your "home unit" organization or those volunteer radio operators in a "served agency" relationship.

 GENERAL USE FREQUENCY ANNOUNCEMENT

*"QST. QST. QST. Attention all radio amateurs. This is <CALLSIGN> with an emergency message.
:BREAK:*

*At _____ hours on <DATE>, <ORGANIZATION> was notified by <NOTIFIER>
of a real or potential emergency situation in our response area. Members of <ORGANIZATION> are
now conducting preparedness operations in case volunteer emergency communications support is
requested. :BREAK:*

*This frequency remains open for normal use. However, all stations are requested to immediately yield
to "breaking" stations so incident information and/or updates can be provided to <ORGANIZATION>
members. Your cooperation during this emergency notification of <ORGANIZATION> is appreciated.
This is <CALLSIGN> clear at <0000> hours.*

NOTIFICATION AUTHORIZATION: SAL-1 (NOTICE)

Forms You Will Need for this Standardized Activation Level (SAL):

- ZR2-08AA-F: Activation-Mobilization Checklist
- ZR3-11AD-F: ZR Resource Status (RESTAT) Report

- Notification system initiated by "home unit" or organization.
 - V-C-N / ZRICS respects organizational "autonomy" regarding notification policies.
 - Participating organizations are responsible for documenting, testing & evaluating their own notification systems (policies, procedures and protocols).

- Initiate SAL-1: Standardized Activation Level #1.
- Initiate "ZR2-08AA" form to document all information.
 - Complete A-3, A-4, A-5, A-6 and indicate YYYY-MM.DD-TTTT on SAL-1 (reverse).
- Contact other members of your organizational notification policy.
 - V-C-N / ZRICS respects organizational "autonomy" regarding notification policies.
- Initiate Resource Net (RN) Control Station (RNCS) operations.
- Update "ZR2-08AA" form to document all information.
 - Complete D-1 and indicate YYYY-MM.DD-TTTT on SAL-2 (reverse).
 - Indicate type of net in Section E.
- Initiate Resource Net Control Station or designate a RNCS operator.
 - Select an operational period ending time, such as notification + 4 hours/+ 6 hours
 - Initiate a Resource Status (RESTAT) report using ZR3-11AD
 - All members prepare to provide their "status and availability" to the RNCS.
- Transmit RESTAT "status and availability" per notification instructions.
- Continue SAL and/or MAPS checklist items.

Transmit the following SAL-1 emergency radio message:

*"QST. QST. QST. Attention all radio amateurs. This is <CALLSIGN> with an emergency message.
:BREAK:*

At _____ hours on <DATE>, <ORGANIZATION> was notified by <NOTIFIER> of a real or potential incident in our response area. We are now at standardized activation level ONE. I repeat, we are now at SAL-1. Members of <ORGANIZATION> should maintain contact on this frequency until further notice. :BREAK:

<ORGANIZATION> we will begin conducting "status and availability" operations in just a few minutes. If you must contact this station, please use the tactical callsign of <ORGANIZATION> "resource net" during each contact. If you are not a member of our organization, but wish to indicate your status and availability, please stand by on this frequency. :BREAK:

Resource Net will begin operations shortly. Please stand-by. This is <CALLSIGN>, clear."

NOTIFICATION AUTHORIZATION: SAL-2 (ALERT)

Forms You Will Need for this Standardized Activation Level (SAL):

- ZR2-08AA-F: Activation-Mobilization Checklist
- ZR3-11AD-F: ZR Resource Status (RESTAT) Report
- ZR2-11AE-F: ICS-214.ZR (Unit Log) Form

- Notification system initiated by "home unit" or organization.
 - V-C-N / ZRICS respects organizational "autonomy" regarding notification policies.
 - Participating organizations are responsible for documenting, testing & evaluating their own notification systems (policies, procedures and protocols).
- Emergency communicators in this or adjacent OA mobilized.
 - Initiate SAL-2: Standardized Activation Level #2.
 - Update "ZR2-08AA" form.
 - Indicate YYYY-MM-DD-TTTT on SAL-2 (reverse).
 - Initiate your ICS-214 form.
 - Time-stamp your (new) status on the next line of your ICS-214.
 - You may (optionally) time-stamp your (previous) SAL-1 status on the first line.
 - Update RNCS regarding SAL-2 status if not instructed from RNCS.
 - Continue SAL and/or MAPS checklist items.

Transmit the following SAL-2 emergency radio message:

*"QST. QST. QST. Attention all radio amateurs. This is <CALLSIGN> with an emergency message.
:BREAK:*

*At _____ hours on <DATE>, <ORGANIZATION> was notified by <NOTIFIER> of a real or potential emergency situation in our response area. Our standardized activation level status has changed from SAL-1 to standardized activation level TWO. I repeat, we are now at SAL-2.
:BREAK:*

A calldown of all <ORGANIZATION> members will be conducted by our resource net control station to confirm receipt of this change in status. Members of <ORGANIZATION> should maintain contact on this frequency until further notice. If you must contact this station, please use the tactical callsign of <ORGANIZATION> "resource net" during each contact. :BREAK:

If you are not a member of our organization, but wish to update or indicate your status and availability, please stand by on this frequency. Resource Net will begin member calldown operations shortly. Please stand-by. This is <CALLSIGN>, clear."

ACTIVATION AUTHORIZATION: : SAL-3 (STAND-BY)

Forms You Will Need for this Standardized Activation Level (SAL):

- ZR2-08AA-F: Activation-Mobilization Checklist
- ZR3-11AD-F: ZR Resource Status (RESTAT) Report
- ZR2-11AE-F: ICS-214.ZR (Unit Log) Form

- Activation system initiated by "home unit" or organization.
 - V-C-N / ZRICS respects organizational "autonomy" regarding activation policies.
 - Participating organizations are responsible for documenting, testing & evaluating their own activation systems (policies, procedures and protocols).

- Initiate SAL-3: Standardized Activation Level #3.
- Update details on "ZR2-08AA" form.
 - Complete A-1 and indicate YYYY-MM-DD-TTTT on SAL-3 (reverse).
- Update your ICS-214 form.
 - Time-stamp your (new) status on the next line of your ICS-214.
- Update RNCS regarding SAL-3 status if not instructed from RNCS.
- Contact other members as directed by your organizational activation policy.
 - V-C-N / ZRICS respects organizational "autonomy" regarding activation policies.
- Continue SAL and/or MAPS checklist items.

Transmit the following SAL-3 emergency radio message:

*"QST. QST. QST. Attention all radio amateurs. This is <CALLSIGN> with an emergency message.
-- BREAK --"*

At _____ hours on <DATE>, <ORGANIZATION> was notified by <NOTIFIER> of a real or potential emergency situation in our response area. The purpose of this transmission is to begin contacting members regarding possible changes in their activation level. :BREAK:

If this station contacts you, your current standardized activation level of TWO will now be increased to SAL-3. I repeat, if you are contacted, your current SAL-2 status will increase to SAL-3. If net control does not contact you, your status will remain at SAL-2. Continue preparing for a possible activation or mobilization by reviewing all remaining line items on your standardized activation checklist. :BREAK:

Escalations in activation levels may result in either a full or partial activation, perhaps in shifts. Please maintain contact on this frequency unless you are instructed otherwise. Additional incident updates will be announced on this frequency as soon as they are available. :BREAK:

Calldown operations will shortly. Please stand-by. This is <CALLSIGN>, clear."

MOBILIZATION AUTHORIZATION: : SAL-4 (STAGE)**Forms You Will Need for this Standardized Activation Level (SAL):**

- ZR2-08AA-F: Activation-Mobilization Checklist
- ZR3-11AD-F: ZR Resource Status (RESTAT) Report
- ZR2-11AE-F: ICS-214.ZR (Unit Log) Form
- ZR5-07AD-F: ZR Travel Net Log Form

- Mobilization system initiated by "home unit" or organization.
 - V-C-N / ZRICS respects organizational "autonomy" regarding activation policies.
 - Participating organizations are responsible for documenting, testing & evaluating their own activation systems (policies, procedures and protocols).
- Initiate SAL-4: Standardized Activation Level #4.
- Update details on "ZR2-08AA" form.
 - Complete A-2 and indicate YYYY-MM-DD-TTTT on SAL-4 (reverse).
- Update your ICS-214 form.
 - Time-stamp your (new) status on the next line of your ICS-214.
- Update RNCS regarding SAL-4 status if not instructed from RNCS.
- Contact other members as directed by your organizational activation policy.
 - V-C-N / ZRICS respects organizational "autonomy" regarding activation policies.
- Continue SAL and/or MAPS checklist items.

- Transmit the following SAL-4 emergency radio message:

*"QST. QST. QST. Attention all radio amateurs. This is <CALLSIGN> with an emergency message.
-- BREAK --"*

At _____ hours on <DATE>, <ORGANIZATION> was notified by <NOTIFIER> of a real or potential emergency situation in our response area. Members of <ORGANIZATION> are now conducting preparedness activities using standardized checklists. :BREAK:

Members of <ORGANIZATION> will now be contacted to increase their activation level from SAL-3 to SAL-4. Once your status is increased, you are instructed to finalize your preparations and contact this station when you are ready for mobilization. I repeat, do not deploy until you contact this station and indicate you are ready for mobilization. :BREAK:

No pre-staging of resources or self-mobilizations are authorized. Members of <ORGANIZATION> are advised additional escalations in our standardized activation levels may result in either a full or partial activation or mobilization which may be staggered or in shifts. :BREAK:

Members of <ORGANIZATION> should maintain contact on this frequency until further notice. If you are not a member of our organization, please wait until we have completed this operation. Net control will begin contacting members shortly. Please stand-by. This is <CALLSIGN>, clear."

Transmit the following SAL-4 "travel net" (TN) control station (TNCS) message:

*"QST. QST. QST. Attention all radio amateurs. This is <CALLSIGN> with an emergency message.
-- BREAK --"*

This station is part of <ORGANIZATION>. Members of <ORGANIZATION> are now being requested to provide support for an emergency situation. This will require one or more members to move from one location to another. In order to increase the safety of our members, we will begin conducting a "travel net" on this frequency. :BREAK:

Repeating, this is <CALLSIGN> initiating "travel net" operations on this frequency. If you have been mobilized, contact this station by using the tactical callsign of "<ORGANIZATION> travel net" so we can avoid any confusion with other operations being conducted on this frequency. :BREAK:

This frequency remains open for routine communications. However, all stations are requested to immediately relinquish the frequency to all "breaking" stations so members can begin traveling to their assignment. :BREAK:

Repeating, members of <ORGANIZATION> will soon begin traveling to their incident assignment. All stations are requested to immediately relinquish the frequency to "breaking" stations so our members can get to their assignments without delay. We request the cooperation of all station operators at this time. This is <ORGANIZATION> travel net, clear at <0000> hours. <CALLSIGN>

MOBILIZATION AUTHORIZATION: SAL-5 (DEPLOY)

Forms You Will Need for this Standardized Activation Level (SAL):

- ZR2-08AA-F: Activation-Mobilization Checklist
- ZR3-11AD-F: ZR Resource Status (RESTAT) Report
- ZR2-11AE-F: ICS-214.ZR (Unit Log) Form
- ZR5-07AD-F: V-C-N Travel Net Log Form

- Mobilization system initiated by "home unit" or organization.
 - V-C-N / ZRICS respects organizational "autonomy" regarding activation policies.
 - Participating organizations are responsible for documenting, testing & evaluating their own activation systems (policies, procedures and protocols).

- Mobilization system initiated by "home unit" or organization.
 - Initiate SAL-5: Standardized Activation Level #5.
 - Update details on "ZR2-08AA" form.
 - **IF YOU ARE GOING FROM SAL-3 TO SAL-5:**
 - Complete A-2 and indicate YYYY-MM.DD-TTTT on SAL-5 (reverse).
 - **IF YOU ARE GOING FROM SAL-4 TO SAL-5:**
 - Indicate YYYY-MM.DD-TTTT on SAL-5 (reverse).
 - Update your ICS-214 form.
 - Time-stamp your (new) status on the next line of your ICS-214.
 - Update RNCS regarding SAL-4 status if not instructed from RNCS.
 - Contact other members as directed by your organizational mobilization policy.
 - V-C-N / ZRICS respects organizational "autonomy" regarding mobilization policies.
 - Continue SAL and/or MAPS checklist items.

Transmit the following SAL-5 emergency radio message:

*"QST. QST. QST. Attention all radio amateurs. This is <CALLSIGN> with an emergency message.
-- BREAK --"*

At _____ hours on <DATE>, <ORGANIZATION> was notified by <NOTIFIER> of a real or potential emergency situation in our response area. This station will now begin contacting members of our organization regarding changes in their activation level status. :BREAK:

If you are contacted, your SAL-3 status will be increased to SAL-4. I repeat, if you are contacted, your standardized activation level will change upward from SAL-3 to SAL-4. Do not change your status unless you are instructed to do so by the resource net. If you are not contacted, your status remains the same. :BREAK:

Once your status is increased, finalize deployment preparations and contact this station when you are ready for mobilization. I repeat, do not deploy until you contact this station and indicate you are ready for mobilization. :BREAK:

No pre-staging of resources or self-mobilizations are authorized. Members of <ORGANIZATION> are advised additional escalations in our standardized activation levels may result in either a full or partial activation, perhaps in shifts. :BREAK:

Members of <ORGANIZATION> should maintain contact on this frequency until further notice. If you must contact this station, please use the tactical callsign of <ORGANIZATION> "resource net" during each contact. If you are not a member of our organization, but wish to update or indicate your status and availability, please stand by on this frequency. :BREAK:

I repeat, self-mobilizations are prohibited and NOT authorized. Members should continue to review their activation checklist and ensure all activities and operations are completed. <ORGANIZATION> Resource Net will begin call down operations shortly. Please stand-by. This is <CALLSIGN>, clear."