

**Annex C****CENTRAL AREA EMERGENCY COMMUNICATIONS PLAN**

(ACN 01-01 Entered)

**C100. PURPOSE**

This Emergency Communications (ECOM) Plan provides guidelines to members of the Navy-Marine Corps MARS Central Area to support Emergency Communications as defined in NTP 8(SERIES), Annex D.

**C120. DEFINITION**

An emergency or disaster requiring emergency communications support is as defined in NTP 8(SERIES), paragraph D120.

**C130. SCOPE**

This ECOM Plan is applicable to all members within the Central Area.

**C140. POLICY**

a. It is the policy that NAVMARCORMARS resources within the Central Area shall be used to fully support the policies as set forth in NTP 8(SERIES), paragraph D140.

**C150. ORGANIZATION**

ECOM organization within the Central Area shall be in accordance with NTP 8(SERIES), paragraph D150.

**C200. RESPONSIBILITIES**

a. The responsibilities of all directors, stations, and personnel within the Central Area shall be in accordance with NTP 8(SERIES), paragraph D200.

b. Regions and states within the Central Area are expected to conduct exercises as specified in NTP 8(SERIES), paragraphs D210 and D230.

c. Regions within the Central Area will promulgate in accordance with paragraph C210 below a Region ECOM Plan in support of NTP 8(SERIES), Annex D, and this Plan.

d. States within the Central Area are expected to have viable and effective state ECOM plans based upon NTP 8(SERIES), paragraph D230, and this Plan. Care shall be taken to ensure no conflict exists with NTP 8(SERIES) or this Plan.

**C210. REGION EMERGENCY COMMUNICATIONS PLANS**

Regions FOUR and FIVE are hereby authorized to issue supplementary procedures to this ECOM Plan as Appendices 1 and 2 respectively to this Annex. These supplementary procedures shall in no way conflict with NTP 8(SERIES) or this Plan and should expand upon this Plan only as necessary to address conditions unique to the particular Region.

**C220. STATE EMERGENCY COMMUNICATIONS PLANS**

A State Emergency Communications Plan should:

a. Utilize existing networks and all resources to the maximum extent

possible. Constant revision of the State Emergency Communications Plan is necessary to incorporate new capabilities into the plan as they become available.

b. Be flexible and provide alternatives for various situations. The plan should not be keyed to any one individual or station.

c. Ensure that adequate support organization is developed prior to emergencies to allow effective alerting and operations over an extended period of time.

d. Include local plans. It is the local plan that can be effective in the first few hours of an emergency until a larger organization can be brought into action. A local plan should provide means of handling three types of emergencies:

(1). DISTANT EMERGENCY - One requiring relay, delivery and/or transmission of a volume of traffic in formal message form.

(2). AREA EMERGENCY - One requiring a mixture of formal messages (written) and informal command or administrative traffic (verbal orders).

(3). LOCAL EMERGENCY - One requiring mobile and portable units at the source, handling little formal traffic and a high percentage of administrative or command traffic.

#### **C230. SPECIAL EMERGENCY COMMUNICATIONS TEAMS**

#### **C231. AUXILIARY RADIO TEAMS (ART)**

State Directors are encouraged to formulate at least one ART for each appropriate area within their state. Mobile capabilities should be developed with a 50 to 100 mile operating radius as a minimum. NTP 8(SERIES), paragraph D661, provides ART composition and equipment requirements.

When an ART is activated/deployed the ART shall submit an Immediate precedence Operational Readiness Report (OPREDREP) message to the State Director and the state ECOM Assistant in accordance with the format prescribed in NTP 8(SERIES), paragraph D720. The State Director or ECOM Assistant shall then notify NNN0ASG, NNN0ASG ONE, NNN0ASG TWO, NNN0AS\_, NNN0AS\_ ONE and NNN0AS\_ TWO of their ART team(s) activation and expected activity.

#### **C232. STATION AUGMENTATION TEAMS (SAT)**

a. State Directors are encouraged to form Station Augmentation Teams for Military Auspices and key selected MARS stations. SAT's must be of sufficient mobility to operate any designated "Emergency Communication Station" within their locale. NTP 8(SERIES), paragraph D662, delineates SAT composition and requirements. When SAT members are not operating their own equipment during an Emergency, use of member equipment to augment the normal equipage of the "Emergency Communication Station" is encouraged.

b. The Commanding Officer and Officer-in-Charge of a Command/Activity sponsoring a Military Auspices NAVMARCORMARS Radio Station may request the establishment of a SAT to support the station. Such requests shall be submitted to the Region Director.

c. All SATs must receive periodic familiarization training at the station which they are designated to augment and with operating procedures therein.

d. When this plan is in effect, Commanding Officers and Officers-in-Charge of activities to which SATs are assigned are requested to issue invitational, NO COST to the government orders to the SAT members. This action is necessary to

protect the volunteer NAVMARCORMARS member under Workman's Compensation and to establish the official nature of their presence in the area.

### **C300. EXECUTION**

Execution of this Emergency Communications Plan shall be in accordance with NTP 8(SERIES), paragraph D300, and can be initiated by any NAVMARCORMARS member when requested by military or civilian authorities. Such implementation shall be reported to the appropriate Chain of Command as defined in NTP 8(SERIES) and other directives or instructions promulgated by higher authority.

### **C400. ALERTING**

Alerting shall be in accordance with NTP 8(SERIES), paragraph D400. Region alerting procedures for conditions unique to that region may be established in the appropriate appendix to this plan.

### **C500. MINIMIZE**

Minimize shall be in accordance with NTP 8(SERIES), paragraph D500.

### **C600. OPERATIONS AND PROCEDURES**

ECOM operations and procedures shall be in accordance with NTP 8(SERIES), paragraph D600 as amplified herein.

### **C610. OPERATIONAL READINESS**

In order to be prepared for any action that might be required in support of ECOM, members should consider the following minimum actions:

- a. Verify station's equipment capabilities by regular participation in scheduled traffic nets and planned exercises.
- b. Check antenna systems and exterior station equipment frequently to ensure dependability.
- c. Maintain a small stock of spare parts (i.e., tubes, fuses, etc.) to ensure dependability.
- d. Make provisions for obtaining emergency power capabilities. Test and operate generators once a month.
- e. Familiarize yourself with the contents of this ECOM Plan and your State and Local ECOM plans. Have them available for ready reference.
- f. List agencies and important phone numbers and keep them with your Emergency Communications Plan.
- g. Monitor Primary Frequencies used in your State. If the primary frequency is unusable, monitor your state alternate frequency(s) or the Region ECOM frequencies shown in Appendices 1 or 2 to this Operations Guide.

### **C620. NET/FREQUENCY ASSIGNMENTS**

- a. ECOM net frequencies for Regions FOUR and FIVE are provided in Appendixes 1 and 2 respectively.
- b. The following frequencies are assigned as National ECOM frequencies:

7382.5 KHz Primary            4042.5 KHz and 14385.0 KHz Secondary

NOTE: These frequencies have also been designated by NAVMARCORMARS as available for SHARES operation.

If Region frequencies are unusable, the National ECOM frequencies may be used unless otherwise directed by the Chief, NAVMARCORMARS (NNN0ASA) or the National Assistant for ECOM (NNN0ASZ).

c. If net operations permit, silence should be observed on the primary and secondary frequencies for one minute after the quarter hour and three quarter hour to listen for weak stations.

d. VHF should be used for local communications at the disaster site in so far as practical. States are encouraged to have a portable repeater to be utilized for Emergency Communications.

#### **C630    INITIAL ACTION**

a. Initial reports of and ECOM situation at a local or state level shall be made by the State Director or State ECOM Assistant to Chief, NAVMARCORMARS, Director, Central Area, and the cognizant Region Director in accordance with paragraph C730 of this Plan.

b. Individual members who receive a request for support from military or civilian authorities or who become cognizant of an Emergency Condition or impending disaster should immediately initiate action to notify their State ECOM Assistant and/or the State Director or other competent authority.

c. In the event none of the authorities designated can be contacted, the member shall activate an Emergency Net as prescribed in NTP 8(SERIES), paragraph D300, and submit an Implementation Report per NTP 8(SERIES), paragraph D710, while continuing efforts to contact designated authorities.

d. The station activating an Emergency Net shall take firm control of the Net and conduct Directed Net Operations until relieved by higher authority or until the Emergency has passed.

e. All NAVMARCORMARS members will regard the NECOS of an Emergency Net as possessing full authority of, and acting for, the State ECOM Assistant or higher authority, until otherwise directed.

#### **C640    REGION ECOM NETS**

a. Regions FOUR and FIVE may establish procedures for Region ECOM nets in Appendixes 1 and 2 respectively.

#### **C650    DURING THE EMERGENCY**

a. Follow the Emergency Communication Plan for the type of communication Emergency involved; i.e., Area, Region, State, or Local and the instructions of NECOS.

b. Maintain a listening watch on active circuits.

c. Check into the Net when NECOS opens the net for that purpose. DO NOT TUNE, TEST, OR TRANSMIT WITHOUT PERMISSION OF THE NECOS.

d. Accuracy is paramount in Emergency situations. All other considerations are secondary.

e. Notify the NECOS if you must leave the Net.

- f. Maintain a log of messages sent, received, and action taken.
- g. Avoid any speculative comments, rumors or statements.
- h. Do not disclose information gained from military circuits, including NAVMARCORMARS circuits, except as authorized by your State ECOM Assistant or higher authority.

**C660. TERMINATION OF EMERGENCY OPERATIONS**

a. The phrase "SECURE FROM COMCON ZERO (or other level in effect)", transmitted by any means by competent authority, will indicate the immediate discontinuance of emergency operating conditions. When terminating from emergency operations the Net Control station of the ECOM net shall announce "TERMINATE EMERGENCY OPERATIONS AT (LOCATION)." Prior to closing the ECOM net NECOS shall ensure all message traffic in the system at the time of termination has been cleared.

b. A message directing the reinstatement of emergency operating conditions may be originated by any NAVMARCORMARS station in the disaster location. Normally the state ECOM Assistant, or higher authority, shall initiate such action.

**C670. AFTER THE EMERGENCY**

a. Within 24 hours of securing from any ECOM event the State Director or his authorized representative shall submit by message an "OPERATIONS REPORT" in accordance with paragraph C760 of this Plan.

b. Within seven days of securing from any ECOM event the State Director or his authorized representative shall submit by message an "AFTER ACTION REPORT" in accordance with paragraph C770 of this Plan.

c. Recommend to your State ECOM Assistant any changes, improvements or additions that you feel are needed to improve Emergency Operations.

d. A frequency usage report shall be submitted to the State Assistant for Net Operations (NNNOG\_\_ THREE).

e. All messages, files and logs incident to the ECOM event shall be retained for a period of three years.

**C680. PARTICIPATION CREDIT DURING EMERGENCIES**

Time spent in actual disaster communications should be reported to the State Director and may be credited to the member at twice the rate of normal participation.

**C700. REPORTS**

**C710. GENERAL**

a. Reports shall be in accordance with NTP 8(SERIES), paragraphs D700 and D820, and section C700 of this Plan

b. Attention must be paid to the 'pro forma' message formats set forth in NTP 8(SERIES), paragraphs D700 and D901. All ECOM message traffic is expected to conform to these standards. In the event of conflicting instructions NTP 8(SERIES) shall take precedence.

c. In every case try to be concise and to the point, but not so brief as

to be incomprehensible to the addressees. Report **FACTS** only. **DO NOT** report rumors and hearsay. If you must report opinions and estimates, do so only with the indication that they are opinions and estimates. Under no circumstances should Navy-Marine Corps MARS members endanger themselves to secure information, or perform other tasks. Leave the job of gathering information, etc., to those who have been trained for that purpose. Remember, our primary mission is to communicate information rather than gather it.

d. Review all ECOM messages for abbreviations. Ask yourself "will the addressees know what the abbreviation means?" If any question, spell it out.

e. As a minimum, any ECOM event requires the following message reports as prescribed in the subparagraphs that follow:

- (1). OPREDRPT Report (if ART activated/deployed)
- (2). IMPLEMENTATION Report
- (3). SITREP(s) as needed (SITREP FINAL required)
- (4). OPERATIONS Report
- (5). AFTER ACTION REPORT

### **C730. IMPLEMENTATION REPORT.**

Upon implementing any portion of this ECOM Plan (except EEI Report submission per paragraph C900) an IMPLEMENTATION REPORT shall be made by Immediate precedence message to the addressees shown in the message format prescribed below. In the case of an actual event it is recommended that the adjacent State Director(s) and/or the ECOM Assistant(s) be included as addressees. Reports shall conform to the following format:

```
O (dtg)
FM (originating station)
TO NNNNOASA VA
NNNOASZ GA
NNNOASG IL
NNNOAS_ (state) (Region Director)
INFO NNNNOASG ONE MI
NNNOASG TWO AL
NNNOAS_ ONE (state) (Region Assistant Director)
NNNOAS_ TWO (state) (Region ECOM Assistant)
(Your State Director)
(Your State -TWO)
(adjacent State Director or -TWO)
BT
UNCLAS (Add the word "EXERCISE" after UNCLAS if a drill/exercise message)
SUBJ: EMERG COMM IMPLEMENTATION
...
```

**... See NTP 8(SERIES) paragraph D710 for required Implementation Report format.**

```
...
(Add the word "EXERCISE" if a drill/exercise message)
BT
```

#### **EXAMPLE MESSAGE**

**O 021500Z JUN 2006**

FM NNNOXOP GA  
 TO NNNOASA VA  
 NNNOASZ GA  
 NNNOASG IL  
 NNNOAS4 GA  
 INFO NNNOASG ONE MI  
 NNNOASG TWO AL  
 NNNOAS4 ONE GA  
 NNNOAS4 TWO AL  
 NNNOGAM GA  
 NNNOGAM TWO GA  
 NNNOGAL FL  
 NNNOGAA AL  
 BT  
 UNCLAS  
 SUBJ: EMERG COMM IMPLEMENTATION

...

... See NTP 8(SERIES), paragraph D710 for example Implementation Report message.

...

BT  
 NNNN

#### **C740. STATE DIRECTOR MESSAGE SETTING COMCON**

Once an implementation message as directed above has been released and if a COMCON condition as described in paragraph C400 has not already been set by other means, the State Director should release a message setting the appropriate level of COMCON in the state. The message should have a precedence of Immediate and be in the following format:

O (dtg)  
 FM NNNO\_\_ (state) (State director)  
 TO NNNOALL (state)  
 BT  
 UNCLAS (Add the word "EXERCISE" after UNCLAS if a drill/exercise message)  
 1. SET COMCON (condition number) IN (state).  
 (Add the word "EXERCISE" if a drill/exercise message)  
 BT  
 NNNN

NOTE - THIS MESSAGE SHOULD NOT BE SENT TO ADDRESSEES OUTSIDE YOUR STATE

#### **C750. SITUATION REPORTS**

Situation Reports (SITREPS) will be submitted as follows:

a. SITREPS shall be sent using the format specified in NTP 8(SERIES) paragraph D730 and shall be consecutively numbered by originating activities to facilitate correlation of reports by higher echelons. A FINAL SITREP shall be sent at the conclusion of any ECOM event and should be sent before the Emergency Net is secured.

b. Stations on scene at the disaster shall submit SITREPS as the situation warrants to the Director, Central Area(NNNOASG), their State Director (NNNOG\_\_) and their Region Director (NNNOAS\_) with information to the Area Assistant Director (NNNOASG ONE), Area ECOM Assistant (NNNOASG TWO), Region Assistant Director (NNNOAS\_ ONE), the Region ECOM Assistant (NNNOAS\_ TWO) and their State ECOM Assistant (NNNOG\_\_ TWO).

c. State Directors shall within four (4) hours of the release of an implementation message and every four (4) hours thereafter for as long as the emergency situation exists send a SITREP reflecting the situation within their state to the Director, Central Area (NNN0ASG) and their Region Director (NNN0AS\_) with information to the Area Assistant Director (NNN0ASG ONE), Area ECOM Assistant (NNN0ASG TWO), Region Assistant Director (NNN0AS\_ ONE), and the Region ECOM Assistant (NNN0AS\_ TWO).

d. Region Directors of a Region in which an ECOM event is in progress shall provide a consolidated SITREP of conditions within their Region every six (6) hours to Chief, NAVMARCORMARS (NNN0ASA), the Assistant to CHNAVMARCORMARS for ECOM (NNN0ASZ) and the Director, Central Area (NNN0ASG) with information to the Area Assistant Director (NNN0ASG ONE), Area ECOM Assistant (NNN0ASG TWO), Region Assistant Director (NNN0AS\_ ONE), and the Region ECOM Assistant (NNN0AS\_ TWO).

e. Director, Central Area may amplify and/or consolidate information from within the Central Area in additional SITREPS as the situation warrants.

#### **C760. OPERATIONS REPORT**

As soon as possible (within 24 hours) after termination of an ECOM event the State Director or a representative shall submit by Routine precedence message an OPERATIONS REPORT to the Director, Central Area (NNN0ASG) and their Region Director (NNN0AS\_) with information to the Area Assistant Director (NNN0ASG ONE), Area ECOM Assistant (NNN0ASG TWO), Region Assistant Director (NNN0AS\_ ONE), and the Region ECOM Assistant (NNN0AS\_ TWO) containing the following :

1. Net designator(s).
2. Total number of stations participating.
3. Total traffic count (number of messages sent and received).
4. Total number of hours the net(s) were in operation.
5. Date and time of opening net and securing net.
6. Appropriate supplemental information, problems encountered, etc.

#### **EXAMPLE MESSAGE**

```
R 011000Z JUN 2006
FM NNNOGAM GA
TO NNN0ASG IL
NNN0AS4 GA
INFO NNN0ASG ONE MI
NNN0ASG TWO AL
NNN0AS4 ONE GA
NNN0AS4 TWO AL
(other in-state addees as desired)
BT
UNCLAS
SUBJ: OPERATIONS REPORT
1. 2X9B, 2D1E
2. 24 STATIONS
3. 23 MESSAGES
4. 28 HOURS
5. 2X9B NET - 010100Z JUN 06 TO 010200Z JUN 06
   2D1E NET - 010200Z JUN 06 TO 020500Z JUN 06
6. NOT ENOUGH MOBILE UNITS. ADDITIONAL EMERGENCY GENERATORS REQUIRED.
   PROBLEMS WITH CALL UP TREE. NEED TO REDEFINE CALL UP AREAS. NEED
   ADDITIONAL TRAINING ON LISTING AND HANDLING OF MULTI-ADDEE MSGS.
BT
```

**C770. AFTER ACTION REPORT**

Within seven days after the termination of any ECOM event, the State Director or authorized representative, shall make an AFTER ACTION REPORT as required by NTP 8(SERIES), paragraph D740. This report will be submitted by message to the addressees indicated below. The Region Director will indicate concurrence or provide comments as appropriate to the Director, Central Area who will in turn consolidate all reports and forward them to Chief, NAVMARCORMARS (NNNOASA) and the Assistant to CHNAVMARCORMARS for Emergency Communications (NNNOASZ). All nine (9) topics will be addressed in this report. Particular attention should be paid to those areas where additional training is required and those areas where operations were successful. Lessons learned and recommendations for improving state/region plans and procedures and region support will be included in the comments and recommendations section. The AFTER ACTION REPORT shall be addressed as follows:

TO NNNOASG IL  
 NNNOAS\_ (state) (Region Director)  
 INFO NNNOAS\_ ONE (state) (Region Assistant Director)  
 NNNOAS\_ TWO (state) (Region ECOM Assistant)  
 NNNOASG ONE MI  
 NNNOASG TWO AL

**C800. SIMULATED EMERGENCIES OR EXERCISES****C810. GENERAL**

a. Navy-Marine Corps MARS philosophy is to make exercise/drill traffic as near to actual event traffic as possible. The only difference between an actual ECOM message and an exercise message is the addition of the 'EXERCISE' markings on the classification line and as the last line of the text. Addressees and routing are the same for exercise and actual Messages. The "Concept of Operations" for ECOM exercises will be similar in most respects to that for actual emergencies except that all stations shall use extreme care to identify all transmissions dealing with simulated conditions as "**EXERCISE**" traffic.

b. Regions are expected to conduct at least one ECOM exercises annually in accordance with NTP 8(SERIES), paragraph D210.h.

c. States are expected to conduct a minimum of one exercise per quarter in accordance with NTP 8(SERIES), paragraph D230.f.

d. At least 15 days in advance of all exercises State Directors shall notify the Director, Central Area, their Region Director and others in the chain of command of the planned event in accordance with paragraph C820.a below. It is suggested that adjacent state directors and/or ECOM Assistants be included in this notification. Director, Central Area will notify Chief, NAVMARCORMARS and the ECOM Assistant to Chief MARS of the state's planned exercise.

e. State Emergency Communication Plans shall provide for such activities and tests as may be required to assure that all Emergency capabilities to the plan are exercised regularly.

f. Exercises outside of the State's regularly scheduled nets may be conducted upon advance requests made to the Area and Region Directors.

**C820. EMERGENCY EXERCISE REPORTS**

a. All reports outlined in paragraph C710.e above as well as an EXERCISE NOTIFICATION message as required by NTP 8(SERIES), paragraph D820, are expected and required for a successful ECOM exercise. The EXERCISE NOTIFICATION message

shall be submitted at least 15 days in advance and addressed to the following:

NNNOASG IL  
 NNNOASG ONE MI  
 NNNOASG TWO AL  
 NNNOAS\_ (state) (Region Director)  
 NNNOAS\_ ONE (state) (Region Assistant Director)  
 NNNOAS\_ TWO (state) (Region ECOM Assistant)  
 (other in-state and adjacent state addrees as desired)

b. When submitting emergency exercise messages/reports they will be similar to message/reports required for an actual Emergency except that **"EXERCISE"** or **"EXERCISE (name of exercise may be added)"** will appear on the classification line after the classification (UNCLAS) and as the last line of the text:

**EXAMPLE:**

**BT**  
**UNCLAS EXERCISE SNOOPY**  
**(Text)**  
**EXERCISE**  
**BT**

NOTE: Nothing else shall appear on the Classification line but the words UNCLAS EXERCISE (Name of exercise may be added if desired).

**C820. JOINT EXERCISES**

a. Joint exercises shall be in accordance with NTP 8(SERIES), paragraph D830.

b. Director, Central Area and the appropriate Region Director shall be included as information addressee on all plans involving joint exercises.

**C900. ESSENTIAL ELEMENTS OF INFORMATION (EEI) MESSAGES**

a. EEI reporting shall be in accordance with NTP 8(SERIES), paragraph D900.

b. In the event of a local civil disaster, the NAVMARCORMARS station on site shall use his/her judgment on whether to send an EEI report. If you have any question, send one, the precedence shall be Immediate addressed as indicated below. The sending of these messages does not require that COMCON be set in your state.

c. Assign a Date Time Group (DTG) as near as possible to the actual time that you put the EEI message into the system. Use whatever means you have to relay the message. This includes, but is not limited to: RDS/MDS, state or region nets, other service MARS, VHF, etc.

d. **For ACTUAL EEI Reports ONLY, and if you have E-MAIL:**

(1). Prepare the EEI for entry into the MDS as in paragraph 13.f below.

(2). Enter the **e-mail** subject as **//MARS P/ACTUAL EEI (city/county) (state)**.

(3). Mark the e-mail as **URGENT** (if your system has this capability).

(4). Send the EEI message by e-mail addressed as follows:

to: aan3eei@winlink.org

e. Submit the message into the MDS. **IF the message has been sent by E-MAIL**, indicate that the message has been delivered to AAN3EEI by other means by placing "ZEN/" immediately in front of "AAN3EEI VA" in the "TO" line.

f. The following format shall be used

```
DE NNN0__ (nnn)          (station call sign and msg serial number)
O (dtg)
FM (your station) (state)
TO AAN3EEI VA
INFO NNN0ASA VA
NNNOASZ GA
NNNOASG IL
NNNOASG ONE MI
NNNOASG TWO AL
NNNOAS_ (state)          (Region Director)
NNNOAS_ ONE (state)      (Region Assistant Director)
NNNOAS_ TWO (state)      (Region ECOM Assistant)
(your State Director)
(your state ECOM Assistant)
BT
...
... See NTP 8(SERIES), paragraph D901 for required EEI REPORT format.
...
BT
NNNN
```

NOTE: Other addressees may be added as desired by the originator.

**EXAMPLE MESSAGE**

```
DE NNN0XOP 123
O 041623Z JUN 2006
FM NNN0XOP GA
TO AAN3EEI VA
INFO NNN0ASA VA
NNNOASZ GA
NNNOASG IL
NNNOASG ONE MI
NNNOASG TWO AL
NNNOAS4 GA
NNNOAS4 ONE GA
NNNOAS4 TWO AL
NNNOGAM GA
NNNOGAM TWO GA
BT
UNCLAS ACTUAL INCIDENT
SUBJ: EEI REPORT UPDATE NR 1
1. REF HOWLING WIND/GA
...
... See NTP 8(SERIES), paragraph D901 for example EEI Report text
...
ACTUAL INCIDENT
BT
```

**NNNN**

**REMEMBER - WHEN INSERTING IMMEDIATE MESSAGES INTO THE MDS USE THE COMMAND SY MULTI.**

**C910. EEI IDENTIFIERS.**

D902. Authorized EEI identifiers are listed in NTP 8(SERIES), paragraph

**Annex C**  
**Appendix 1**

**REGION FOUR EMERGENCY COMMUNICATIONS PLAN**

**C1-100. PURPOSE**

This Emergency Communications (ECOM) Plan provides guidelines in addition to those promulgated in Annex C to this Central Area Operations Guide that are unique to the requirements of Region FOUR for establishment of ECOM procedures to support military and civilian agency activities in the event of an emergency as defined in NTP 8(SERIES), Annex D.

**C1-130. SCOPE**

This Appendix is applicable to all NAVMARCORMARS stations within the boundaries of Region FOUR.

**C1-140. POLICY**

It is the policy that NAVMARCORMARS resources within Region FOUR shall be used to fully support the policies as set forth in NTP 8(SERIES), paragraph D140.

**C1-150. ORGANIZATION**

ECOM organization within Region FOUR shall be in accordance with NTP 8(SERIES), paragraph D150.

**C1-200. RESPONSIBILITIES**

a. The responsibilities of all directors, stations, and personnel within Region FOUR shall be in accordance with NTP 8(SERIES), paragraph D200.

b. States within Region FOUR are expected to have viable and effective ECOM plans and conduct exercises as specified in NTP 8(SERIES), paragraph D220.

**C1-300. EXECUTION**

Execution shall be in accordance with NTP 8(SERIES), paragraph D300.

**C1-400. ALERTING**

Alerting shall be in accordance with NTP 8(SERIES), paragraph D400. State directors may at their discretion direct a lower guard level (such as frequency monitoring, ALE activation, etc.) than those set forth in D400 without activating this ECOM Plan.

**C1-500. MINIMIZE**

Minimize shall be in accordance with NTP 8(SERIES), paragraph D500.

**C1-600. OPERATIONS AND PROCEDURES**

**C1-610. GENERAL OPERATIONS**

ECOM operations and procedures shall be in accordance with NTP 8(SERIES), paragraph D600.

**C1-620. NET/FREQUENCY ASSIGNMENTS**

a. The following frequencies shall be used as required to meet ECOM net requirements in Region FOUR (users of this Appendix should fill in the frequency from the NAVMARCORMARS Frequency Matrix):

		<u>Designator</u>	<u>Frequency (KHz)</u>
1200Z - 2159Z	Primary	NFH	_____
	Secondary	NBJ	_____
		NCK	_____
		NEB	_____
2200Z - 1159Z	Primary	NFH	_____
	Secondary	NCK	_____
		NEB	_____

NOTE: If propagation conditions or interference require, any Region FOUR frequency may be used.

b. The main purpose of the Region FOUR Primary Frequency shall be Command and Control and to handle administrative traffic. Secondary frequencies should be used to pass traffic for further relay via SCD on the MDS.

c. Members are reminded that if Region frequencies are unusable, the National Frequencies as listed in paragraph D620 of NTP 8 (SERIES) may be used unless otherwise directed by the Chief, NAVMARCORMARS (NNN0ASA) or the Assistant for ECOM (NNN0ASZ).

**C1-630. NECOS ASSIGNMENTS AND DUTIES**

a. In the event that it is necessary to activate a Region FOUR Emergency Net, the station activating the net shall take firm control as Net Control Station (NECOS) and conduct Directed Net Operations until relieved by or directed by higher authority. If the Emergency net is activated during the time a regularly scheduled Region FOUR traffic net (4X1B or 4X9B) is in progress, NECOS of the Traffic Net will assumed the duties of the Emergency Net NECOS and continue Emergency Net Operations until relieved by the NECOS assigned by the rotation schedule in the following paragraph.

b. States are assigned responsibility for providing a NECOS for Region FOUR ECOM Nets in accordance with the rotation schedule below. State Directors shall assign members of their state to act as NECOS for the assigned time block. The rotation indicated below will then continue until the Emergency Net is secured. (Note: As the rotation continues into the second and subsequent cycle a state's time block(s) during any particular cycle will change as the rotation schedule continues.)

STATE	TIME
ALABAMA	0001Z - 0200Z
FLORIDA	0201Z - 0400Z
GEORGIA	0401Z - 0600Z
KENTUCKY	0601Z - 0800Z
MISSISSIPPI	0801Z - 1000Z
NORTH CAROLINA	1001Z - 1200Z
SOUTH CAROLINA	1201Z - 1400Z
TENNESSEE	1401Z - 1600Z *

\* NOTE: ROTATION CONTINUES WITH ALABAMA, FLORIDA, GEORGIA, KENTUCKY ... ETC.

In the event a state does not assume NECOS within one minute, any station shall assume the duties and NNN0AS4, NNN0AS4 ONE and NNN0AS4 TWO notified.

c. All ECOM nets shall be directed nets (unless otherwise designated by NECOS). All stations other than Net Control will maintain **RADIO SILENCE** except to respond to the Net Control, file Emergency Traffic into the system, acknowledge receipt of traffic, and check out of the net.

d. NECOS shall assign a station to guard one or more of the National ECOM frequencies and other frequencies as may be required. Stations guarding other frequencies shall report activity on their guard frequency to the Primary Net at least once per hour.

e. NECOS may utilize any Region FOUR frequency if propagation conditions or interference require. NECOS shall designate a station to remain on the primary frequency and advise late checks ins of the new ECOM frequency. The station shall remain on the old frequency for thirty minutes.

f. NECOS shall conduct a net call by state at or near the top of the hour and if net activity is low, shall announce that a Region ECOM Net is in progress. This announcement should also include the current COMCON level and the event for which the net is in operation.

g. NECOS shall send a 'ECOM NECOS REPORT' to NNN0AS4 TWO, info to NNN0AS4 and NNN0AS4 ONE, at the end of his/her "watch" or every four hours whichever occurs first. This report will be submitted using the following format:

```
P (DTG)
FM NNN0___ (state)
TO NNN0AS4 TWO AL
INFO NNN0AS4 GA
NNN0AS4 ONE GA
BT
UNCLAS
SUBJ: ECOM NECOS REPORT
1. DATE AND TIME COVERED BY REPORT
2. FREQ(S) AND TIMES
3. TRAFFIC COUNT BY FREQ
4. RELIEVING NECOS
5. STATIONS ABOARD
6. BRIEF OF SITUATION AND COMMENTS
BT
```

Example text:

```
BT
UNCLAS
SUBJ: ECOM NECOS REPORT
1. 130100Z - 130300Z JUL 2006
2. NFH - 130100Z-130150Z
   NCK - 130150Z-130300Z
3. NFH - 3 EEI
   NCK - 1 ECOM NECOS REPORT
4. NNN0EVT AL
5. SYF AL, EVT AL, IBM FL, JQC GA, (... etc.)
6. HURRICANE ASHORE IN FLORIDA. COMMS POOR DUE PROPAGATION.
BT
```

This report should be submitted to ensure delivery to addressees as rapidly as possible. If placed in the MDS the send command should be: SX MULTI

#### **C1-640. REGION FOUR COMMAND AND CONTROL NET**

a. Each year natural disasters such as hurricane/major tropical storms and other severe weather systems present a major threat to Region FOUR with the possibility of impacting several states in a short period of time. The purpose of this section is to establish operating procedures for an ECOM Command and Control (C-and-C) net within Region FOUR. The Region C-and-C net shall be established for the purpose of coordinating efforts between states and the region staff. The C-and-C net will use the frequencies specified in paragraph C1-620 above. The first C-and-C net of any given month shall be designated the 4X1E net. Subsequent nets shall be designated 4X2E, 4X3E, etc.

The C-and-C net will not normally be used for the purpose of passing traffic. However, traffic may be listed, in which case NECOS should direct stations to another frequency to pass the traffic; or, NECOS may at their discretion pass traffic on the C-and-C net frequency. The station sending traffic on an alternate frequency shall be responsible for submitting a frequency usage report to NNN0AS4 THREE for the frequency on which the traffic was passed. The designation of this traffic net shall be 4X3B.

b. The responsibility for actions within a given state remains with the State Director.

c. Upon knowledge that a natural disaster may impact the Region, NNN0AS4 TWO shall contact NNN0AS4 or NNN0AS4 ONE requesting authority to set an appropriate ALERT CONDITION as listed below. In the event that they are unavailable, NNN0AS4 TWO shall assume the responsibility for setting a region ALERT CONDITION. Actions to be taken for establishment of a C-and-C net are as follows:

**ALERT CONDITION THREE:** A natural disaster is expected to affect the Region within 48 hours. Establish a radio listening guard on the designated C-and-C frequency. No NECOS is required. Alert all NAVMARCORMARS stations in Region FOUR via State Directors. Check equipment and procedures needed for activation. Any advisory information for states or staff will be transmitted on this net.

**ALERT CONDITION TWO:** A natural disaster is expected to affect the Region within the next 24 hours. Establish the C-and-C net (free net) on the designated frequency. A NECOS is assigned and all states are requested to provide a station to guard the C-and-C frequency. NECOS assignments and responsibilities shall be as set forth in paragraph C1-630 above. Net operations shall be from 1200Z to 2359Z (unless otherwise directed). All NAVMARCORMARS stations shall be prepared to increase net operations to a directed net. States curtail routine operations as necessary to increase their state-of-readiness.

**ALERT CONDITION ONE:** A natural disaster affecting the Region is imminent (less than 24 hours). Establish a directed C-and-C net on the designated frequency. NECOS assignments and responsibilities shall be as set forth in paragraph C1-630 above. All states provide a station to the C-and-C net for the purpose of relaying information back to their areas. If appropriate, NNN0AS4 ONE shall attempt to establish contact with NNN0GCR or any NAVMARCORMARS station in Puerto Rico, on any Region FOUR assigned frequency.

**ALERT CONDITION ZERO:** A natural disaster exists within Region FOUR. A directed net shall be in operation 24 hours a day (unless otherwise directed). NECOS assignments and responsibilities shall be as set forth in paragraph C1-630 above.

d. It is the responsibility of NNN0AS4 TWO to contact NNN0AS4 or NNN0AS4 ONE for authorization to change Region ALERT levels. Should NNN0AS4 and NNN0AS4 ONE not be available NNN0AS4 TWO is authorized to take the necessary action. The change in ALERT levels shall be accomplished by a SITREP message. The precedence of the SITREP shall be IMMEDIATE vice PRIORITY. SITREPs may be passed on the C-and-C net on a not to interfere with coordination efforts.

e. NECOS assignments and responsibilities shall be as set forth in paragraph C1-630 above. Should a state fail to assume NECOS any station may assume the duties of ALTNECOS. ALTNECOS stations may be from any state. In the case of a hurricane/tropical storm, stations from inland states (KY and TN) are desired since they are less likely to be in harms way of the hurricane/storm. ALTNECOS should try to raise the "duty state" for relief.

f. Each NECOS shall send a ECOM NECOS REPORT in accordance with paragraph C1-630.g above.

g. NNN0AS4 TWO is responsible for collecting and providing a frequency report for C-and-C net operations to NNN0AS4 THREE.

#### **C1-700. REPORTS**

Reports shall be in accordance with NTP 8(SERIES), paragraph D700, Annex C to this Central Area Operations Guide, and paragraph C1-600 of this ECOM Plan.

#### **C1-800. EXERCISES**

##### **C1-810. GENERAL**

All states are expected to conduct a minimum of one exercise per quarter in accordance with NTP 8(SERIES), paragraph D220.f.

##### **C1-820. JOINT EXERCISES**

Joint exercises shall be in accordance with NTP 8(SERIES), paragraph D830.

#### **C1-900. ESSENTIAL ELEMENTS OF INFORMATION (EEI) MESSAGES**

a. EEI reporting shall be in accordance with NTP 8(SERIES), paragraph D900, and paragraph C900 of Annex C of this Central Area Operations Guide.

**Annex C**  
**Appendix 2**

**REGION FIVE EMERGENCY COMMUNICATIONS PLAN**

**C2-100. PURPOSE**

This Emergency Communications (ECOM) Plan provides guidelines in addition to those promulgated in Annex C to this Central Area Operations Guide that are unique to the requirements of Region FIVE for establishment of ECOM procedures to support military and civilian agency activities in the event of an emergency as defined in NTP 8(SERIES), Annex D.

**C2-130. SCOPE**

This Appendix is applicable to all NAVMARCORMARS stations within the boundaries of Region FIVE.

**C2-140. POLICY**

It is the policy that NAVMARCORMARS resources within Region FIVE shall be used to fully support the policies as set forth in NTP 8(SERIES), paragraph D140.

**C2-150. ORGANIZATION**

ECOM organization within Region FIVE shall be in accordance with, NTP 8(SERIES) paragraph D150.

**C2-200. RESPONSIBILITIES**

a. The responsibilities of all directors, stations, and personnel within Region FIVE shall be in accordance with NTP 8(SERIES), paragraph D200.

b. States within Region FIVE are expected to have viable and effective ECOM plans and conduct exercises as specified in NTP 8(SERIES), paragraph D220.

**C2-300. EXECUTION**

Execution shall be in accordance with NTP 8(SERIES), paragraph D300.

**C2-400. ALERTING**

Alerting shall be in accordance with NTP 8(SERIES), paragraph D400.

**C2-500. MINIMIZE**

Minimize shall be in accordance with NTP 8(SERIES), paragraph D500.

**C2-600. OPERATIONS AND PROCEDURES**

**C2-610. GENERAL OPERATIONS**

ECOM operations and procedures shall be in accordance with NTP 8(SERIES), paragraph D600.

**C2-620. NET/FREQUENCY ASSIGNMENTS**

a. Region FIVE ECOM nets shall be called on the following frequencies (users of this Appendix should fill in the frequency from the NAVMARCORMARS Frequency Matrix):

		<u>Designator</u>	<u>Frequency (KHz)</u>
1200Z - 2159Z	Primary	NFM	_____
		NCE	_____
		NCL	_____
	Traffic	NCO	_____
2200Z - 1159Z	Primary	NFK	_____
	Secondary	NCL	_____

NOTE: If propagation conditions or interference require, any Region FIVE frequency may be used.

b. The main purpose of the Region FIVE Primary Frequency shall be Command and Control and to handle administrative traffic. Secondary frequencies should be used to pass traffic for further relay via SCD on the MDS.

c. Members are reminded that if Region frequencies are unusable, the National Frequencies as listed in paragraph C620 of Annex C to this Operations Plan may be used unless otherwise directed by the Chief, NAVMARCORMARS (NNN0ASA) or the Assistant for ECOM (NNN0ASZ).

**C2-630. NECOS ASSIGNMENTS AND DUTIES**

a. In the event that it is necessary to activate a Region FIVE Emergency Net, the station activating the net shall take firm control as Net Control Station (NECOS) and conduct Directed Net Operations until relieved by or directed by higher authority. If the Emergency net is activated during the time a regularly scheduled Region FIVE traffic net (5X1Z) is in progress, NECOS of the Traffic Net will assumed the duties of the Emergency Net NECOS and continue Emergency Net Operations until relieved by the NECOS assigned by the rotation schedule in the following paragraph.

b. States are assigned responsibility for providing a NECOS for Region FIVE ECOM Nets in accordance with the rotation schedule below. State Directors shall assign members of their state to act as NECOS for the assigned time block. The rotation indicated below will then continue until the Emergency Net is secured.

<u>STATE</u>	<u>TIME</u>	
MICHIGAN	0001Z - 0200Z	1201Z - 1400Z
WISCONSIN	0201Z - 0400Z	1401Z - 1600Z
MINNESOTA	0401Z - 0600Z	1601Z - 1800Z
ILLINOIS	0601Z - 0800Z	1801Z - 2000Z
OHIO	0801Z - 1000Z	2001Z - 2200Z
INDIANA	1001Z - 1200Z	2201Z - 2359Z*

**\* NOTE: ROTATION CONTINUES WITH MICHIGAN, WISCONSIN, MINNESOTA .... ETC.**

In the event an area does not assume NECOS within one minute, any station shall assume the duties and NNN0AS5 and NNNOAS5 TWO notified. State Directors of each state shall assign members of their area to act as NECOS for the appointed time.

c. All ECOM nets shall be directed nets (unless otherwise designated by NECOS). All stations other than Net Control will maintain **RADIO SILENCE** except to respond to the Net Control, file Emergency Traffic into the system, acknowledge receipt of traffic, and check out of the net.

d. NECOS shall assign a station to guard one or more of the National ECOM frequencies and other frequencies as may be required. Stations guarding other frequencies shall report activity on their guard frequency to the Primary Net at least once per hour.

e. NECOS may utilize any Region FIVE frequency if propagation conditions or interference require. NECOS shall designate a station to remain on the primary frequency and advise late check ins of the new ECOM frequency. The station shall remain on the old frequency for thirty minutes.

f. NECOS shall conduct a net roll call by state at or near the top of the hour and if net activity is low, shall announce that a Region ECOM Net is in progress. This announcement should also include the current COMCON level and the event for which the net is in operation.

g. NECOS shall be responsible for assigning member stations to guard other frequencies as may be required. Stations guarding frequencies other than the primary shall report activity on their guard frequency to the Primary Net at least once per hour.

h. The main purpose of the REGION FIVE Primary Frequency shall be to handle administrative traffic. The main purpose of the REGION FIVE Traffic Frequency shall be to accept voice traffic to relay via AMTOR/FACTOR to the MDS System. The main purpose of the MDS System is to accept AMTOR/FACTOR traffic.

#### **C2-700. REPORTS**

Reports shall be in accordance with NTP 8(SERIES), paragraph D700, Annex C to this Central Area Operations Guide, and paragraph C2-600 of this ECOM Plan.

#### **C2-800. EXERCISES**

##### **C2-810. GENERAL**

All states are expected to conduct a minimum of one exercise per quarter in accordance with NTP 8(SERIES), paragraph D220.f.

##### **C2-820. JOINT EXERCISES**

Joint exercises shall be in accordance with NTP 8(SERIES), paragraph D830.

#### **C2-900. ESSENTIAL ELEMENTS OF INFORMATION (EEI) MESSAGES**

a. EEI reporting shall be in accordance with NTP 8(SERIES), paragraph D900, and paragraph C900 of Annex C of this Central Area Operations Guide.