

**NAVY-MARINE CORPS
MILITARY AFFILIATE RADIO SYSTEM
ALABAMA**

NNN0TJE
22 FEB 2007

From: Assistant For Emergency Communications Planning

To: Distribution List

Subj: ALABAMA EMERGENCY COMMUNICATIONS (ECOM) PLAN, LETTER OF PROMULGATION

Ref: (a) NTP 8 Series, Annex D

1. Purpose: The purpose of this Plan is to provide to all members of Navy-Marine Corps MARS of Alabama the guidelines necessary to set up and sustain communications in the event of an emergency as defined in reference (a).
2. Cancellation: All previous Alabama Emergency Communications Plans are hereby superceded.
3. Action: This Plan is effective upon receipt for use by all NAVMARCORMARS members in Alabama.

Submitted by:

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Approved 10 March 2007 by:

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Alabama EMERGENCY COMMUNICATIONS PLAN

1. **PURPOSE** This Emergency Communications (ECOM) Plan provides guidelines to members of the Navy-Marine Corps MARS in Alabama to set up and sustain communications in the event of an emergency as defined in NTP 8 Series, Annex D. This plan details the initial alert process, operating frequencies for nets, and reporting requirements.

2. **SCOPE** This ECOM Plan is applicable to all Alabama NAVMARCORMARS stations. All stations should be prepared to provide emergency communications when called upon.

3. **POLICY** It is the policy that NAVMARCORMARS resources, when not required by the Department of the Navy (DON), may supplement emergency communications for other agencies, civil/disaster control officials, etc., but not substitute for them. In such cases NAVMARCORMARS members are to perform only in a communications role and will not replace other agency personnel in non-communications functions. Requests for the use of NAVMARCORMARS resources must originate from a military command authority (Commanding Officer or authorized representative) or civilian governmental entity such as Red Cross, emergency management office, police agency, etc. In all cases, NAVMARCORMARS assets/personnel will remain under control of DON through the NAVMARCORMARS chain of command. NTP 8 Series, paragraph D140, sets forth the conditions under which MARS emergency communications resources may be used.

4. **ORGANIZATION**

a. **General Organization** will be in accordance with NTP 8 Series, the Central Area Operations Guide (CAOG), and such other directives as may be issued by competent authority. Within Alabama ECOM planning and execution is the responsibility of the Assistant for Emergency Communications Planning (NNNØGAA TWO) under the direction of the State Director (NNNØGAA).

b. **ID Cards** If a member anticipates possible operation at controlled sites to which entry may be difficult to affect, a MARS identification card specifically identifying the member as an emergency communicator is available through the chain of command.

c. **Auxiliary Radio and Station Augmentation Teams** The State Director will establish Auxiliary Radio Teams (ART) and Station Augmentation Teams (SAT) as necessary. ART and SAT duties and responsibilities will be in accordance with NTP 8 Series, Annex D, and the ROG, Annex C. These teams, when established, will report to NNNØGAA TWO for administrative and operational control. Annex D lists these teams and team members.

5. **IMPLEMENTATION** This ECOM plan will be normally be executed when directed by NNNØGAA, NNNØGAA TWO, any Alabama State staff member, or other competent authority. Any other Alabama member who receives a request from military or civilian authorities for MARS resources as specified in paragraph 3 above may, if unable to contact any staff member, execute this plan as outlined below.

Phased alerting conditions, Communication Conditions (COMCON) III thru ZERO, as provided for in NTP 8 Series and the CAOG, Annex C, will be used when the situation permits. During COMCON III and II all members should monitor the primary State ECOM frequency listed in paragraph 6.c.(1) below.

a. **Declaration of Emergency.** To implement this plan members will take the following steps:

(1). Notify NNNØGAA TWO, or NNNØGAA, or any of the other staff members in the top level of the ECOM call-up tree (Annex A), of the nature of the emergency and the need to activate this plan. If unable to contact any of the staff members in the ECOM call-up tree, proceed with steps 2 and 3 below and start the ECOM call-up tree for Alabama (see Annex A)

(2). If staff contact fails, or if directed, start an Emergency Net and act as NCS until relieved.

(3). If staff contact fails, or if directed, prepare and send an Implementation Message (see Annex B).

6. **PROCEDURES** Upon activating this plan, State members must be notified and an ECOM net must be opened. Activation of this plan sets COMCON or setting COMCON activates this plan.

a. ECOM Call-Up Tree Primary notification of Alabama members will usually be made using the ECOM call-up tree as described in Annex A. Initial notification may be made during an State net and supplemented by phone calls to members. When necessary, additional phone notification will occur for stations not checking into a net. Phone numbers will be found in the current Alabama roster.

b. ECOM Net

(1) General An ECOM net will normally be activated under one of two different conditions. If a State net is already in progress, that net will become the ECOM net and the NCS at that time will continue until relieved. If no State net is in progress, a net must be opened. NNNØGAA TWO or the staff member notified of the need for an ECOM net will normally assign the member initiating the ECOM Plan the responsibility of opening the net and performing as NCS. The emergency net designation will be the current State net in progress or 4A1E if a net is opened for the ECOM situation. The net designation initially assigned will be used for the duration unless directed otherwise by higher authority.

(2) NCS Procedures Detailed NCS procedures for ECOM nets are provided in paragraph 6.d below to supplement the procedures set forth in the Alabama Net Operations Guide.

(3) Station Check-in When notified of an ECOM situation, stations should carefully note the telephone instructions received and check into the ECOM net as quickly as possible or at the time directed. When checking into the net, stations should listen closely to NCS instructions and provide only the information requested by NCS and the telephone call-up instructions. For all exercises and when otherwise directed, members should notify local emergency management agencies of MARS capabilities including use of phone patches when available. (see paragraph 7.a)

c. Emergency Frequencies

(1). Alabama HF Frequencies. Alabama will operate a HF net for any ECOM condition. The following frequencies will be used as required to meet ECOM requirements (users of this plan should fill in the frequency from the NAVMARCORMARS Frequency Matrix):

	<u>Designator</u>	<u>Frequency (KHz)</u>
<u>Primary</u>	NCK	_____
<u>Alternate</u>	NBJ	_____
	NCI	_____
	NFC	_____
	NFJ	_____

(a) Alabama stations knowing of an existing or possible emergency event should monitor the above frequencies listening for voice (SSB) and/or MT-63 announcements of ECOM net activity.

(b) Stations activating or anticipating activation of ECOM activity are encouraged to make SSB and MT-63 announcements on one or more of these frequencies.

(2). National and Region ECOM frequencies outside Alabama will be assigned by appropriate Region or National authority and would probably be one of the following:

National: 4042.5 // 7382.5 // 14385.0 (KHz)

<u>Region Four:</u>	<u>Designator</u>	<u>Frequency (KHz)</u>
	NFH	_____

See the Central Area Operations Guide, Annex C1, paragraph 620, for more information.

(3). VHF Operations VHF operations will be used as needed on assigned State frequencies. Net operations may be established if needed. VHF frequencies for Alabama are designated in Annex G of the Central Area Operations Guide for 4A2 and 4A13 repeaters. Stations out of range of repeaters may use the output frequencies for these repeaters for simplex communications.

d. Net Control Station (NCS)

(1). General Procedures Ordinarily, the station initiating the emergency will act as the NCS on the ECOM net until relieved. If a regular net is in progress, the NCS of that net will be advised by proper authority to shift operations to an ECOM net and will continue as NCS until properly relieved. The NCS of an ECOM net will immediately assign an alternate (ANCS) who will assist the NCS as needed and be ready to relieve the NCS should the need arise. NECOS duties will normally be limited to two-hour shifts. At the end of the two-hour shift the assigned ANCS will relieve as NCS and in turn assign a new ANCS. This two hour NCS /ANCS procedure will continue until the ECOM net is secured.

(2). Emergency Net Activation An ECOM net will normally be activated as discussed in paragraph 6.b above. When activating an ECOM net the NCS will use the following call-up *in lieu* of the call-up specified in the Alabama Net Operations Guide:

4A1E/4A2E/etc THIS IS NNNØ _____ (If this is an exercise add: EMERGENCY EXERCISE <name, if assigned> IS IN PROGRESS.) THE ALABAMA EMERGENCY COMMUNICATIONS PLAN HAS BEEN ACTIVATED. COMCON ZERO HAS BEEN SET.

Continue with the rest of the Net Control Procedures as set forth in the Alabama Net Operations Guide.

(3). ECOM Net Operations In general, an ECOM net should be operated as closely as possible to a normal traffic net giving due consideration to the need for accurate and timely handling of high precedence ECOM traffic. NCS must maintain an accurate log of all ECOM activities and messages and be prepared to relay information on pending actions and traffic to the relieving NCS. The following procedures will be followed:

(a). To keep the ECOM primary frequency available for high precedence traffic and coordination of traffic movement, NCS should direct routine precedence and non-ECOM traffic be passed on alternate frequencies as much as possible. NCS must ensure, early on, that a station capable of acting as Out of Region Rep is on frequency, especially as regards digital traffic on the WL2K Traffic System.

(b). Frequent pauses should be taken to monitor for weak stations that may be operating on emergency power or with temporary antennas.

(c). The following announcement should be repeated at frequent intervals while the ECOM net is in progress:

4A1E/4A2E/etc THIS IS NNNØ _____ (If this is an exercise add: EMERGENCY EXERCISE <name, if assigned> IS IN PROGRESS.) THE ALABAMA EMERGENCY COMMUNICATIONS PLAN HAS BEEN ACTIVATED. COMCON ZERO HAS BEEN SET.

(4). Reports The NCS will be responsible to ensure the following reports are made (refer to Annex B): Implementation Report if not already sent, initial Situation Report (SITREP) and subsequent SITREPS (usually sent by off going NCS after being relieved), net report for their portion of the net to NNNØGAA THREE. SITREPS when sent by a NCS shall contain the statement "THIS REPORT SENT AT THE DIRECTION OF NNNØGAA TWO" as the first sentence in paragraph five (5).

e. Termination of Emergency Termination of an emergency situation will normally be directed by NNNØGAA, NNNØGAA TWO, or other State staff member. The statement "SECURE FROM COMCON ZERO. TERMINATE EMERGENCY OPERATIONS IN ALABAMA" when transmitted to the NCS by appropriate authority will indicate the immediate end of emergency operating conditions. NCS may NOT, however, shut down the net in progress until all message traffic has been cleared. This will normally include at least the final SITREP. Stations not required to clear traffic may be given the option to shut down at their discretion. When all traffic has been cleared, NCS will SHUT DOWN the net in accordance with standard procedures set forth in the Alabama Net Operations Guide

f. Reporting Reporting requirements are covered in detail in paragraph C700 of the Central Area Operations Guide . Examples of reports are shown in Annex B with required format and addresses for Alabama.

- (1). The Implementation Report is required upon activation of any part of the ECOM plan.
- (2). A Situation Report is due four (4) hours after the Implementation Report, every four (4) hours thereafter, and upon termination of the situation requiring ECOM. If an ECOM net is not in progress, SITREPS may be less frequent dependent upon circumstances.
- (3). A Operations Report is required within 24 hours of the conclusion of the state of emergency.
- (4). Also, NNNØGAA must file an After Action Report no later than five (5) days after the conclusion of the activity.

g. Records NTP 8 Series, paragraph 571, requires all communications files and logs concerning emergency operations to be retained for three years. This includes all logs, notes, required reports, message traffic, etc.

7. SIMULATED EMERGENCIES OR EXERCISES At least 15 days prior to any ECOM/emergency exercise the Area Director (NNNØASG), the Region Director (NNNØAS4), The Area Assistant for ECOM Planning (NNNØASG TWO), and the Region Assistant for ECOM Planning (NNNØAS4 TWO) shall be notified of plans for the exercise. All ECOM exercises operate the same as actual emergencies with the following exceptions:

a. As a part of each ECOM exercise members are expected to contact their local emergency agencies. This contact will be reported in their "ECOM Exercise Report" message required by paragraph 7.c below. Examples of such emergency agencies are: FEMA, Red Cross, ARES, fire/police, Coast Guard, military reserve facilities, other services MARS, etc. Advise the agency that we are conducting an exercise, make them aware of our capability, and advise them of NAVMARCORMARS responsibility to DOD. We are communicators. Our best efforts are to assist the Department of the Navy and other organizations with communications.

b. All message traffic associated with an exercise will be clearly identified with the word "EXERCISE" and the exercise code word, if one has been assigned, following the word "UNCLAS" on the message classification line. Also insert the word "EXERCISE" between the end of text and the final BT.

If the message is a drill message add the operating signal "ZEU" after the message DTG, substitute the word "DRILL" in place of "EXERCISE", and add the following OPNOTE after the final BT:

OPNOTE: THIS MSG IS FOR TRAINING PURPOSES ONLY. DO NOT FORWARD.

An example for an exercise with the code word "WINDY" is:

```
BT
UNCLAS EXERCISE WINDY
<message text>
EXERCISE
BT
```

(NOTE: This paragraph does NOT apply to EEI messages)

c. Unless otherwise directed, all members participating in any Alabama ECOM exercise, or who receive an exercise telephone call-up, will report by routine message within 48 hours of completion of the ECOM exercise to the State Emergency Coordinator (NNNØGAA TWO), or other designated station, the following:

- (1). Time and name of the member from whom the ECOM call-up was received and times and call signs of stations called.
- (2). Name of the local emergency agency contacted.

This "ECOM Exercise Report" message should **NOT BE LISTED** as traffic when reporting on the ECOM net unless specifically requested by NCS. However, this report should be prepared and ready for transmission if requested by NCS.

8. ESSENTIAL ELEMENTS OF INFORMATION (EEI) MESSAGES

a. General The Chief, Navy-Marine Corps Mars has been tasked by the Northern Command (NORTHCOM) and other

national commands to supply information on various items in the event of civil disaster. Submission of EEI messages is considered critical to the NAVMARCORMARS task of providing information to National Command Structure. Civil disasters are defined as including, but not limited to, hurricanes, tropical storms, forest fires, flooding or potential flooding, winter storms/blizzards, earthquakes, civil disobedience (riots), bombings, and nearly any calamity of interest at the national executive level. It is important that information be forwarded to NORTHCOM and others as soon as possible. The station on site must use their judgment on whether to send an EEI report. If in doubt, send an EEI report.

b. Procedures An EEI message can be sent at ANY TIME. There is no need to be in an ECOM situation or to be in an advanced condition of COMCON. The following procedures apply:

- (1). The precedence is IMMEDIATE (O).
- (2). The date time group (DTG) should be as close as possible to the actual time that the EEI message is entered into the system.
- (3). Use whatever means necessary to relay the message (WL2K Traffic System/State or Region Nets/VHF/, etc.) or use telephone to a State staff member.
- (4). In addition to entry into the WL2K Traffic System, all **actual incident** EEI messages will be submitted as soon as possible by e-mail as prescribed in paragraph 8.d below.

c. EEI Message Format The EEI message format and an example message are provided in reference (a). The message shall be addressed as shown in Annex C. All members are encouraged to become familiar with and use the 'EEI Generator' located on the Navy-Marine Corps MARS national web site at www.navymars.org following the links under EEI Form.

d. E-mail Submission of Actual Incident EEI Messages In order to reduce the possibility of delays of delivery of EEI messages to the NORTHCOM and others, **actual incident** EEI messages will be submitted by e-mail in addition to entry into the WL2K Traffic System. If e-mail capable, the originating station will format and send the EEI message as outlined below. If the originating station cannot submit the EEI message via e-mail, the first station in Alabama relaying the EEI message and having e-mail capability will send the EEI message via e-mail using the following procedures:

- (1). Prepare the EEI message as specified above and in Annex C.
- (2). Place a subject line on the email of:
“//MARS O/INCIDENT NOTIFICATION“.
- (3). Send the e-mail addressed as follows (all lower case) and, if your e-mail system permits, marked urgent:
TO: aan3eei@winlink.org
nnn0asa@winlink.org
nnn0asz@winlink.org
- (4). Put “/ZEN” in front of AAN3EEI VA in message TO line when placing the message into the WL2K Traffic System.

9. SUMMARY This plan cannot cover all possible situations that may occur during an emergency. Each member must use this plan as a guide, striving to follow it as closely as practical, but keeping the goal of providing ECOM in mind. Use initiative as common sense dictates. For example, if NNNØGAA, NNNØGAA ONE, and NNNØGAA TWO are not available, someone else must assume responsibility for assigning net control stations, reporting, or whatever else needs to be done.

For MARS members to respond skillfully to emergencies we must be prepared. We prepare through normal activities such as checking into nets, handling traffic, acting as NCS and Traffic Reps and in special activities such as training nets, call-up drills, and emergency exercises. Members can check into State nets with a standby rig, alternate antenna, and/or standby power. Announce when checking in that you are employing stand-by equipment. Remember to keep accurate notes of all activity during an emergency. We learn from experience.

Comments or suggestions to improve or correct this plan should be forwarded to NNNØGAA TWO.

Initiating an Emergency Net

1. Initiating station calls any top loop staff station (GAA, GAA-1, GAA-2, GAA-3, GAA-4)
2. Top loop staff stations call stations on both sides of themselves and then the section for which they are responsible. Example: GAA-3 would call GAA-2, GAA-4 and then the top station in the MOBILE section. DON'T FORGET, if a staff/section member does not answer, or you reach an answering machine, or a non-MARS member takes a message, JUMP TO the next staff/section member.
3. All other stations must call the station(s) just below themselves in their section. If you are unable to reach the station you are to contact, call the next station and the third and fourth, etc. DO NOT BREAK THE CALL-UP.
4. The goal in this call-up structure is to have as many members as possible respond to the emergency. It is important for each staff member, each section, and each member to receive notification.
5. When called, note the time and follow the instructions given by the caller, if any. Copy the instructions as if it is record traffic. You should pass these instructions on to the next station you call.
6. Section assignments are derived as follows based upon the member's postal ZIP code:

<u>Designator</u>	<u>General Locale</u>	<u>ZIP Prefix</u>
HUNTVL	Huntsville	356 357 358
BRMHAM	Birmingham/Tuscaloosa	350 351 352 354 355
ANNMAD	Anniston/Gadsden	359 362
MONTGM	Montgomery	360 361 364 367 368 369 393
MOBILE	Mobile	365 366
PNSCLA	Pensacola/ Ft. Walton	325
PANDTH	Panama City/Dothan	324 363
ARTSAT	ART/SAT & Military	---

Annex B ECOM REPORTS

1. IMPLEMENTATION REPORT Upon implementing any portion of this ECOM Plan, this report will be made using the following format:

```
O <DTG> (letter "O" for Immediate precedence)
FM NNNØ___ AL
TO NNNØASA VA
NNNØASZ GA
NNNØASG MI
NNNØAS4 GA
NNNØGAA AL
INFO NNNØASG ONE IL
NNNØASG TWO SC
NNNØAS4 ONE (LEAVE OFF UNTIL A NEW ONE IS APPOINTED)
NNNØAS4 TWO AL
NNNØGAA ONE AL
NNNØGAA TWO AL
BT
UNCLAS (Add the words "EXERCISE" and " <code name> " after "UNCLAS"
        for drill/exercise)
SUBJ: EMERG COMM IMPLEMENTATION
1. (Circumstances requiring implementation)
2. (YES/NO for Navy-Marine Corps MARS services required)
   (if Yes, Name and Title of requestor)
3. (YES/NO for additional communications support required.
   (If Yes, to what extent and scope using following subparas)
   A. (State- Action to be taken by State Director)
   B. (Region - Action to be taken by Region director)
   C. (Outside Region - Action to be taken by CHNAVMARCORMARS)
(Add the word "EXERCISE" if a drill/exercise message)
BT
```

Example Implementation Report Message

```
O 271534Z APR 2006
FM NNNØTJE AL
TO NNNØASA VA
NNNØASZ GA
NNNØASG MI
NNNØAS4 GA
NNNØGAA AL
INFO NNNØASG ONE IL
NNNØASG TWO SC
NNNØAS4 TWO AL
NNNØGAA ONE AL
NNNØGAA TWO AL
BT
UNCLAS
SUBJ: EMERG COMM IMPLEMENTATION
1. FLOODING IN CENTRAL ALABAMA COMCON X HAS BEEN SET
2. YES - J. JONES, CALHOUN COUNTY EMERGENCY COORDINATOR
3. YES
A. ALABAMA PROVIDE COMMS IN SUPPORT OF COUNTY EOC
B. REGION FOUR STANDBY FOR AUGMENTATION REQUEST
C. NONE
BT
```

2. SITUATION REPORTS (SITREPS) Within four (4) hours of activation of this ECOM plan and every four (4) hours thereafter, NNNØGAA or his designated representative must make a Situation Report (SITREP) to the Region Director. If the SITREP is to be sent by NCS or other designated non-staff member on behalf of NNNØGAA or other Alabama staff member insert following as the first line of paragraph 5: "THIS REPORT SENT AT THE DIRECTION OF NNNØGAA TWO." The following format will be used:

```
P <DTG> (letter "P" for Priority precedence)
FM NNNØ_____ AL
TO NNNØASG MI
NNNØAS4 GA
NNNØGAA AL
INFO NNNØASG TWO SC
NNNØAS4 TWO AL
NNNØASG ONE IL
NNNØAS4 ONE (LEAVE OFF UNTIL A NEW ONE IS APPOINTED)
NNNØGAA ONE AL
NNNØGAA TWO AL
BT
UNCLAS (Add the words "EXERCISE" and " <code name> " after "UNCLAS"
        For drill/exercise)
SUBJ: SITREP ____ (one, two, three, . . . or final)
1. (Brief resume of situation in disaster area)
2. (Net designation and number of stations participating)
3. (Advisory info, recommendations, needs, . . . be brief)
4. (Prognosis of next two hours)
5. (Other pertinent info-Problems, equipment performance, etc.)
(Add the word "EXERCISE" if a drill/exercise message)
BT
```

NOTE: All paragraphs (1 thru 5) must be included.

Negative reports will be indicated by one of the following:

"NO CHANGE" - Indicates the item is the same as previously reported.

"NEGATIVE" - Indicates this category not applicable, not being used, or nothing to report.

"NOT AVAILABLE" - Information requested by this category not available at this time.

Example Situation Report Message

```
P 21Ø311Z MAY 2006
FM NNNØABC AL
TO NNNØASG MI
NNNØAS4 GA
NNNØGAA AL
INFO NNNØASG TWO SC
NNNØAS4 TWO AL
NNNØASG ONE IL
NNNØAS4 ONE (LEAVE OFF UNTIL A NEW ONE IS APPOINTED)
NNNØGAA ONE AL
NNNØGAA TWO AL
BT
UNCLAS EXERCISE SPRING RAIN
SUBJ: SITREP ONE
1. COMMS IN SUPPORT OF CALHOUN COUNTY EOC REQUEST. COMCON ONE IN EFFECT
2. 4A2E NET - 14
3. MORE VHF SUPPORT REQUIRED
4. NET OPERATION TO CONTINUE
5. THIS REPORT SENT AT THE DIRECTION OF NNNØGAA TWO. MORE SMALL EMERG
GENERATORS REQUIRED
EXERCISE
BT
```

3. OPERATIONS REPORT After a state of emergency has terminated NNNØGAA or his designated representative will send an Operations Report to the Region Director within 24 hours. The following format will be used:

```
R <DTG> (letter "R" for Routine precedence)
FM NNNØGAA TWO AL
TO NNNØASG MI
NNNØAS4 GA
INFO NNNØASG ONE IL
NNNØASG TWO SC
NNNØAS4 ONE (LEAVE OFF UNTIL A NEW ONE IS APPOINTED)
NNNØAS4 TWO AL
NNNØGAA AL
NNNØGAA ONE AL
BT
UNCLAS
SUBJ: OPERATIONS REPORT
1. (net designation(s)).
2. (Total number of stations participating).
3. (Total traffic count, number of messages sent and received).
4. (Total number of hours the net was in operation).
5. (Date/time of opening net and securing net).
6. (Appropriate supplemental info, problems encountered, etc.)
BT
```

Example OPERATIONS Report Message:

```
R 071513 JUN 2006
FM NNNØGAA TWO AL
TO NNNØASG IL
NNNØAS4 GA
INFO NNNØASG ONE IL
NNNØASG TWO SC
NNNØAS4 ONE (LEAVE OFF UNTIL A NEW ONE IS APPOINTED)
NNNØAS4 TWO AL
NNNØGAA AL
NNNØGAA ONE AL
BT
UNCLAS
SUBJ: OPERATIONS REPORT
1. 4A2E
2. 32
3. 57
4. 28
5. 061050Z JUN 2006 -- 071445Z JUN 2006
6. HF FREQS FOR COMMS WITH REGION GENERALLY UNUSABLE DUE PROPAGATION
BT
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Annex C

ESSENTIAL ELEMENTS OF INFORMATION (EEI) MESSAGES

1. EEI Message Outline and Contents In the event of a civil disaster, EEI messages should be submitted to Chief, Navy-Marine Corps MARS via the WL2K Traffic System and by e-mail in accordance with paragraph 8 of this ECOM plan.

The following format will be used:

NOTE: Information to be included is shown in parenthesis with exact words to be inserted shown in CAPITAL letters.

```
O _____ Z ____ 2010 (letter "O" for Immediate precedence followed by DTG)
FM NNN0___ AL (your station)
TO AAN3EEI VA
INFO NNN0ASA VA
NNN0ASG MI
NNN0ASG ONE IL
NNN0ASG TWO SC
NNN0AS4 GA
NNN0ASZ GA
NNN0AS4 ONE (leave off until a new one is appointed)
NNN0AS4 TWO AL
NNN0GAA AL
NNN0GAA ONE AL
NNN0GAA TWO AL
BT
UNCLAS
SUBJ: (EEI REPORT or EEI REPORT UPDATE NR _____ )
1. REF (event identifier/state)
A. SITUATION: (What, where and when: elaboration of and specific location of
  incident. Time of incident in DTG format.)
B. MEDICAL FACILITIES: (Status of emergency medical facilities - hospitals/clinics
  operational, damaged, destroyed. What is available)
C. TRANSPORTATION: (Accessibility of area via roads, bridges, airports, railways)
D. DAMAGE/INJURED: (What was damaged - buildings, cars, facilities, etc. Nr injured)
E. UTILITIES: (Utility status - areas without water, electricity, etc.)
F. COMMUNICATIONS: (Local communications status- telephone, radio, TV.)
G. SOURCES: (Source of information and when received - personal observation, TV,
  radio, scanner, etc. If personal, include MARS call. If disaster official,
  include name and agency. If TV/radio station, give call sign, city and state.
  Use DTG format for date.)
H. OTHER INFO: (Remarks - if none, so state)
(ACTUAL INCIDENT or MARS EXERCISE)
BT
NNNN
```

Example EEI Message:

Continued Next Page

Example EEI Message:

O 050145Z JAN 2010
FM NNN0SYH AL
TO AAN3EEI VA
INFO NNN0ASA VA
NNN0ASG MI
NNN0ASG ONE IL
NNN0ASG TWO SC
NNN0AS4 GA
NNN0ASZ GA
NNN0AS4 ONE GA
NNN0AS4 TWO AL
NNN0GAA AL
NNN0GAA ONE AL
NNN0GAA TWO AL
BT
UNCLAS ACTUAL INCIDENT
SUBJ: EEI REPORT
1. REF HIDDEN SHADOW/FLORIDA
A. SITUATION: AT 05010Z JAN 2010 NUMEROUS GULF POWER SUBSTATIONS IN
ESCAMBIA AND SANTA ROSA COUNTIES FLORIDA DESTROYED. TERRORIST
ACTIVITY SUSPECTED.
B. MEDICAL FACILITIES: ALL OPERATIONAL ON EMERGENCY POWER.
C. TRANSPORTATION: OPERATIONAL
D. DAMAGED/INJURED: NUMEROUS GULF POWER SUBSTATIONS DESTROYED.
INJURIES UNKNOWN.
E. UTILITIES: NO ELECTRICITY THROUGHOUT ESCAMBIA AND SANTA ROSA
COUNTIES.
F. COMMUNICATIONS: CELL PHONE CIRCUITS OVERLOADED. TELEPHONE AND
CELL PHONE ON BACK-UP POWER GOOD FOR 12-24 HOURS.
G. SOURCE: AMATEUR RADIO, WEAR-TV PENSACOLA FL AND PERSONAL OBSERVATION
NNN0SYH 050140Z JAN 2010.
H. NONE
ACTUAL INCIDENT
BT
NNNN

2. EEI Report Identifiers EEI Report Identifiers and the location of the incident are to be used in paragraph one (1) of EEI messages. Report identifiers are listed in NTP 8 Series, Annex D, Paragraph D902.

3. You are encouraged to use the "EEI Generator" located on www.navy.mars.org (follow the links under EEI Form) for preparation of both exercise and actual incident EEI Reports. Ensure the e-mail version received from the Generator agrees with to format provided above.

Annex D
AUXILIARY RADIO and STATION AUGMENTATION TEAMS

1. Auxiliary Radio Team (ART)

a. General An ART is a team of six members, including a team captain, that may be dispatched to the scene of a disaster or otherwise employed for support in Navy disaster control operations.

b. ART Command and Assignments ARTs will be assigned by NNNØGAA and are under the direction of NNNØGAA TWO. They may be established, modified or augmented during an emergency. Upon receiving an alert, ART captains will mobilize their teams and report readiness state to NNNØGAA TWO. Status reports will be made to NNNØGAA TWO as necessary to keep him/her fully apprised of team's readiness and activity.

<u>Team</u>	<u>Team Captain</u>	<u>Team Members</u>
ART South	vacant	
ART North	vacant	

2. Station Augmentation Team (SAT)

a. General A SAT is a team of members designated to augment stations within Navy-Marine Corps MARS during an emergency requiring extended operations. Further information on SATs is available in NTP 8 Series, Annex D, para. D115.

b. SAT Command and Assignments SAT teams will be assigned by NNNØGAA and are under the direction of NNNØGAA TWO. When an alert is issued, all SAT teams should ready themselves for extended operations. The SAT team captains will mobilize their teams and report readiness necessary to keep him/her fully apprised of teams readiness and activity to NNNØGAA TWO. Make status reports to NNNØGAA TWO as

<u>Team</u>	<u>Team Captain</u>	<u>Team Members</u>
none assigned		

3. Team Responsibilities

a. Team Captains Team captains will recruit and train team members. Team captains will keep NNNØGAA TWO advised of team members selected.

b. Equipment Capabilities General equipment recommendations are addressed in NTP 8 Series, Annex D, paragraph D661.