



Training Addendum

*Updated 14 March 2003  
by AFF2T*

# **Essential Elements of Information (EEI) Reporting**

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National Emergency Coordinator. It will be used by all Region 2  
members.

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# U.S. Air Force MARS

## Training

### Essential Elements of Information (EEI) Reports

**1. Task Number(s): 1**

**2. Estimated Task Training Time: 2 hours**

**3. Technical Reference: USAF MARS ECOM Plan 97-1**

*Request a copy of ECOM Plan 97-1 from your SMD, if needed.*

**4. Objective(s): Provide Trainee(s) with an overview and purpose of Essential Elements of Information Reporting.**

**5. Training Step(s):**

a. Definition of Essential Elements of Information (EEI):

- Reports that provide essential information to various DoD and Emergency Management Agencies immediately following an emergency or disaster event.
- Reports on the date, time, location or area, and nature of an emergency or disaster situation.
- Reports on overall damages resulting from an emergency or disaster situation.
- Reports on the status and availability of local resources.
- ACTUAL EEI is a report on an actual event.
- TRAINING or EXERCISE EEI reports are for practice.

b. Purpose of EEI reporting.

- Provide Emergency planners with information regarding the extent of damages and an overview of the resources still available in disaster areas.
- Used by the Director of Military Support (DOMS) to gather information in addition to the information provided by State and Federal Emergency Management agencies, and to help evaluate the potential need for use of military resources to help civilian authorities.

- Used by DOMS as advisory information to help make an assessment on what emergency action, if any, should be considered by military resources, and how best to proceed given the information obtained from EEI reports.

- At a time when the need for “real time” electronically processed information is greatest, the capability to produce it may be seriously restricted or non-existent. EEIs will be needed immediately to help ensure that a proper response to the needs of victims of the event is available.

- EEI reports should be sent as an initial report only. No follow-up EEI reports should be sent to DOMS. DOMS will request follow-up, if needed, through the use of SPOT Reports.

c. When to send EEI reports to DOMS:

- It is essential that EEI reporting be accomplished in the most expedient manner possible, during or immediately following an emergency or disaster situation.

- All MARS members are asked to send EEI reports if you are aware of any disaster or emergency situation which could adversely impact life, limb or otherwise affect the public safety, regardless of how minor it may appear. This includes, but is not limited to:

- washed out bridges or roads
- downed power lines
- wind or tornado damage
- heavy rains
- flooding
- heavy snow
- forest fires

***Use good judgment. Local fires and traffic accidents that don't affect more than a handful of the local population probably don't need to be reported.***

- Accidents involving the following should always be reported:
  - hazardous materials (HAZMAT)
  - chemical spills
  - forest fires
  - nuclear materials
  - fires involving city blocks or neighborhoods

***Use common sense when determining what to report. DO NOT report severe weather watches or warnings since DOMS and FEMA have access to that information.***

## d. Routing of EEI Reports:

- ACTUAL EEIs get sent to the Director of Military Support (DOMS). DOMS is engaged in gathering, packaging, and presenting information to the Army (Executive agent for Military Support to Civilian Authorities) and Department of Defense (DoD) leadership regarding the conditions in areas affected by the disaster.

- Individual states, whose emergency plans include MARS may have an agreement with the State MARS Officials to accept EEI Reports at the local, county or state level. Specific modes of reporting will be addressed at the local level.

- ***EEI reports should not be sent as INFO to the Chief (AGA3C)!*** During actual large scale ECOM operations, AFN1EC will be busy helping coordinate MARS support and will have little time to review the many EEI reports that should be flowing from emergency or disaster areas. AFN1EC will keep the Chief (AGA3C) informed on situations.

- Keep the transmission and relay of EEIs simple and efficient by minimizing the number of INFO addressees whenever possible.

- ***TRAINING/EXERCISE EEI reports should not be sent to DOMS unless directed to do so by the Chief (AGA3C) or the National ECOM Manager*** (AFN1EC). There are occasions when DOMS will participate in an exercise, but you will be notified if that is specifically requested.

## e. How EEIs get sent to DOMS.

- EEI Reports may be initiated via Voice net, get relayed via MARS digital mode and then to email to final delivery at DOMS. DOMS has no round the clock HF stations to receive EEI Reports, but must ultimately rely on email. The email address is physically located at the Federal Emergency Management Agency (FEMA) HQ. The INFO address is physically located at Headquarters, US Army. The current DOMS email address is:

[foxhole@doms.army.mil](mailto:foxhole@doms.army.mil) (***Exercise EEIs are NEVER sent to DOMS!***)

- Information (INFO) copies should be sent to the following (do not type the parenthetical callsign):

[afn1ec@aol.com](mailto:afn1ec@aol.com) (AFN1EC)  
[lvcarsen1@earthlink.net](mailto:lvcarsen1@earthlink.net) (AFF2C)  
[ghensley@infoave.net](mailto:ghensley@infoave.net) (AFF2E) [ AFF2EC ]  
 (your SMD)  
 (your ASMD) AND STATE EC

(your state Emergency Operations Center) PHONE NUMBER .  
(your County and/or City Emergency Operations Center) AND PHONE  
NUMBER .

• ***If Email is down for some reason, you may send the message digitally to:***

[DOMS@AA3USA.MD](mailto:DOMS@AA3USA.MD)

(Minimize the info addresses when using digital mode to reduce stress on the digital system.)

• ***Stations reporting from an emergency or disaster area may not have email capability; therefore initial EEl reports will probably be via normal MARS voice or digital operation. All MARS operators must be proficient in handling the EEl in voice mode.***

• ***EEl Reports are typically lengthy and contain a lot of information, thus can best be sent using Digital mode when available.***

f. EEl Report Format (the actual report format is bold print)

Message headers should be the same as normal message traffic.

**PRECEDENCE DATE-TIME GROUP (PRIORITY FOR ACTUAL REPORTS)**  
**FM (MARS OPERATOR'S NAME / CALLSIGN / STATE)**  
**TO DOMS**  
**INFO (SEE LOCAL ECOM PLANS)**  
**BT**

**DOMS has provided the following message text format for EEI Reporting. This is a mandatory format.**

**SUBJECT: (ACTUAL EVENT/EEI or MARS EXERCISE)**

This tells the receiving stations whether it's real or exercise traffic. Be sure to include one of the terms in the subject line.

**1. REF:** (Applicable event identifier /callsign/ state)  
(Use the two letter state abbreviation for STATE)

**A.** (Area impacted by incident, date, time & state)  
(Specify town, city, county or statewide area. Also provide the date and time of occurrence.)

**B.** (Status of emergency medical facilities)  
*Are facilities Operational, damaged, destroyed? Are Field Facilities needed?)*

**C.** (Status of local transportation facilities)  
(Identify which roads are affected and their status: open, restricted, closed, damaged, destroyed.  
*Which bridges are open, restricted, damaged, destroyed.  
What is status of local airport: open, restricted, destroyed, unknown.  
What is status of local railroad: operating, restricted, destroyed, unknown.  
The objective is to provide enough information to disaster relief officials to aid in deciding how to get assistance into the affected areas.)*

**D.** (Exact location and characteristics of damage)  
(Provide a general description of damage or impact of incident on major structures such as government buildings, schools, residences, commercial property, public facilities, fire stations, etc. Include location of shelters if applicable.)

**E.** (Status of area utilities)  
(Provide the status of gas, water, commercial power, and sanitation systems. Are they operational, damaged, destroyed, and what, if any, utilities are needed.)

**F.** (Status of commercial communications facilities)  
(Telephone, radio, TV, cellular phone. Identify what is operational, damaged, and/or unavailable.)

**G.** (Source of information)  
(Identify the source of the above information if different from originating station. Include MARS callsign, name of official and agency, radio/TV station callsign or network as applicable.)

**H.** (Remarks)  
(Include comments about expected changes in status of any of the above items such as, "Power Company expects power to be out for more than 24 hours."  
**(ACTUAL EVENT/EEI or MARS EXERCISE/EEI)**  
(This should be the same as the subject line)

(End of message)

**BT**

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g. Event Identifiers

EI Identifiers are listed below and are used in Paragraph 1 and Paragraph 2. If no identifier fits, use your own. For example, if you are reporting a sink hole which is destroying houses and property, use "SINKHOLE." Minimize as much as possible. Updated 1 April 2002 by AFA2WJ/AFF2T.

Air Crash .....	Fallen Star
Airborne Poisoned gas .....	Poisoned Air
Biological Event.....	Bad Bug
Bombing Incident.....	Loud Bang
Bridge Damage/Loss (major).....	Lost Support
Chemical Spill.....	Poisoned Ground
Civil Unrest/Riot.....	Bad Magic
Damaging Hail.....	Falling Ice
Earthquake .....	Rolling Thunder
Flood .....	Tall Water
Forest/ground Fire .....	Scorched Earth
Gas Leak/Explosion (major) .....	Hot Air
Heavy wind (other than hurricane/tornado) .....	Mighty Winds
Hurricane .....	Howling Wind
Icy Roads/Freeze Problems .....	Black Ice
Interstate blocked/damaged (major) .....	Blocked Lane
Major Communications Link Down .....	Lost Comm
Nuclear .....	Nuclear Graystone
Oil Spill (water) .....	Dark Water
Power Outage (major) .....	Dark Day
Search/Rescue.....	Secure Haven
Seismic Sea Wave (Tsunami) .....	Tsunami
Ship Wreck/Incident.....	Deep Sea
Snow/Ice Storm .....	White Blanket
Terrorist Threat.....	Hidden Shadow
Tornado .....	Violent Twister
Train Wreck/Derailment.....	Broken Tracks
Volcano .....	Brazen Brimstone
Water Dam Broke/Damaged.....	Fast Water
Winter Snow Storms.....	White Blanket

Communications Support Role(s) Identifiers

FEMA Support.....	Federal Response
JCS Support .....	Joint Lions
NCS Support .....	Top Cover
NDMS Support .....	Medical Link
SHARES Support.....	Common Fortune
NG & Reserve Support.....	Civil Cover

**\*The identifiers should be listed in your ECOM Plan along with the EI Report Format.**

**ESSENTIAL ELEMENTS OF INFORMATION (EEI)**

**Region 2 Report FORM... ACTUAL [ EEI ]**

**HEADER: station called station calling RADIO CHECK, OVER**

NR \_\_\_\_\_ (Message Number)

\_\_\_\_\_  
 (PRECEDENCE) (P=ACTUAL R=EXERCISE) (DATE) (TIME) Z (MONTH) (YEAR)

**FM:**

\_\_\_\_\_  
 (Members Name/Callsign/State)

**TO:** EMAIL: [foxhole@doms.army.mil](mailto:foxhole@doms.army.mil) DIGITAL: DOMS@AA3USA.MD

**INFO:** AFF2C - [lvcarson1@earthlink.net](mailto:lvcarson1@earthlink.net)  
 AFN1EC - [afn1ec@aol.com](mailto:afn1ec@aol.com) (Your SMD)  
 AFF2EC - AFF2E [ghensley@infoave.net](mailto:ghensley@infoave.net) (Your ASMD)  
 (Your city, county and/or state EOC) **AND PHONE NUMBERS, IF POSSIBLE.**

**BT**

**SUBJECT:** ACTUAL EVENT/EEI (or) MARS EXERCISE /EEI /(state) (circle one)

**1. REF:** /(state)  
 (Use applicable Identifier or Plain Language if not on Identifier List)

**A. AREA IMPACTED BY THE INCIDENT, DATE-TIME GROUP/STATE:** (Specify Town, City, County or State-wide area)

**B. STATUS OF EMERGENCY MEDICAL FACILITIES:** (Operational, Damaged, Destroyed, or Field Facilities available)

**C. STATUS OF LOCAL TRANSPORTATION FACILITIES:** (Indicate which **ROADS, BRIDGES, LOCAL AIRPORTS, RAILROADS** are affected and status - open, restricted, closed, damaged, destroyed. Provide enough information to disaster relief officials to aid in deciding how to get assistance to the affected area)

**D. EXACT LOCATION AND CHARACTERISTICS OF DAMAGE:** (General description of damage or impact on Major structures such as Government buildings, schools, residences, commercial properties, public facilities, Fire Stations, Etc. Include locations of shelters if applicable.)

**E. STATUS OF AREA UTILITIES:** (Gas, Water, Commercial Power, Sanitation Systems, - Operational, Damaged, Destroyed, needed)

**F. STATUS OF COMMERCIAL COMMUNICATIONS FACILITIES:** (Telephone, Radio, TV, Cellular Phone - Operational, Damaged, Unavailable)

**G. SOURCE OF INFORMATION:** (Indicate Source of information if different from DATE TIME GROUP of the message. Include MARS Callsign, name of official and agency, radio/TV station Callsign or network as applicable)

**H. REMARKS:** Include comments about expected changes in status of any of the above items such as power companies expect power to be out for (specify estimated time). If applicable .

**ACTUAL EVENT/EEI (or) MARS EXERCISE (circle one) Same as Subject Line**

**BT**

RADIO CHECK STATION CALLED STATION CALLING  
NR 28 PRECEDENCE P TIME 111530Z MAY 98  
FM: HARRY MARSTERS / AFA1PZ / ME  
TO: foxhole@doms.army.mil  
INFO: (Your SMD) AFF2C - lvcarsen1@earthlink.net  
AFN1EC : [afn1ec@aol.com](mailto:afn1ec@aol.com) [ your smd ] (Your ASMD)  
AFF2EC – AFF2E : [ghensley@infoave.net](mailto:ghensley@infoave.net) (Your city, county, and/or state)

EOC)

BT

SUBJECT: ACTUAL EVENT / EEI / ME

1. FALLEN STAR

A. PORTLAND INTERNATIONAL JETPORT, PORTLAND ME

B. OPERATIONAL

C. ALL ROAD AND RAIL TRANSPORTATION OPERATIONAL

D. FAR END OF RUNWAY BLOCKED. NO DAMAGE

E. OPERATIONAL

F. OPERATIONAL

G. CUMBERLAND COUNTY EMA / EOC GEORGE FLAHERTY, DIR.

H. ALTERNATE RUNWAY BLOCKED BY DEBRIS. EXPECT RESTORAL TO NORMAL OPERATIONS WITHIN 8 HOURS. NO SIGNIFICANT IMPACT TO AIRPORT OPERATIONS.

ACTUAL EVENT / EEI / ME

NOTE THE ONE-WORD RESPONSES. WHEN IT'S POSSIBLE, KEEP IT SIMPLE.

## EEI REPORTING PRACTICES

- **Prepare and send an EEI Report as soon as possible once you have knowledge of an emergency or disaster situation.**
- **Always use the standard EEI format**
- **Provide brief but concise information. When a one-word response explains the information needed, then use one word. Stick to the facts as you have received them.**
- **Remember that this is a critical report and must be sent to DOMS by the most expedient means available. The only way to get to DOMS is by email.**
- **Use all modes necessary to get this report to DOMS.**
- **Practice sending MARS exercise EEI Reports to your REC or SMD. This is a critical service and we must all be comfortable and proficient with the process.**