

MDE ECOM PLAN

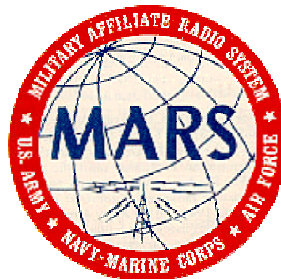
SEPTEMBER 1, 2003

NAVAL TELECOMMUNICATIONS PROCEDURES

U.S. NAVY-MARINE CORPS MILITARY AFFILIATE RADIO SYSTEM (MARS)

MARYLAND / DISTRICT OF COLUMBIA /
DELAWARE

EMERGENCY COMMUNICATIONS GUIDE



Commander, Naval Computer and Telecommunications Command
4401 Massachusetts Ave., NW
Washington, D.C. 20394-5460

SEPTEMBER 2003

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Other requests for this document shall be referred to

Maryland/District of Columbia/Delaware State Director, NNN0GAW

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FORWARD

This publication is intended to provide basic guidance for Maryland/District of Columbia/Delaware (MDE) Area Military Affiliate Radio System (MARS) operations for planning or when operating under emergency communications conditions. No plan or guide can give specific procedures for all situations. Initiative, common sense and good judgment in the planning and conduct of MARS communications are essential to the successful completion of our mission.

This Emergency Communications plan (ECOM Plan) is a supplement to the information included in the current issuance of the Navy-Marine Corps Military Affiliate Radio System (NAVMARCORMARS) Communication Instructions (NTP-8), the Northeast Area Operations Guide and the MDE Operations Guide. References to these publications throughout this ECOM Plan should be read to mean the current issuance.

Emergency communications services in the MDE Area have not been activated often, but in the recent past the need has increased. Therefore, while reading this ECOM Plan keep in mind that while the likelihood of activating is small, it is important that we be ready to act if called upon. This ECOM Plan is designed to assist MDE MARS in maintaining a high level of readiness as part of its effective planning and organization and providing a base for realistic exercises.

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INTRODUCTION

The mission of NAVMARCORMARS is to provide Department of the Navy sponsored emergency communications (ECOM) on a local, national and international basis as an adjunct to normal Naval Communications. It is NAVMARCORMARS policy that MARS resources will be used to support emergency preparedness activities until normal communications channels are restored. Priority must be given to the support of Navy-Marine Corps activities.

An emergency communications condition results from a sudden and generally unexpected occurrence or set of circumstances, which require the immediate implementation of a system for sending and receiving messages. The most likely need for MDE Area MARS assistance would be in response to a local natural disaster (earthquake, flood, fire, hurricane, tornado, etc.), a major transportation accident, or a terrorist event. MDE MARS assistance could also be in response to a national or international situation where formal emergency traffic needed to be relayed into the Area.

As directed by competent authorities, MDE MARS radio stations and operators will provide emergency communications to military and civilian agencies when normal communications are disrupted, non-existent or overloaded as a result of an emergency situation. While MARS membership does not impose a mobilization requirement, during periods of crisis each member does have a moral and civic obligation to participate, to the extent possible.

It is MARS policy that MARS resources will be used to support military and civilian agencies until normal communications channels are restored with priority given to the support of Navy-Marine Corps activities. Three types of emergency communications requirements can be anticipated. They are:

Distant Emergencies -- Requiring relay, delivery and transmission of a volume of formal message traffic.

Area Emergencies -- Requiring a mixture of formal messages and informal command/administrative traffic.

Local Emergencies -- Requiring mobile and portable units at the source handling command/administrative traffic and little formal traffic.

Emergency communications operation is not simply an extension of the normal traffic net operation. Modes may vary and a particular emphasis needs to be placed on developing digital techniques and capability. Generally, though the number of stations and operators may be fewer, the communications procedures are the same.

Correct methods of operation and precise use of established procedures are essential for effective message flow. These procedures must be practiced and polished by every MARS operator in routine day-to-day operation so the skills necessary for emergency operation become the normal routine. Members should always try to improve current skills on the regular traffic nets and in regular operations. The Area Assistant for Training (GAW FOUR) is an important asset in this pursuit.

Reliability, security and speed are the three basic requirements of all MARS communications. Reliability is always paramount. It must never be sacrificed to achieve security or speed. Under emergency conditions, adrenaline causes us to speed up. Remember to keep message sending speeds normal and use extra caution when operating, moving to an emergency site, etc.

Communications in the emergency setting requires maximum efficiency. Efficiency does not necessarily mean being fast. Voice transmissions should be made at handwriting speed, which allows the receiving station to copy easily and write down the message. Efficiency is greater if a message is sent once, using

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proper technique at moderately slow speed with no fills required, than if sent faster with major sections repeated for fill-ins.

SIMULATED EMERGENCY EXERCISES

In simulated emergencies or exercises, all stations must use extreme care to identify all transmissions dealing with the simulation as **“EXERCISE”** traffic. When submitting exercise reports, they will be similar to those required for an actual emergency except that **“EXERCISE”** or **“EXERCISE (CODEWORD)”** will appear on the first line of the text after the classification designation (UNCLAS). This will also be seen as the last line of text just preceding the final BT.

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MDE AREA ECOM GOALS

AREA GOALS

Provision of emergency communications by MARS is accomplished through three primary activities:

1. MARS emergency traffic net communications with the ability to maintain, if needed, 24-hour communications;
2. Auxiliary Radio Teams (ART) that can be sent to a disaster site, and ;
3. Station Augmentation Teams (SAT) that can be sent, upon request, to U.S. Navy communications facilities.

The State Director of the MDE Area has set as our ECOM priority the development of a VHF packet network. To be able to make full use of such a network for emergency communications, at least one station in each MDE Section should be equipped with portable VHF packet, in addition to VHF voice (25 watts minimum) with phone patch capability. This capability would enable any ART to meet most of the on site communications needs envisioned for an emergency situation in the Area. Every MDE member should make an effort to achieve VHF packet capability and phone patch capability for both HF and VHF.

The MDE Area will seek to establish and maintain four ARTs, one team for each of the following geographic areas: western Maryland, northern Maryland (including the Baltimore area), central Maryland (including the District of Columbia), and southern Maryland. UNTIL recruitment of enough members in the eastern Maryland and Delaware sections is achieved, other teams will need to consider deployment capabilities to cover those geographical areas. ART equipment capability should include portable and/or mobile VHF FM transmitters with frequency coverage adequate for local simplex and repeater communications. Portable equipment should be in sufficient quantity to provide for mobility of individual team members. Each team should also be equipped with emergency power and the capability of operating on the designated MDE primary HF frequency and any of the common MARS frequencies for HF sideband voice operation.

An SAT is intended to be facility specific, with on-site training and sponsorship The MDE Area SAT supports NAVMARCORMARS Radio Station (NNN) at the U.S. Naval Academy in Annapolis, MD and (NGT) at the Patuxent River Naval Air Station in Lexington Park, MD. During an emergency, message traffic increases and requires expedient handling.

In emergencies, 24-hour operations are often required. Therefore, the MDE Area will provide 24 hour emergency communications capability, either through use of a single member station with multiple operators, or by using multiple member stations operating in a scheduled rotation.

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MARS OPERATOR RESPONSIBILITIES

EMERGENCY PREPARATION ACTIVITIES

Each member MARS station operator should be ready to help in an emergency situation. This means that in addition to current experience in Area Net operations, each MARS member should be prepared in the following areas:

1. Station equipment,
2. Mobile/portable equipment, and
3. Personal gear.

Preparation requires planning. Each member is asked to take an inventory, at least annually, to determine the state of readiness in each of the above areas. Based upon this inventory, members can set goals for themselves to maintain and improve readiness capabilities. Appendix B has sample lists of equipment, which can be used for planning.

Remember that in an emergency each member should first see to their own safety and that of their families. An operator who is injured and/or worried, cannot function as effectively as he/she otherwise could. The first step in emergency planning for MARS is planning and preparing for family safety.

In addition to training and exercises available through MARS, all MDE members are encouraged to also complete the Levels I, II, and III Emergency Communications training courses offered by the ARRL. Total tuition reimbursement may be available for these courses. This training will insure that MDE members are aware of other civilian activities, resources, and agencies which we may need to support during a major emergency. Members will also be aware of other volunteer support groups (such as ARES and RACES) and their resources and procedures that we may need to interface with in supporting any area emergency.

SUGGESTED ACTIVITIES (from NTP-8):

1. Verify station's equipment capabilities by regular participation in scheduled traffic nets and planned drills.
2. Check antenna systems and exterior station equipment twice a year to ensure dependability.
3. Maintain a small stock of spare parts to ensure dependability.
4. Make provisions for obtaining emergency power capabilities. Test and operate generators once a month.
5. Familiarize yourself with the contents of NTP-8(C), the Northeast Area ECOM Plan, and the MDE Operations and ECOM Plans and alerting/call-up requirements and have them available for ready reference.
6. List agencies and important telephone numbers and keep them with the ECOM Plan.
7. Monitor primary frequencies used in the Area.
8. During a natural emergency, loss of your antenna is a high probability. Your plan should include a spare long wire antenna and instructions on how to perform emergency installation.

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ART / SAT RESPONSIBILITIES

ART and SAT Captains are responsible for reporting the operational readiness (see OPREDREP section, page 21 of this plan) to the State Director (GAW) and/of the Assistant for Emergency Communications (GAW TWO) as soon as possible after requested or after an obvious emergency situation. If activated, ARTs and SATs will prepare and send Situation Reports (SITREPS) as required by MARS policy.

Captains must maintain current home and work telephone numbers and alternative numbers as practical. This does not mean that an “alert” or “on-call” status should be maintained all the time. Rather, an effective mechanism for rapid call-up should always be in force.

SAT members should be prepared to assume Net Control Station (NECOS) duties as directed by GAW TWO. The SAT must be capable of and proficient in using all normal HF and VHF modes of operation. (VOICE, AMTOR, PACKET/PACTOR, MT63, PHONE-PATCH, ALE, etc.). SAT members must be capable of operating dual HF and VHF positions. SAT members may rotate in shifts to maintain 24 hour operation as required. If coverage is being provided by two or more nearby stations, they should be able to maintain constant communications via VHF simplex (MDE frequency is 149.075 MHz).

SAT members can expect to operate from home stations for most emergency situations. However, if requested by the Navy, the SAT will augment NAVMARCORMARS Radio NNNONGT at Patuxent River Naval Air Station, Lexington Park, MD, or NNN0NNN at the United States Naval Academy, Annapolis, MD.

ART members should have equipment and supplies ready to move on short notice. Not all ART members are required, or expected, to own/supply all the equipment the ART needs to operate. However, the team membership must be capable (equipment and experience) of operating in all HF and VHF modes as required. The ART will promptly establish VHF Packet and VHF/HF voice communications at the site of an emergency situation. An activated ART will use their assigned call sign (Refer to TABLE 1: CALL-UP LIST). ART call signs for use within MDE will be assigned from the range NNN0DCA through NNN0DCF.

ART members should be prepared to operate in an outdoor environment, initially without ready access to support services. After arrival, the first SITREP should contain recommendations for further ART support, as necessary, both in personnel and in supplies and equipment.

The following suggestions are designed to help ART members to be prepared to operate in emergency conditions away from home. ART members should make a detailed list of their personal gear to take when called. Each item on the list should include a storage location to aid in rapidly gathering the gear. If possible, a “Go Kit” of items can be readied and stored for quick response. Each personally owned item should be marked/labeled with the owner’s name and call sign

Some things to consider for possible deployments:

WHERE	- maps, keys, tools, packing
WHEN	- clothing, coats, gloves, foul weather gear
HOW LONG	- clothing changes, food, water, batteries, supplies
SUPPORT	- food, water, shelter, power

Refer to APPENDIX B: SAMPLE INVENTORY LIST for suggestions for making a personalized list. Members should also refer to NTP 8(C) Annex D paragraphs D661 and D662 for recommended materials.

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ART / SAT TRAINING

While operators of high proficiency and experience can form an impromptu team and accomplish a mission, training as a team will help ensure efficiency and effectiveness. GAW will coordinate with NGT and NNN to provide opportunities for on-site training for the SAT and for familiarization by all Area members. For training purposes, the SAT may assist in operating these stations during Armed Forces Day (May).

Recognizing the difficulties in conducting actual field training exercises (FTX), MDE Area MARS will not schedule regular FTXs, MDE will make every effort to mobilize the ART team annually to keep team members skills sharp within the State. However, since MDE MARS runs a recruitment/information booth at many area Hamfests and since most members attend these events, these may be used for team exercises:

Western Maryland ART (ART-1) -- Frederick Hamfest
Northern Maryland ART (ART-2) -- BARC Hamfest Timonium Fairgrounds
Central Maryland ART (ART-3) -- FARfest Hamfest

The ART should set up one emergency powered VHF Packet station for demonstration. The demonstration station should operate for a minimum of three hours during the Hamfest. During this time the ART members should also help the Assistant for Special Projects (GAW SIX) in staffing the MARS booth.

GAW TWO will conduct at least four quarterly emergency communications (ECOM) events annually. One of these events will usually be scheduled to coincide with the nation-wide ARRL Simulated Emergency Test (SET) usually held in October. A review of this ECOM Plan and other ECOM related subjects will be an agenda item at the regular MDE MARS monthly meeting that is held in October (or September if meetings are held bi-annually).

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EMERGENCY CONDITION GUIDELINES

When first aware of emergency communication conditions, whether via HF, VHF, land line or personal observation, members should immediately:

1. Provide for your own safety and that of your family,
2. Alert GAW, GAW ONE and GAW TWO via the most expedient means. Gather all information required for the implementation message. Paragraphs in the message should answer the following questions, in accordance with the format provided in NTP 8(C) Annex D; Annex C, Northeast Area Operations Guide and this document:
 - A. (Circumstances requiring implementation)
 - B. (MARS services required (Yes/No). If Yes, list name, address, title, and telephone number of requester.)
 - C. (Additional communications support required? (Yes/No)
If Yes, to what extent and scope
 1. MDE Area (action taken by State Director)
 2. Region (action to be taken by Region Director)
 3. Northeast Area (action to be taken by Area Director)
 4. Outside Area (action to be taken by Chief, NAVMARCORMARS)
3. GAW, GAW ONE or GAW TWO will initiate the call-up tree and activation alert via email. If the call-up tree is initiated, obtain all important information and write it down - do not add information or speculate. After getting the information, call the assigned names on the call-up tree. Pass the message as given, or if no formal message, summarize the ECOM situation, frequency to be used, and any additional instructions as may have been received. Direct that member to proceed with the call-up. Confirm that the member has received all of the information correctly. ***If a station is unavailable, skip to the next station. Contact the stations the non-contacted station is responsible for to assure rapid notification of all MARS members. Continue to attempt contact with the skipped station. Voicemail messages may be left, but they do not constitute "contact" with that station.***
4. Check-in or establish the MDE Area ECOM PRIMARY NET (see frequency utilization chart). NECOS shall assume control of the ECOM operation until directed otherwise by GAW or GAW TWO. If the MDE Area frequencies are not usable, any Northeast Area frequency may be used.
5. If GAW, GAW ONE or GAW TWO are unavailable, notify ART and SAT Captains to send their Operational Readiness Reports to GAW and GAW TWO as soon as possible.
6. If GAW, GAW ONE or GAW TWO are unavailable, transmit the implementation message. (See sample in Appendix F, or NTP-8(C) Annex D).
7. Monitor active frequencies.
8. Check into the net only when NECOS opens the net for that purpose. Notify NECOS before leaving the net. Pay close attention to the net operations. Information and messages relayed may be of direct importance to the listener and may avoid the need to repeat transmissions.
9. Do not tune or transmit without the permission of the NECOS.
10. Listen before transmitting. All stations may not be able to hear all other stations on the net. If an operator hears a station that apparently is not heard by NECOS, when NECOS calls for check-ins and

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further traffic, transmit your station call and the word RELAY only. Give the information after acknowledgment.

11. Maintain a log of all messages and actions taken. *Retain such logs in station files for three years.*

12. Do not disclose information gained from military circuits, including MARS circuits, except as authorized by GAW TWO or higher authority.

13. Do not argue with or criticize NECOS or other stations over procedures. Suggestions may be offered and clarifications asked for, but realize that different perspectives may exist. The time for constructive criticism is after the operation is over.

14. After the emergency is over, send a report to GAW TWO on all activities and suggested changes, improvements and additions that may be helpful in improving emergency operations.

In all communications, members should try to be concise and to the point, but not so brief as to be incomprehensible. Report only FACTS. If opinions and estimates must be reported, do so only with the indication that they are opinions or estimates. Do not report rumors and hearsay. Always name the information source.

MARS members should not endanger themselves to secure information or perform other tasks. Remember the primary mission is to communicate information rather than gather it. MARS members should not become involved directly in the emergency response activities, except for providing communication services unless otherwise requested by proper authorities.

Members should remember that if they are the first to become aware of the need for MARS emergency communications, they are in charge until relieved by higher authority.

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IMPLEMENTATION

Activation of emergency MARS resources must be requested by civilian or military authorities. Any MARS member may activate local implementation of emergency communications when requested to do so by competent military or civilian authorities pending official request and acknowledgment. Obviously, good judgment is critical here. If possible, these authorities should make such requests directly to the State Director or the Assistant for ECOM.

INITIAL REQUEST

Individual members who become aware of an emergency condition of impending disaster should immediately notify the MDE ECOM Assistant (GAW TWO) and/or the MDE State Director (GAW)/Assistant State Director (GAW ONE). If they are unavailable, contact another Area Staff member. If none of the designated authorities can be readily contacted and ECOM is necessary, the member shall activate the Emergency Net as prescribed in NTP-8(C) Annex D, while continuing efforts to contact the designated authorities.

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 ended. Until otherwise directed, participating member stations will regard the NECOS of an Emergency Net as having the full authority of and acting for the State Director.

The MDE Area ECOM Assistant will make initial requests for emergency communications on the local or MDE Area level via the State Director to the Region Three and Northeast Area Directors or their designated staff. An Immediate message or other rapid means of communication stating implementation circumstances shall be transmitted to Chief NAVMARCORMARS.

IMPLEMENTATION MESSAGE

When an emergency communications condition exists and when properly requested by competent military or civilian authority, an Implementation Message must be sent in accordance with the format provided in NTP 8(C) Annex D, the Northeast Area Operations Guide Annex C and this document. This Immediate message is sent to Chief NAVMARCORMARS (NNN0ASA, Virginia), Chief NAVMARCORMARS Assistant for ECOM (NNN0ASZ), Northeast Area Director (NNN0ASI), Northeast Area Assistant Director, (NNN0ASI ONE), Northeast Area Assistant for ECOM (NNN0ASI TWO), Region Three Director (NNN0AS3), Region Three Assistant Director (NNN0AS3 ONE), Region Three Assistant for ECOM (NNN0AS3 TWO), MDE State Director (NNN0GAW), MDE Assistant State Director (NNN0GAW ONE), MDE Assistant for ECOM (NNN0GAW TWO), MDE Assistant for Net Operations (NNN0GAW THREE). The message should also be INFO addressed to NNN0ALL MDE and the Directors for all states neighboring MDE (NJ, PA, WV AND VA.) This message describes the emergency, states who requested the action, and indicates what action is necessary from each of the four levels of the MARS operation.

Refer to APPENDIX D: SAMPLE IMPLEMENTATION MESSAGE

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ALERT CONDITIONS

To provide a phased response to developing situations, the following communication conditions (COMCON) and actions have been established:

COMMUNICATIONS CONDITION III

(COMCON III) (ECOM situation expected to develop within 48 hours)

Take preliminary precautions, i.e., test emergency power, locate essential items such as flashlights, ECOM Plan, etc.

Continue normal routine

Take necessary actions to activate on short notice.

COMMUNICATIONS CONDITION II

(COMCON II) (ECOM situation expected to develop within 24 hours)

Curtail routine as necessary for readiness.

COMMUNICATIONS CONDITION I

(COMCON I) (ECOM situation imminent)

Suspend normal operations as warranted

Activate emergency networks and ECOM Plan as necessary.

Take appropriate precautions.

COMMUNICATIONS CONDITION ZERO

(COMCON 0) (ECOM situation exists)

Activate emergency net operations and ECOM Plan.

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ECOM NECOS PLAN

The MDE Area will provide for 24-hour emergency communications capability either through use of a single member station with multiple operators, or through the use of member stations operating in a scheduled rotation. The Assistant for Net Operations (GAW THREE) will make the decision of which method is most appropriate and which MDE operators will be assigned ECOM NECOS duties.

The following order could be expected to establish the Emergency Net:

1. The member first discovering the need;
2. GAW TWO,
3. GAW/GAW ONE,
4. GAW THREE,
5. NECOS assigned for that day's MDE traffic net,
6. Any other member.

The NECOS of an Emergency Net has the full authority of and acts for the State Director. The station activating an Emergency Net shall take firm control of the Net and conduct directed net operations until specifically relieved by higher authority or until the emergency has ended. Please note that the above list is only an attempt to resolve any confusion about initially establishing the net. As with any net, if no one has established the net, any member should feel confident in assuming the NECOS role and establishing the net. Once the net is established, someone "higher" on the list will not automatically relieve the NECOS. In fact, it is expected that staff members will have duties that would limit their ability to also operate as NECOS.

After the Emergency Net is established, GAW THREE will coordinate with GAW, GAW ONE and GAW TWO to determine the expected duration of the net. For extended net operations, GAW THREE will make the appropriate assignments to ensure that NECOS duties are properly covered. Depending on circumstances, members may be asked to go to another member's station to assist and operate from that location.

Should circumstances warrant, additional nets may be established on either HF or VHF frequencies. GAW THREE will determine the need for such formal secondary nets. The NECOS may, of course direct net stations to contact each other on other frequencies to pass traffic, coordinate actions, etc.

A record of traffic on emergency/exercise nets should be kept by NECOS using message number and DTG. This will be used later for reconstruction when preparing after-action reports

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FREQUENCY UTILIZATION

NFL is the Northeast Area ECOM Calling Frequency and is the first choice for alerting and implementation. All MDE MARS stations are encouraged to monitor this frequency and use it to pass traffic and contact stations within the MDE Area, Region, and Northeast Area.

Frequency usage will be kept to a minimum (i.e., use as few different frequencies as possible). The MDE primary frequency NCI will be used for all communications until overloaded or as directed by NECOS. If the above listed Area frequency is not suitable, other traffic-net frequencies may be used (see Northeast Area and MDE Operations Guides).

In ECOM situations, the VHF repeater system (MARSREPSYS) shall be used to the utmost whenever available. The VHF repeater will be used as a tactical frequency by the ARTs, SATs and NECOS as they see fit. Brief station to station communications will be permitted on the VHF frequency on a not-to-interfere basis. Packet communications are authorized on VHF and should be used to their fullest potential for ECOM purposes.

NAVMARCORMARS CONUS ECOM	NFK (Primary), NCL and NNA (Secondary)
NAVMARCORMARS CONUS HF Packet	NGG, NED and NDE
Northeast Area Primary ECOM:	NFL
Secondary:	NFE, NDN and NCG
Northeast Area SSB Traffic	NDP
Northeast Area ECOM RDS	NCM
MDE SSB Traffic	NCI, NDI
MDE Area VHF Simplex	149.075
MDE Area VHF Packet	150.100
Atlantic Afloat Coordinator	NNC
Other Northeast Area HF	NDP
VHF MARS Repeaters	
MDE (JHU/APL)	149.075 (150.075 input)
MDE (NNN0NNN, USNA)	148.400 (148.975 input)

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CALL-UP PROCEDURES

Individual members who become aware of an emergency condition or disaster should immediately notify the MDE Assistant for ECOM (GAW TWO) and/or the MDE State Director (GAW)/Assistant State Director (GAW ONE), or other MDE Area Authority. Only GAW, GAW ONE, or GAW TWO may initiate the call-up procedure. **However, ANY member knowing of an emergency may initiate an ECOM net on HF while notifications are proceeding.**

The call-up procedure is intended to enable rapid mobilization of MDE MARS resources. When the emergency call-up is initiated, all MDE members will be alerted via the MDE mail list and each active MDE MARS operator may be contacted via telephone. The member will be advised that the call is an emergency (or test) call-up, given critical information available on the emergency, told the requested action (usually to join an emergency net) and instructed to call the other operators, as indicated on the current call-up tree.

Since many telephone calls between members may be toll calls, it is not anticipated that the call-up procedure will be tested frequently. Every member must take it upon himself or herself to know who to call and what the telephone numbers are. If called, members will be given a message that has information and instructions. This message should be written and read verbatim to operators that are next on the call-up list. Do not speculate or add details.

Each member is responsible for contacting other members as indicated on the call-up tree. If a member cannot be contacted, call the member that the non-contacted member is responsible for calling (the next member on the list).

Anytime the SAT and ART Captains are alerted, via the call-up procedure, they should prepare and transmit to GAW and GAW TWO a report detailing their team's response status to the situation. *This report is always required unless specifically instructed not to prepare/send the report.*

CALL-UP TREE

Rationale for Call-up Tree

The Call-up Tree (CT) structure is based upon the existing membership and the staff positions as currently filled. Three levels of ECOM call-up are established. Level I alerts only key COM staff. Level II alerts all staff positions. As an expansion, the ART Captains may be alerted if Level II-A is designated. Level III is selected squad activation. Level IV is a full area deployment, entire membership alert call-up.

The CT is designed to progress through the staff positions and membership, with primary consideration given to each member's location to decrease the amount of toll calls necessary to contact members. The CT was designed to maximize contact within sections. Unfortunately, this design also requires frequent revision to keep the CT current.

Assuming it takes approximately two minutes per call, all staff should be notified within 15 minutes and all members should be notified within 30 minutes of initiation. *If a member cannot contact an assigned member, then calls to that person's assigned members must also be made (e.g., if GAW cannot contact GAW TWO, then he must contact the ART captains himself).* For the CT to work, it is critical for all members to ensure that their telephone numbers are kept current with the Area Assistant for Membership (GAW THIRTEEN) and that staff and members have the most recent membership list.

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It is recommended that MARS members write the name, call sign, staff designation, if any, and telephone numbers (work and home) for each of the members they are responsible to contact and carry this information with them. Table 1 (CALL-UP TREE) has been designed to be used for this purpose.

Since the Assistant for Training (GAW FOUR) knows the operational level of those members in training status (Tango members), GAW FOUR is the most appropriate person to contact all Tango members and make assignments. Likewise, GAW THIRTEEN will contact appropriate Associate and Honorary members if needed.

The table, which follows, shows the staff/team position basis, which was used for the CT (Table 1). The call-up will go as follows: A member is made aware of or called by military or civil authority requesting emergency communications assistance. The member calls GAW, GAW ONE or GAW TWO with all details. GAW (or GAW ONE or GAW TWO) will notify NNN0OOR and NNN0RRF. OOR calls SQUAD 1 (NNN0ZJT) and SQUAD 2 (NNN0FJW) team Captains, RRF calls SQUAD 3 (NNN0QFT) and SQUAD 4 (NNN0RJC) team Captains. *NOTE* Call Signs listed above are examples to show a process. Refer to Table 1 for actual Call Signs. Following the column down, the team captains call the station below their call sign, that station calls the station below his call sign, etc., until the last station is called by the next to last person on the list.

In this manner, if everyone answers their telephone, no station below the team captains should have to make more than one telephone call. If a station does not answer the call, go to the next station on the list and attempt to call that station. For example, if SIM is attempting to call FJZ and FJZ is not home and cannot be reached, a voice message may be left if he has an answering machine, or a message may be left with someone else who may answer the phone, but then SIM should continue the call-up tree by calling QFU, the station next in line below FJZ.

The use of E-mail is becoming more prevalent as more and more people with computers obtain Internet access. This is an acceptable method of notifying stations of ECOM situations, but is not to be used to circumvent the normal call-up tree if the tree has been activated. Therefore, only telephone numbers are provided in this ECOM Plan.

Refer to TABLE 1 for Call-up Tree. Refer to your printed copy for the latest telephone numbers.

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OPERATIONAL READINESS REPORT

An Operational Readiness Report (OPREDREP) is a report sent as soon as possible by the SAT and ART Captains to the MDE State Director (GAW) and the MDE Assistant for ECOM (GAW TWO). The report details the readiness status of the team and is the basis for assignments in response to requests for assistance. The report is sent as in the sample communications below. If circumstances change, additional OPREDREPs may be sent.

Refer to APPENDIX F for Sample OPREDREP messages.

SITUATION REPORTS

A Situation Report (SITREP) is a summary of information known about an emergency situation, the current situation and current needs and/or problems. ART Captains are required to file a SITREP at least every two (2) hours or sooner if necessary to communicate significant information and/or changes in the situation.

These are not intended to be exhaustive lengthy reports, therefore, briefly and clearly stating the situation is the key to success. However, they are the basis upon which further response is taken, so they must provide a concise, clear and accurate picture of the situation. *Generally, ARTs in the MDE Area will be expected to send SITREPs every two hours. Local SITREPs are sent only to State Staff.*

SITREPs sent by GAW and GAW TWO, with more limited formats, are sent to the Northeast Area Director (NNN0ASI) and Assistant (NNN0ASI ONE), the Region Three Director (NNN0AS3), Chief NAVMARCORMARS (NNN0ASA) and ECOM Assistant (NNN0ASZ). These limited SITREPs are sent no more than every 2 hours during the emergency, or sooner if needed. After the emergency is over, the State Director or their designated assistant will consolidate information received in Local SITREPs and EEI messages and make an AFTER-ACTION report to the Northeast Area Director.

Refer to APPENDIX G for Sample SITREP messages.

SPOT REPORT

The SPOT REPORT is sent in response to an INFO REQUEST message received from emergency agencies or disaster officials. This report will normally provide additional details on a particular incident in progress.

1. Tasking: We can expect our customer agencies to ask MARS for follow-up SPOT REPORTS based on a previously submitted EEI REPORT. These requests will depend on the situation and will normally be received through the Area/Region Directors or Office of Chief, NAVMARCORMARS before relaying them to the field.

Any INFO REQUEST made directly to a net will be responded to by the NECOS.

2. When preparing or sending SPOT REPORT information use the outline of WHO, WHAT, WHEN and WHERE. Use the plain-dress message format and the initials of the following paragraphs.

A. REFERENCE the INFO REQUEST message by originating Agency and date-time group which is included in the INFO REQUEST.

B. WHO is the source of the information? A radio/TV reporter, first-hand report by an observer or MARS member. Do not report rumor.

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C. WHAT is the report? Use the item of information listed above or the specific information requested. Be concise and to the point.

D. WHERE Give the geographic location. Use road intersections, mile markers or other known reference points, if possible.

E. WHEN Give the date-time that the information was collected by the reporter or firsthand observer. If the time is unknown, then so state.

Refer to APPENDIX H: for Sample SPOT REPORT messages.

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APPENDIX A

ARL NUMBERED RADIOGRAMS

(Group One)

ARL Numbered Radiograms are established in two groups. Group One is primarily for relief emergency use. These are numbered ONE through TWENTY-SIX. SEVEN is not authorized on MARS circuits. Use of these radiograms is encouraged in emergency situations because they are efficient to transmit and help the originator to lessen the number of words needed. SAT and ART members should make a copy of the list to keep with their emergency equipment.

Group One Radiograms are as follows:

ONE	Everyone safe here. Please don't worry
TWO	Coming home as soon as possible.
THREE	Am in _____ hospital. Receiving excellent care and recovering fine
FOUR	Only slight property damage here. Do not be concerned about disaster reports.
FIVE	Am moving to new location. Send no further mail or communications. Will inform you on new address when relocated.
SIX	Will contact you as soon as possible.
EIGHT	Need additional _____ mobile or portable equipment for immediate emergency use.
NINE	Additional _____ radio operators needed to assist with emergency at this location.
TEN	Please contact _____. Advise to stand by and provide further emergency information, instructions or assistance.
ELEVEN	Establish Amateur Radio emergency communications with _____ on _____ MHz.
TWELVE	Anxious to hear from you. No word in some time. Please contact me as soon as possible.
THIRTEEN	Medical emergency situation exists here.
FOURTEEN	Situation here becoming critical. Losses and damage from _____ increasing.
FIFTEEN	Please advise your condition and what help is available.
SIXTEEN	Property damage very severe in this area.
SEVENTEEN	REACT communications services also available. Establish REACT communications with _____ on channel _____.

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- EIGHTEEN Please contact me as soon as possible at _____.
- NINETEEN Request health and welfare report on (state name, address, and telephone number).
- TWENTY Temporarily stranded. Will need some assistance. Please contact me at _____.
- TWENTY-ONE Search and rescue assistance is needed by local authorities here. Advise available
- TWENTY-TWO Need accurate information on the extent and type of condition now existing at your location. Please furnish this information and reply without delay.
- TWENTY-THREE Report at once the accessibility and best way to reach your location.
- TWENTY-FOUR Evacuation of residents from this area urgently needed. Advise plans for help.
- TWENTY-FIVE Furnish as soon as possible the weather conditions at your location.
- TWENTY-SIX Help and care for evacuation of sick and injured from this location needed at once

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APPENDIX B

SAMPLE INVENTORY LISTS

HOME STATION INVENTORY LIST:

HF transceiver	HF general coverage receiver
HF phone patch	HF/VHF equipment
TNC, computer and software	VHF HT, charger and batteries
VHF Packet TNC	VHF phone patch
Telephone	Spare microphone(s)
Headset(s)/Earphone(s)	Soldering iron
SWR bridge	Volt-Ohm meter
Emergency power	Spare antenna(s)
Spare coax and wire	Extra connectors (RF and AC)
TV monitor	Broadcast radio (battery powered)
Tape recorder (battery powered)	Accurate clock (battery back-up)
Maps	Paper and pencils
MARSGRAMS	ARL Numbered Radiogram list
Flashlight	Fire extinguisher (for electrical fires)
First Aid kit (family)	Tools (electrical and mechanical)
Ax or hatchet	Shovel
Drinking water	Survival food
Work clothes	Emergency cash

Station operator add to the list above as suits your personal needs.

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PORTABLE/MOBILE STATION INVENTORY LIST

HF mobile transceiver	VHF mobile transceiver
Portable H/VHF TNC, computer	VHF HT and batteries
VHF HT antennas	Mobile mag-mounts
Spare microphone(s)	Headset(s)/Earphone(s)
Portable soldering iron	Volt-Ohm meter
SWR bridge	Watt meter
Portable power generator	Mobile antenna(s)
Field antenna(s)	Coax and wire
Extra connectors (RF and AC/DC)	Portable TV (battery powered)
Broadcast radio (battery powered)	Accurate clock (battery powered)
Paper and pencils	MARSGRAMS
Maps	ARL Numbered Radiogram list
First Aid kit (travel)	Fire extinguisher (for electrical fires)
Tools (electrical and mechanical)	Jumper cables
Siphon hose	Hammer
Ax or hatchet	Shovel
Ropes	Drinking water (canteen or bottled)
Food/snacks	Binoculars

Station operator add to the list above as suits your personal needs.

Note: Identify all major equipment with Make, Model and Serial Number added after each item. Leave a copy of the list in a safe place and carry a copy to the field so if loss or damage occurs a quick reference is available

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PERSONAL EQUIPMENT INVENTORY LIST

Identification	Name tag
Work Clothes	Gloves (cold weather and/or work)
Coat	Reflective vest
Boots	Rain gear
Hats	Sun screen
Glasses	Sun glasses
Toiletries	Soap
Wash cloths/towels	Toilet paper
Blankets	Backpack/duffel
Small containers	Zip-lock bags
Food	Water
Medications	First Aid kit (personal)
Cash (small bills and coins)	Credit cards
Pocket knife	Flashlight
Batteries	Maps
Shelter (tent)	Wristwatch
Can opener	Flares
Reflector	Keys

Station operator add to the list above as suits your personal needs.

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APPENDIX C

SAMPLE NOTIFICATION MESSAGE

EXERCISE NOTIFICATION

Prior to conducting an exercise, the Northeast Area Director, the Northeast Area Assistant Director and the Northeast Area Assistant for Emergency Communications shall be notified of the exercise in advance. The Region Three and MDE Director, Assistant Director, Region Assistant for Emergency Communications and MDE Assistant for Net Operations should be included as INFO addressees. The following information shall be included in the message:

1. Date/time the exercise is scheduled to start and Date/time the exercise is scheduled to end.
2. Primary and secondary frequencies to be used.
3. Objectives (refer to NTP-8 paragraph D820 for examples)
4. Type of message traffic anticipated.

SAMPLE NOTIFICATION MESSAGE:

```
RR NOASI
DE NNN0OPY 0204
R 301930Z JUN 03
FM NNN0GAW TWO MDE
TO NNN0ASI SNE
NNN0ASI ONE PA
NNN0ASI TWO NJ
NNN0ASZ GA
INFO NNN0AS3 MDE
NNN0AS3 ONE MDE
NNN0AS3 TWO VA
NNN0GAW MDE
NNN0GAW ONE MDE
NNN0GAW TWO/A MDE
NNN0GAW THREE MDE
BT
UNCLAS
SUBJ: MDE MARS SECOND QUARTER 2003 ECOM EXERCISE
1. MDE AREA WILL CONDUCT THE SECOND QUARTER 2003 ECOM
EXERCISE BEGINNING MONDAY 30 JUN 03 STARTING AT 1900 LOCAL.
THE 3W1E NET WILL BE CALLED AT THAT TIME.
2. PRIMARY FREQUENCY WILL BE NCI, SECONDARY NFL.
3. PRIMARY OBJECTIVE IS TO TEST NEW MESSAGE ROUTING.
SECONDARY OBJECTIVE IS TO TEST THE CALL-UP TREE, EVALUATE
MEMBER PARTICIPATION AND TRAIN NEWER MEMBERS IN ECOM
OPERATIONS.
4. TRAFFIC BASED ON MEMBERS LOCAL CONDITIONS.
BT
NNNN
```

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If an exercise needs to be scheduled to utilize frequencies or net times outside of those normally assigned to and used by MDE, the Northeast Area Assistant for Net Operations (NNN0ASI THREE) must coordinate and approve the operation in advance.

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APPENDIX D

SAMPLE IMPLEMENTATION MESSAGE

OO NOASA NOASI NOASG
DE NNN0OPY 0205
O 302257Z JUN 03
FM NNN0GAW TWO MDE
TO NNN0ASA VA
NNN0ASZ GA
NNN0ASI SNE
NNN0ASI ONE PA
NNN0ASI TWO NJ
NNN0AS3 MDE
NNN0AS3 ONE MDE
NNN0AS3 TWO VA
NNN0GAW MDE
NNN0GAW ONE MDE
NNN0GAW TWO/A MDE
NNN0GAW THREE MDE
INFO NNN0ALL MDE
NNN0GBG NJ
NNN0GCB VA
NNN0GCD WV
NNN0GCP PA
BT

EMERGENCY COMMUNICATIONS IMPLEMENTATION

1. [Circumstances requiring implementation]
 2. [MARS services requested (YES / NO)
If YES, Requested by: Name and Title of requester]
 3. [Additional Communications Support Required (YES / NO)
If YES, to what extent and scope]
- *NOTE* if additional support indicated within:
- A. MDE - Action to be taken by State Director
 - B. Region - Action to be taken by Region Director
 - C. Outside Region - Action to be taken by Northeast Area Director and/or
CHNAVMARCORMARS
- BT
NNNN

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APPENDIX E

SAMPLE ESSENTIAL ELEMENTS OF INFORMATION (EEI) MESSAGE

OO NOASA NOASI NOASG
DE NNN0____ (Serial number)
O (date-time-group)
FM NNN0_____ MDE
TO NNN0DOM VA
INFO NNN0ASA VA
NNN0ASZ GA
NNN0ASI SNE
NNN0ASI ONE PA
NNN0ASI TWO NJ
NNN0AS3 MDE
NNN0AS3 ONE MDE
NNN0AS3 TWO VA
NNN0GAW MDE
NNN0GAW ONE MDE
NNN0GAW TWO MDE
NNN0GAW TWO/A MDE
BT
UNCLAS ACTUAL INCIDENT
- or -
UNCLAS MARS EXERCISE
SUBJ: EEI REPORT
1. REF (USE APPROPRIATE EVENT IDENTIFIER OF PARAGRAPH D902)/MDE
A. (INCIDENT AND LOCATION) (WHAT, WHERE AND WHEN: SPECIFIC
LOCATION OF INCIDENT AND DATE/TIME OF OCCURENCE)
B. (STATUS OF EMERGENCY MEDICAL FACILITIES) (HOSPITALS/CLINICS
OPERATIONAL, DESTROYED, PARTIALLY DESTROYED. WHAT IS AVAILABLE
IN THE AREA, ETC.)
C. (LOCAL TRANSPORTATION STATUS) (ACCESSIBILITY OF INCIDENT AREA:
ROADS, BRIDGES, AIRPORTS, RAILWAYS, ETC.)
D. (WHAT WAS DAMAGED) (BUILDINGS, CARS, FACILITIES, NUMBER OF
KNOWN INJURED, ETC.)
E. (AREA UTILITY STATUS) (AREAS WITHOUT WATER, ELECTRICITY, ETC.)
F. (LOCAL COMMUNICATIONS STATUS) (STATUS OF LOCAL TELEPHONE,
RADIO, TV, ETC. AND IF UNAFFECTED, LIMITED OR UNAVAILABLE)
G. (SOURCE OF INFORMATION AND DATE/TIME RECEIVED) (PERSONAL
OBSERVATION, TV, RADIO, SCANNER, ETC. IF PERSONAL, INCLUDE
MARS CALL SIGN. IF DISASTER OFFICIAL, INCLUDE NAME AND AGENCY.
IF TV/RADIO STATION, GIVE CALL SIGN AND LOCATION)
H. (REMARKS AND OTHER PERTINENT INFORMATION) (IF NONE, SO STATE)
(WHEN MESSAGE E-MAILED TO DOMS, PROVIDE DTG OF MESSAGE SENT)
ACTUAL INCIDENT
- or -
MARS EXERCISE
BT
NNNN

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(NOTE: Information contained within parentheses is added by the member when constructing the EEI message. For items 1B, 1C, 1D, 1E and 1F above, use 'OPERATIONAL' if this topic is known not to have been affected by the incident or 'UNKNOWN' if not known. Use 'N/A' for items not being reported in the EEI report. For example, if the EEI report was focused on item 1F, communications status, then 'N/A' would be entered for items 1B, 1C, 1D and 1E.)

SAMPLE EEI MESSAGE:

OO NOASA NOASI NOASG
DE NNN0RAQ 2001
O 231300 SEP 03
FM NNN0RAQ MDE
TO NNN0DOM VA
INFO NNN0ASA VA
NNN0ASZ GA
NNN0ASI SNE
NNN0ASI ONE PA
NNN0ASI TWO NJ
NNN0AS3 MDE
NNN0AS3 ONE MDE
NNN0AS3 TWO VA
NNN0GAW MDE
NNN0GAW ONE MDE
NNN0GAW TWO MDE
NNN0GAW TWO/A MDE
BT
UNCLAS MARS EXERCISE
SUBJ: EEI REPORT
1. HOWLING WIND/MDE
A. HURRICANE XRAY MADE LANDFALL OCEAN CITY MD, 1 MILE
NORTH OF THE CENTER OF THE CITY AT 230230Z SEP 03
B. HOSPITAL HAS DAMAGE. ALL OTHER MEDICAL
FACILITIES ARE OPERATING ON EMERGENCY POWER.
C. ROUTES 50 AND 90 ARE CLOSED WEST OF CITY DUE
TO BRIDGES BEING OUT. AIRPORT IS OPERATIONAL, BUT RUNWAY
180 IS INOPERATIVE. RAIL SERVICE STATUS - UNK.
D. SEVERAL HOUSING DEVELOPMENTS IN THE NORTHERN SECTION
OF TOWN REPORT HEAVY DAMAGE. FLOODING HAS CAUSED
SEVERAL EVACUATIONS. LOCAL SCHOOLS AND OTHER FACILITIES
HAVE BEEN DAMAGED. REPORTS OF MANY INJURED ON LOCAL
RADIO.
E. WATER SYSTEM DESTROYED. ELECTRICAL POWER IS OUT IN
MOST AREAS. PHONE SERVICE INOPERATIVE.
F. LOCAL TV AND RADIO STATIONS OPERATING ON REDUCED POWER ON
EMERGENCY GENERATORS.
G. PERSONAL OBSERVATION, LOCAL RADIO WKRP 231200Z SEP 03.
H. NONE.
MARS EXERCISE
BT
NNNN

Prepare your EEI for entry into the MDS and, if you have E-MAIL capability:

A. Submit the EEI Message by E-MAIL to the following addressees:

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TO: foxhole@doms.army.mil

jdoms@js.pentagon.mil

CC: nnn0asa@navymars.org

- B. If your E-MAIL has the ability to mark the message as urgent, do so.
- C. The E-MAIL subject line should begin with: ACTUAL EVENT/EEI.
Complete the E-MAIL subject line with the city (or county) and state where the events took place.
- D. Indicate the message has been delivered to DOMS by other means by placing "ZEN/" immediately in front of "NNN0DOM VA" in the "TO" line when placing the message on the MDS, after it has already been emailed.
- E. Send the EEI message, as prepared above, by E-MAIL.
- F. Submit the EEI message into the MDS.
- G.E-MAIL forwarding of the EEI message may be done by any station relaying the message prior to entry into the MDS.

After entry into the MDS, any SYSOP may forward the copy going to NNN0ASA (addressed NOASA@NOASA). The station submitting the message by E-MAIL should follow all the procedures listed above.

EEI AND EVENT SUPPORT IDENTIFIERS

This is the current expanded list of EEI Identifiers for use in NAVMARCORMARS EEI messages, both Exercises (Drills) and Actual events. These are used in the first and last phrases in the text of standard format EEI messages.

EVENT:	IDENTIFIER:
Airborne Poison Gas	POISON AIR
Air Crash	FALLEN STAR
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 Winds (Other than Hurricane or Tornado)	MIGHTY WIND
Hurricane	HOWLING WIND
Icy Roads	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
Ship Wreck/Incident	DEEP SEA
Train Wreck/Derailment	BROKEN TRACK
Terrorist Threat	HIDDEN SHADOW
Tornado	VIOLENT TWISTER
Volcano	BRAZEN BRIMSTONE
Water Dam Broke/Damaged (Major)	FAST WATER

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Winter Snow Storm

WHITE BLANKET

The following event support identifiers will primarily be used for specific agency support roles:

FEMA Support

FEDERAL RESPONSE

JCS Support

JOINT LIONS

NCS Support

TOP COVER

NDMS Support

MEDICAL LINK

NG and RESERVE

CIVIL COVER

SHARES Support

COMMON FORTUNE

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APPENDIX F

SAMPLE OPREDREP FROM ART CAPTAIN(S):

DE NNN0____ (Serial number)
O (Date-time-group)
FM NNN0____ MDE
TO NNN0GAW MDE
NNN0GAW TWO MDE
BT
UNCLAS OPREDREP (Name of Emergency)
- or -
UNCLAS MARS EXERCISE (Name of Emergency)
1. (Call signs of stations available and ready)
2. (Number) MOBILE VHF/PORTABLE VHF
3. (Number) MOBILE HF/PORTABLE HF
4. (ECOM net frequencies available and modes of operation)
5. (ETA operational on-site)
6. (Comments - including additional needs)
(Name of Emergency)
- or -
MARS EXERCISE (Name of Emergency)
BT
NNNN

SAMPLE OPREDREP FROM SAT CAPTAIN(S)

DE NNN0____ (Serial number)
O (Date-time-group)
FM NNN0____ MDE
TO NNN0GAW MDE
NNN0GAW TWO MDE
BT
UNCLAS OPREDREP (Name of Emergency)
- or -
UNCLAS MARS EXERCISE (Name of Emergency)
1. (Call signs of stations available and ready)
2. (ECOM net frequencies available and modes of operation)
3. (Emergency power available)
4. (ETA operational on-site)
5. (Comments - including additional needs)
(Name of Emergency)
- or -
MARS EXERCISE (Name of Emergency)
BT
NNNN

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APPENDIX G

SAMPLE LOCAL SITREP FORMAT

PP NOASI
DE NNN0___ (Serial number)
P (Date-time-group)
FM NNN0___ MDE
TO NNN0GAW MDE
NNN0GAW ONE MDE
NNN0GAW TWO MDE
BT
UNCLAS (Name of Emergency)
- or -
UNCLAS MARS EXERCISE (Name of Emergency)
SUBJECT: SITREP (Consecutive number, i.e., ONE, TWO, THREE, etc.)
1. (Brief summary of emergency situation at scene)
A. (Wind direction and velocity)
B. (temperature)
C. (Dew point or humidity)
D. (Precipitation type and quantity)
E. (Condition of cloud cover)
F. (Other significant weather conditions)
G. (Brief weather forecast)
H. (Brief damage estimate)
2. (Advisory information, recommendations, needs, etc.)
3. (Prognosis for next two hours)
4. (Other pertinent information -- problems, equipment performance, etc.)
(Name of Emergency)
- or -
MARS EXERCISE (Name of Emergency)
BT
NNNN

NOTE: Items A. through H. are only for weather related emergencies.

The SITREP must contain paragraphs 1. through 4. If no information exists, or has not changed since the last report, use the following appropriate PROWORD in the SITREP:

NO CHANGE means that the item is the same as previously reported.

NEGATIVE means that the item is not applicable, not being used , or there is nothing to report.

NOT AVAILABLE means that the information is not available at time the report is sent.

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SAMPLE SITREP TO HIGHER HQ FORMAT

This message is originated only by NNN0GAW or NNN0GAW TWO, or Staff station representing one of those two positions if neither is available.

PP NOASA NOASI NOASG
DE NNN0___ (Serial number)
P (Date-time-group)
FM NNN0GAW MDE (OR NNN0GAW TWO MDE)
TO NNN0ASI SNE
NNN0ASZ GA
NNN0ASI ONE PA
NNN0ASI TWO NJ
NNN0AS3 MDE
INFO NNN0AS3 ONE MDE
NNN0AS3 TWO VA
NNN0GAW TWO MDE (OR NNN0GAW MDE DEPENDING UPON WHO IS MESSAGE ORIGINATOR)
NNN0GAW ONE MDE
BT
UNCLAS (Name of Emergency)
- or -
UNCLAS MARS EXERCISE (Name of Emergency)
SUBJECT: SITREP (Consecutive number, i.e., ONE, TWO, THREE, etc.)
1. (Brief summary of emergency situation at scene)
2. (Net designators and number of participating stations)
3. (Advisory information, recommendations, needs, etc.)
4. (Prognosis for next two to six hours)
5. (Other pertinent information -- problems, equipment performance, etc.)
(Name of Emergency)
- or -
MARS EXERCISE (Name of Emergency)
BT
NNNN

The SITREP must contain paragraphs 1. through 5. If no information exists, or has not changed since the last report, use the following appropriate PROWORD in the SITREP: If assistance is required from neighboring states, then the appropriate State Director and ECOM Assistant need to be included as addressees in the SITREP.

NO CHANGE means that the item is the same as previously reported.

NEGATIVE means that the item is not applicable, not being used , or there is nothing to report.

NOT AVAILABLE means that the information is not available at time the report is sent.

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APPENDIX H

SAMPLE SPOT REPORT

PP NOGAW
DE NNN0____ (Serial number)
P (Date Time Group) *(Routine for exercise)
FM (Name of Member Sender) / NNN0____ MDE
TO _____(Requesting Agency - exactly as it appears
INFO NNN0GAW MDE on INFO REQUEST)
NNN0GAW TWO MDE
_____(State DEO)
BT
UNCLAS
ACTUAL INCIDENT (Name of emergency)
-or-
MARS EXERCISE (Name of emergency)
SUBJECT: SPOT REPORT (and Appropriate Event Identifier / MDE)
1.REF: - (Requesting agency, individual, DTG of INFO REQUEST)
B.(WHO is the source of the information?)
C.(WHAT is the report?)
D.(WHERE - geographic location?)
E.(WHEN was the information collected?)
ACTUAL INCIDENT (Use MARS EXERCISE for exercises)
BT
NNNN

EXAMPLE SPOT REPORT:

PP NOGAW
DE NNN0SIM NR 134
P 120935Z JAN 97 (Routine for MARS EXERCISE)
FM BARRANCO / NNN0SIM MDE
TO USASC / AAA9ISC AZ
INFO NNN0GAW MDE
NNN0GAW TWO MDE
AAT3GW DE
BT
UNCLAS
ACTUAL INCIDENT WHITE BLANKET
-or-
MARS EXERCISE WHITE BLANKET
SUBJECT: SPOT REPORT / WHITE BLANKET / DE
1.REF: - DOMS LTC SMITH 120600Z JAN 97
B.RADIO STATION WDEL TRAFFIC REPORTER
C.STATE HIGHWAY 1 BLOCKED BY LARGE DRIFTS
D.LOCATION BETWEEN DEL 71 AND INTERSTATE 95
E.120930Z JAN 96
ACTUAL INCIDENT
-or-

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MARS EXERCISE

BT

NNNN

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APPENDIX I

SAMPLE TERMINATION MESSAGES

1) When terminating an emergency, the NECOS shall state:

"Terminate Emergency at (Location). Securing the (Net Designator) Net at (Time)."

2) As soon as possible after securing the emergency, NNN0GAW, NNN0GAW TWO, or designated staff position shall send a TERMINATION MESSAGE to Area, Region and State Directors and NNN0ASZ, Georgia.

RR NOASA NOASI NOASG
DE NNN0OPY 0205
R 302257Z JUN 03
FM NNN0GAW TWO MDE
TO NNN0ASA VA
NNN0ASZ GA
NNN0ASI SNE
NNN0ASI ONE PA
NNN0ASI TWO NJ
NNN0AS3 MDE
NNN0AS3 ONE MDE
NNN0AS3 TWO VA
NNN0GAW MDE
NNN0GAW ONE MDE
NNN0GAW TWO/A MDE
NNN0GAW THREE MDE
INFO NNN0ALL MDE
NNN0GBG NJ
NNN0GCB VA
NNN0GCD WV
NNN0GCP PA
BT

UNCLAS MARS EXERCISE

SUBJECT: TERMINATION MSG

1. 3W1E, 1P1E (NET DESIGNATORS WHICH WERE ACTIVATED)
2. MD/DC STATIONS: ONE THREE (TOTAL NUMBER OF STATIONS PARTICIPATING)
3. MD/DC TRAFFIC: ONE TWO (TRAFFIC COUNT OF MESSAGES OF ALL TYPES PASSED)
4. TWO HOURS (TOTAL NUMBER OF HOURS OF THE NETS)
5. 151800Z FEB 03 TO 151959Z FEB 03 (DATE/TIME OF OPENING AND SECURING NETS)
6. (OTHER INFO, PROBLEMS ENCOUNTERED, ETC.)

MARS EXERCISE

BT

NNNN

RR NOASI
R 152000Z FEB 03
FM NNN0GAW TWO MD/DC
TO NNN0ALL MD/DC
BT

UNCLAS

1. THANKS TO ALL STATIONS WHO PARTICIPATED IN THE FIRST QUARTER 2003 ECOM EXERCISE. IT WAS SUCCESSFUL IN MANY RESPECTS.
2. SECURE FROM COMCON ONE AND RESTORE COMCON THREE (REFERENCE CHMARS INFO BROADCAST 07-03 (R 131200Z FEB 03)).

BT

NNNN

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APPENDIX J

SAMPLE AFTER-ACTION REPORT

RR N0ASA NOASI NOASG
DE NNN0OPY 0301
R 102345Z JUL 03
FM NNN0GAW TWO MDE
TO NNN0ASI SNE
NNN0ASI ONE PA
NNN0GAW MDE
INFO NNN0ASA VA
NNN0ASZ GA
NNN0ASI TWO NJ
NNN0AS3 MDE
NNN0AS3 TWO VA
NNN0GAW ONE MDE
NNN0GAW TWO/A MDE
NNN0GAW THREE MDE
NNN0GAW FOUR MDE
NNN0ALL MDE
BT

UNCLAS

SUBJECT: AFTER ACTION REPORT FOR WHITE BLANKET/TALL WATER MDE

1. MDE NAVMARCORMARS WAS REQUESTED BY THE BALTIMORE COUNTY EMERGENCY MANAGEMENT OFFICE TO PREPARE FOR POSSIBLE NEED TO PASS EMERGENCY COMMUNICATIONS IN THE MDE AREA. NOTIFICATION OF IMPENDING SEVERE WEATHER WAS RECEIVED BY THIS STATION ON 01 FEB 98. AS A RESULT OF FOLLOWING WEATHER FORECASTS CLOSELY, THIS STATION IMPLEMENTED COMCON III, AS A PRECAUTIONARY MEASURE AT 030045Z FEB 98, AND INITIATED THE MDE CALL-UP PROCEDURE. THE OFFICIAL REQUEST FROM THE BALTIMORE COUNTY EMERGENCY MANAGEMENT OFFICE WAS RECEIVED ON 04 FEB 98, AND COMCON II WAS IMPLEMENTED AND THE CALL-UP PROCEDURE WAS REPEATED. FIVE EEI MESSAGES WERE GENERATED AS A RESULT OF INFORMATION GATHERED RELATING TO THE STORM. COMCON II WAS SECURED AT 062330Z FEB 98 AND MDE RETURNED TO NORMAL OPERATIONS.
2. A GENERAL SYNOPSIS OF THE EMERGENCY IS: THE HARDEST HIT AREAS OF THE STATE WERE THE WESTERN COUNTIES, WHICH RECEIVED A HEAVY BLANKET OF SNOW, AND THE EAST COAST (OCEAN CITY AREA) WHICH SUSTAINED NEARLY \$10 MILLION IN DAMAGES AND PROPERTY LOSS DUE TO HIGH WINDS, RAIN AND HEAVY SEAS WHICH CAUSED EXTENSIVE BEACH EROSION. THE CENTRAL PORTION OF THE STATE EXPERIENCED HEAVY RAINS AND WIND, AND SOME MINOR FLOODING CAUSING SOME TEMPORARY ROAD CLOSURES AND FLOODED BASEMENTS. THREE LIVES LOST WERE ATTRIBUTED DIRECTLY TO THE STORM. POWER OUTAGES, FOR THE MOST PART, WERE SHORT IN DURATION. SOME SOUTHERN MDE LOCALES HAD TO BE EVACUATED DUE TO FLOODING OF THE POTOMAC AND PATUXENT RIVERS. MEDICAL AND SHELTER FACILITIES FUNCTIONED NORMALLY. THERE WAS NO CALL TO MDE MARS TO PASS ANY EMERGENCY COMMUNICATIONS.
3. A TOTAL OF FIFTEEN STATIONS PARTICIPATED DURING THE PERIOD WHEN THE MDE AREA WAS AT COMCON III OR COMCON II. THIS IS GREATER THAN 48 PERCENT PARTICIPATION OF ACTIVE MDE MEMBERSHIP.

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4. AN ON-THE-AIR CRITIQUE OF THE EMERGENCY WAS CONDUCTED ON 07 FEB 98. THE GENERAL CONSENSUS OF THE MEMBERSHIP WAS THAT EVEN THOUGH MDE MARS WAS NOT CALLED UPON TO HANDLE ANY EMERGENCY COMMUNICATIONS, THE FACT THAT WE WERE THERE, WE WERE READY AND PREPARED, WAS VERY IMPORTANT, AND THAT WE SHOULD PERFORM SIMILARLY IN THE FUTURE. THIS STATION ASKED IF THE MEMBERSHIP FELT IT IMPORTANT TO SEND EEI MESSAGES EVEN THOUGH THAT INDIVIDUAL MEMBERS LOCALE MAY NOT BE EXPERIENCING ANY PROBLEMS. THE CONSENSUS WAS THAT IT WAS IMPORTANT. IT IS BELIEVED THAT HEADQUARTERS AND REGION WANT THE WHOLE PICTURE OF A SITUATION, NOT JUST THE BAD SPOTS. ONE STATION WAS CONCERNED THAT THIS TYPE OF TRAFFIC MIGHT BE AN UNNECESSARY OVERLOAD ON A POSSIBLY CROWDED CIRCUIT. WITHOUT IT, AN OVERALL UNDERSTANDING OF THE SITUATION MAY NOT BE ACHIEVED.

5. THIS STATION CONTINUES TO RECOMMEND ADDITIONAL USAGE OF THE CALL-UP PROCEDURE. IT DOES WORK, BUT THERE STILL SEEM TO BE SOME HOLES THAT NEED TO BE FILLED. STATIONS NEED TO BE REMINDED THAT ONCE STARTED IT SHOULD BE COMPLETED. THE MDE ECOM PLAN DELINEATES HOW THIS IS TO BE PERFORMED.

6. REQUEST NNN0ASZ CLARIFY EXPECTATIONS FOR WHAT TYPE AND HOW MUCH DETAIL TO BE INCLUDED IN EEI MESSAGES, I.E., THE GOOD REPORTS AS WELL AS THE BAD, AND HOW MUCH DETAIL. ALSO REQUEST IN DEPTH CRITIQUE OF MDE ACTIVITIES FROM YOUR PERSPECTIVE.

7. MDE NAVMARCORMARS: PROUDLY SERVING THOSE WHO SERVE.

BT

NNNN

NOTE: The text of the above message is from an actual message sent out following an extremely severe storm. Note the amount of detail included even though MDE MARS was not a direct participant and did not handle any formal emergency traffic. This same detail and more is expected if MDE MARS is a direct participant and handles emergency traffic.

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TABLE 1

CALL - UP LIST

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TABLE 2

PRECEDENCE CODES / MAX DELIVERY TIME

O	IMMEDIATE	ONE HOUR
P	PRIORITY	SIX HOURS
R	ROUTINE	NEXT DAY

MDE ECOM PLAN

SEPTEMBER 1, 2003

PROMULGATION AND REVIEW

This MDE EMERGENCY COMMUNICATIONS PLAN is promulgated and issued by:

NNN0GAW TWO: 01 September 2003

and approved by

NNN0GAW: 01 September 2003

This Plan will be reviewed and upgraded annually by NNN0GAW TWO on the anniversary of its promulgation date. Table 1 will be updated as changes occur and that date will be reflected on Table 1.

Reviewed by	Date