

NAVAL TELECOMMUNICATIONS PROCEDURES

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

**REGION THREE**

**EMERGENCY  
COMMUNICATIONS  
GUIDE**



Commander, Naval Network and Space Operations Command  
(COMNAVNETSPAOPSCOM)

**July 15, 2006**

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**Other requests for this document shall be referred to**

**Region Three Director, NNN0AS3**

# REGION THREE ECOM PLAN

JULY 15, 2006

## REGION THREE EMERGENCY COMMUNICATIONS (ECOM) PLAN

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# U.S. NAVY-MARINE CORPS MILITARY AFFILIATE RADIO SYSTEM

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JULY 01, 2006

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### U.S. NAVY-MARINE CORPS MILITARY AFFILIATE RADIO SYSTEM REGION THREE EMERGENCY COMMUNICATIONS (ECOM) PLAN

1.10. PURPOSE. The purpose of this Region Three ECOM Plan (ECP) is to provide guidance for establishment of state level Emergency Communications Plans in Region Three, consisting of the states: Pennsylvania, Maryland/District of Columbia, Delaware, Virginia, and West Virginia.

Region and state ECOM Plans provide guidance in the support of Military, Federal and Civilian agency activities in the event of an emergency as defined in NTP-8(D), Annex D and the Northeast Area Ops Guide, Annex C. These plans are subject to change as directed by the Region Three Director, Northeast Area Director, Chief NAVMARCORMARS, and/or higher authority.

1.20. DEFINITION OF EMERGENCY COMMUNICATIONS. ECOM is defined as a sudden, generally unexpected occurrence or set of circumstances demanding an immediate system for sending and receiving messages. Emergencies can be roughly divided into three basic types. The actions to be taken are basically the same in any case with modifications as necessary to meet the particular situation. The three types are:

- a. Civil riot or uprising
- b. Natural disaster (i.e., earthquakes, floods, fire, hurricanes, tornados, etc.)
- c. Hostile action (Terrorism or hostile military action)

1.30. SCOPE. This ECOM Plan is applicable to all NAVMARCORMARS stations within the boundaries of Region Three. MARS members should be prepared to assist, within their capabilities, with adjunct emergency communications when requested by a representative of the Department of the Navy, an elected or appointed official of federal or civilian government, or an employee or appointed volunteer of a disaster relief agency.

1.40. POLICY. It shall be the policy that NAVMARCORMARS resources shall be utilized to support civil defense and civil disaster communications, so long as they do not conflict with the support and communications requirements of Federal Agencies and the Department of Defense (DOD) subject to the following:

a. MARS communications resources requested by Military, Federal and Civil officials of agencies, organizations, or groups approved by the state, region, and higher authority should be requested through the office of Chief, NAVMARCORMARS: (757) 887-4494 DSN 953-4494; or Deputy Chief, NAVMARCORMARS: (757) 887-4360 DSN 953-4360.

This does not preclude the initiation of such a request by any Region Three member, who shall notify his state director, assistant state director, or state Assistant for ECOM via an immediate precedence message. Utilize the chain of command; however, any member may initiate an ECOM net if the situation demands immediate activation.

b. MARS communications assistance will complement but not substitute for other emergency communication resources. MARS members are not authorized to self activate to the scene of an accident, incident, disaster, or emergency.

c. MARS communications support shall be provided only until such time as it is no longer required or until normal communications are restored.

MARS resources made available to civil and/or disaster control officials are subject to no authority other than that of their superiors in the military chain of command.

NOTE: Memoranda of understanding, signed agreements, and other similar documents between MARS and government or civil authorities may be initiated, but final approval must be obtained from Chief, NAVMARCORMARS, before the document becomes effective.

1.50. INITIAL REQUEST. Initial request for emergency communications on a state level should be made by the State Assistant for ECOM, who shall utilize the chain of command to region and area for notification of the emergency.

Any NAVMARCORMARS station who becomes cognizant of an impending or actual emergency condition or disaster and has an official request for communications assistance should initiate immediate action to notify higher authority as noted above. In the event no designated authority can be contacted, the member shall activate a directed ECOM Net as prescribed in his state ECOM plan pending the official request and acknowledgement. He will act with full authority of the state Assistant for ECOM until directed otherwise or is relieved, which could extend operations to 24(twenty-four) hours or longer.

1.60. REGION THREE ECOM ORGANIZATION. Region Three's ECOM organization shall

be per this ECOM plan and other such directives and instructions as promulgated by Chief, NAVMARCORMARS, Northeast Area Director, Region Three Director, and other competent MARS authority.

2.10. AUXILIARY RADIO TEAM (ART). State directors are encouraged to formulate at least one Auxiliary Radio Team (ART) in their respective State. Guidelines for ART establishment are listed in the NTP8-D Section D661. Prospective call signs for Region Three ART teams are listed in NTP8(D), Annex K. States must coordinate with NNN0AS3 when choosing a call sign. (MDE is authorized NNN0DCA, NNN0DCB, NNN0DCC, and NNN0DCD; ART teams 1 thru 4, respectively.)

a. ARTs are mobile units that may be dispatched to a scene or area for communications support. The team is composed of six members (if possible) headed by a team Captain and Executive Officer. The team Captain and Executive Officer are responsible for equipment preparation, maintenance, and efficient fielding of the team. Mobile capabilities should be developed to the extent significant to the region and states concerned with a 50 to 100 mile operating radius as a minimum.

b. When deploying in an Emergency or Disaster situation, the ART Captain is responsible for initially notifying the state director, with an immediate message (or other methods of notification.) If the state director cannot be reached, notify the assistant state director or the state Assistant for ECOM. Report the name and office of the Federal, Military or Civil official requiring assistance. Give implementation circumstances why MARS Communications assistance is required. This information is important in order that the MARS officials can make a decision whether or not to fully activate the ART, SAT, or ECOM plan. Do not report rumors or non-substantiated information.

c. The State Director will then, via an immediate message, notify higher headquarters.

d. Information needed prior to ART activation include:

(1) Name of the disaster organization requesting communications support, the type of communications services required, and estimated time these services will be required.

(2) Name, title, and phone number of the requestor.

(3) Where the ART is to be deployed; city and street address, airport, park, or location. Include travel instructions.

(4) Names, title(s), phone number(s), and location of individual(s) the ART Captain is to contact when arriving at the site.

e. The ART members are required to supply equipment and supplies for sustained operation over prolonged periods of time. Equipment should cover both HF and VHF modes, for both voice and digital transmission and reception. There must be a means to file, store and pass messages through the MARS Data System (MDS), and means to maintain a log of all messages and actions taken. Reports, messages, and pertinent information are required to be filed for three

years.

f. Supplies are those needed support the operations, health and welfare of the ART Members in the field. Keep in mind - during an emergency or disaster there may very well be no access to needed supplies of any kind. A few items on site should include food, water, medicinal needs, clothing, hygiene needs, power sources (emergency AC generator and/or DC battery), lighting, shelter for personnel and equipment, tools, and fuel for emergency generators

g. The ART should be capable or operating 24 hours a day for prolonged periods.

h. Health and welfare of the MARS members are a first priority and come before Communication Services. The function of the ART is to provide Communications assistance.

i. State officials may ask ART members for identification. Members must be able to supply needed identification, preferably utilizing the DOD Military Affiliate Radio System (MARS) Disaster Support Identification Card with photo ID.

2.20. EXAMPLE: OPERATONAL READINESS REPORT (OPREDREP) FORMAT. The ART Captain sends the Operational Readiness Report to the state director.

DE NNN0\_\_ \_\_ Your Call sign and three digit serial number  
O DTG MON YEAR  
FM NNN0--- ART station call sign State  
TO State Director's Call Sign State  
(Call Sign State Assistant for ECOM) State  
INFO NNN0ASI ONE PA  
BT  
UNCLAS (MARS EXERCISE OR ACTUAL EVENT/STATE)  
SUBJ: OPREDREP (name of emergency)  
1. (List of call signs of stations available for ART)  
2. Number and type of stations available: (HF, mobile, portable, VHF, etc.).  
3. (ECOM frequencies available and modes of operation)  
4. (Time team will be/was available for deployment)  
5. (Additional requirements, comments)  
(MARS EXERCISE OR ACTUAL EVENT)  
BT  
NNNN

## 2.30. EXAMPLE MESSAGE: OPREDREP

O 011200Z JUL 2006  
FM NNNODCA MDE  
TO NNN0GAW MDE  
NNN0GAW TWO MDE  
INFO NNN0ASI ONE PA  
BT  
UNCLAS  
SUBJ: OPREDREP WHITE BLANKET/MDE  
1. RJC HNM SJD ONY  
2. TWO HF PORTABLE, THREE HF MOBILE, TWO VHF  
3. NCI AND NFL  
4. 011500Z AUG 04  
5. REQUIRE 5 GALLONS LOW LEAD GASOLINE  
BT  
NNNN

NOTE: This message should be sent over a State net - NOT an Area or Region net.

The State Director or State Assistant for Emergency Communications shall keep NNN0AS3 and NNN0AS3 TWO apprised of their State's ART STATUS.

2.40. STATION AUGMENTATION TEAMS (SAT). State directors are encouraged to form multiple Station Augmentation Teams (SAT) for military auspices and key affiliate stations. The SAT must be of sufficient mobility to operate any designated emergency communication station within their locality. Because of the extended hours of operation during an emergency, the SAT should have as many operators as needed to operate on a 24 hour basis. SAT members may be required to provide for their personal needs while deployed at a distant station.

a. The Commanding Officer and Officer-in-Charge of a command/activity sponsoring a military auspices NAVMARCORMARS RADSTA may request the establishment of a SAT to support the station. Such requests shall be submitted to the state director. Each SAT member must be able to provide MARS identification when required.

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

c. Commanding Officers and Officers-in-Charge of emergency activities to which SATs are assigned are requested to issue invitational, NO COST to the government, orders to the SAT. This action is necessary to protect the volunteer NAVMARCORMARS member under workman's compensation and to establish the official nature of their presence in the area. If required, the host station will be required to provide security clearances.

d. Prior to activation of SAT, the following information should be relayed to the leader:

- (1) The name, Call Sign, address, and phone number of the requestor.
- (2) Travel instructions.
- (3) Any additional equipment or supplies needed.

### 3.10. EXERCISE NOTIFICATION.

#### A. State Exercise

Prior to conducting an exercise, the State shall notify the Area and Region Directors and the Area and Region assistants for Emergency Communications of the exercise via a Notification Message fifteen (15) days prior to the commencement of the exercise. The Area Director will advise Chief, NAVMARCORMARS and NNN0ASZ, the National Staff Assistant for Ecom of the pending exercise. Approval for use of Frequency and Net Times must be approved by NorthEastArea assistant for net operations, NNN0ASI Three, prior to the Exercise. Exercises are valuable tools to aid in evaluating the state's readiness and uncovering items that require added training.

a. When a state advises of a forthcoming exercise, the following information, as a minimum, shall be included:

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

b. Of prime importance are the objectives. Some typical examples are:

- (1) Exercise and evaluate the call-up tree.
- (2) Evaluate members' participation.
- (3) Exercise members in the drafting and transmission of voice and digital messages.
- (4) Exercise NECOS in the operation of ECOM nets.
- (5) Exercise members in ECOM traffic listing and transmission of multi-addressee messages.
- (6) Preparation and transmission of special ECOM messages (Implementation, SITREPS, ART/SAT messages and Final reports).
- (7) Exercise members in the drafting, releasing and sending of EEI messages.

## B. Region exercise

In the case of a Regional exercise, a copy of the exercise plan must be forwarded not less than 15 days prior to the scheduled exercise. The following information must be included in the Notification:

- (1) Date/time the exercise is scheduled to start and scheduled to end.
- (2) Primary and secondary frequencies to be used. The Northeast Area Assistant for Net Operations (NNN0ASI THREE) must coordinate and approve the Frequency Useage in advance.
- (3) Objectives (example of objectives in NTP8(D) section D820).
- (4) Type of message traffic anticipated.

B. Region Notification message example. Send as MULTI Message when placing it in the MDS.

DE NNN0SYM 010  
R 311500Z JAN 2006  
FM NNN0AS3 VA  
TO NNN0ASA VA  
NNN0ASI SNE  
NNN0ASI ONE PA  
NNN0ASI TWO NJ  
NNN0ASI THREE PA  
NNN0ASZ GA  
ZEN/NNN0AS3 VA  
NNN0AS3 TWO PA  
NNN0ALC REGION THREE  
NNN0GAW TWO MDE  
NNN0GCB TWO VA  
NNN0GCD TWO WV  
NNN0GCP TWO PA

BT

UNCLAS

SUBJ: REGION THREE ECOM EXERCISE NOTIFICATION

1. REGION THREE WILL CONDUCT AN ECOM EXERCISE STARTING SATURDAY, 18 FEB 2006, FROM 1000(LOCAL) TO 1200(LOCAL).
2. TENTATIVE PRIMARY FREQUENCY WILL BE NCS WITH SECONDARY FREQUENCIES BEING NCN AND NDP. FREQUENCIES WILL BE REQUESTED FROM NNN0ASI THREE BY A SEPARATE MSG FROM NNN0AS3 TWO.

3. OBJECTIVES WILL BE TRAINING OF PARTICIPANTS IN REGION NET

OPERATIONS, TESTING OF PROCEDURE, AND ASSESSING THE ABILITIES OF MEMBERS IN GENERATING AND PASSING OF ECOM AND ADMINISTRATIVE MESSAGES BY VOICE AND DIGITAL MEANS.

INDIVIDUAL STATES WILL CONDUCT CONCURRENT ECOM EXERCISES AND PASS THEIR TRAFFIC TO THE REGION THREE TREP AS WELL AS PLACING THEIR MSGS ON THE MDS.

4. TRAFFIC WILL BE EEI/ART/SAT OR ADMINISTRATIVE MESSAGES BASED ON THE SCENARIO OF A BLIZZARD AFFECTING ALL OF THE NE AREA.

5. NECOS OF THE PRIMARY FREQUENCY WILL BE AS3 TWO, WITH OTHER NET ASSIGNMENTS BEING DELEGATED TO REGION THREE AND THE STATES BY AS3 TWO IN HIS IMPLEMENTATION MSG.

6. REGION THREE, LEADING THE WAY IN NAVMARCORMARS.

BT

NNNN

### C. JOINT EXERCISES

JOINT EXERCISES (WITH ARMY AND AIR FORCE MARS) ARE ENCOURAGED. NAVMARCORMARS OPERATIONS SHALL BE PER THIS ANNEX AND ANNEX J FOR INTEROPERABILITY. TO ENSURE THAT THESE EXERCISES ARE COORDINATED AND PROVIDE MAXIMUM VALUE TO ALL PARTICIPANTS, THE FOLLOWING SHALL APPLY:

A. JOINT EXERCISE WITHIN A STATE: NAVMARCORMARS APPROVAL SHALL BE BY THE STATE DIRECTOR. THE STATE DIRECTOR IS ENCOURAGED TO HAVE THE PLAN REVIEWED BY THE STATE -TWO AND -FIFTEEN.

B. JOINT EXERCISES BETWEEN STATES WITHIN A REGION. SUBMITTAL OF THE PLAN SHALL BE TO THE REGION -TWO WHO SHALL COORDINATE WITH THE AREA -TWO AND -FIFTEEN AND FORWARD TO THE REGION AND AREA DIRECTORS FOR APPROVAL.

C. JOINT EXERCISES BETWEEN REGIONS WITHIN AN AREA. SUBMITTAL OF THE PLAN SHALL BE TO THE AREA -TWO WHO SHALL COORDINATE WITH THE AREA -FIFTEEN AND FORWARD TO THE AREA AND REGION DIRECTORS FOR APPROVAL.

D. JOINT EXERCISES BETWEEN STATES IN DIFFERENT AREAS. THE PLAN SHALL BE COORDINATED WITH THE AREA AND REGION DIRECTORS AND SUBMITTED TO NNNØASZ FOR REVIEW. FINAL APPROVAL by Chief, NAVMARCORMARS

3.20. INITIAL ACTIVATION. When a bona fide request for Emergency Communications (Red Cross, County Emergency Management Agency, Office of the Governor, etc.) is made, Notification of the emergency condition shall be made by the member to the Chief, NAVMARCORMARS, Assistant to Chief MARS for ECOM, Northeast Area Director, Northeast Area Deputy Director, Northeast Area Assistant for ECOM, Region Three Director and Region Three Assistant for ECOM, your state director and state Assistant for ECOM. When required, include a request for additional support. Notify authorities through the chain of command. A Region Three ECOM Net may be activated pending a directive from Chief, NAVMARCORMARS or higher authority.

a. An Immediate precedence message (or other rapid means of communications) stating implementation circumstances will be initiated to Chief, NAVMARCORMARS, Assistant to Chief MARS for ECOM, the Northeast Area Director, the Northeast Area Deputy Director, the Region Three Director and Region Three Assistant for ECOM. In the message request any additional support required.

b. Most often State ECOM Nets will have been activated prior to establishment of the Region Three ECOM Net. Once the Region Three ECOM Net is established, the state ECOM Nets will usually terminate, and give full support to the Region Three ECOM Net activities. Any traffic or business pending on the State ECOM nets is will be brought to the Region Three ECOM Net. The NECOS of the Region Three ECOM net may use the Traffic Representatives from the State ECOM Nets as a traffic representatives on the secondary and/or tertiary Region ECOM net frequency.

c. The station activating an Emergency Communications (ECOM) net on the primary frequency shall take firm control of the net and conduct directed net operations until relieved by higher authority or until the emergency has passed. All ECOM nets will be directed nets. The NECOS of the Region Three Ecom net will have Command and Control of the net. He may direct stations bringing traffic for the ECOM net to another frequency to pass traffic in order to free the primary ECOM net for other business. When moving to a secondary frequency, listen before transmitting and do not interfere with pre-established nets. The stations with traffic will return to the primary frequency once that traffic has been passed.

d. Once a net is secured, it cannot be reopened on the same day with that Net Designator. If the state 3P1E net were secured to provide communications assistance on the 3X1E net, and later the same day found a need for a state net to be reopened, the net would open as the 3P2E net, the net designators increasing by one digit. If only changing frequency and the net continues on the different frequency, the net designator remains the same.

e. All NAVMARCORMARS members will regard the NECOS of a state or region ECOM Net as possessing the full authority of, and acting for that director.

3.30. ALERT PLAN AND COMMUNICATIONS CONDITIONS. It shall be the responsibility of the Region Three Director and each State Director to develop an effective ALERT PLAN to provide timely response to meet the mobilization requirement of an emergency communications

condition. The following emergency communications conditions and actions required will apply:

#### COMMUNICATIONS CONDITIONS (COMCON)

COMCON III - An emergency or disaster situation is expected to develop within 48 hours.

- a. Alert NAVMARCORMARS stations to monitor primary frequencies to the extent feasible.
- b. Take preliminary precautions (i.e. test emergency power, locate essential items such as flashlight, the ECom Plan (ECP), etc.
- c. Continue with normal routines commensurate with above items.

COMCON II - An emergency or disaster situation is anticipated within 24 hours.

- a. Effect all measures necessary to activate on short notice.
- b. Curtail routine as necessary for readiness.

COMCON I - An emergency or disaster situation is imminent

- a. Suspend all normal operations as warranted.
- b. Activate emergency networks and ECP as necessary.

COMCON Ø - An emergency or disaster situation exists.

Same as for COMCON I.

NOTE: Per NTP-8(D), D900, it is not necessary to activate a COMCON to submit an EEI report.

3.40. PREPARATIONS. Preparations for an emergency or disaster begin before the situation develops. Preparation is on a station-by-station basis. Safety for family and self are of highest priority. Some considerations for safety and MARS ECOM operation are listed here:

- a. Verify stations equipment capabilities by regular participation in scheduled traffic nets and planned exercises.
- b. Check antenna systems and exterior station equipment at intervals to ensure dependability. Schedule preventive maintenance tasks while the weather is nice.

c. Maintain a small stock of spare parts and supplies (i.e., flashlight, batteries, fuses, first aid kit, and manual, spare food supplies and water, etc.) to ensure efficient operation and survival. Contact your local emergency management office or American Red Cross and ask for the community hurricane preparedness plan.

d. Make provisions for obtaining emergency power capabilities. Test and operate generators once a month.

e. Familiarize yourself with the contents of your Northeast Area, Region Three, and State ECOM Plan. Have it available for ready reference.

f. List Agencies and important phone numbers and keep them with your emergency communications plan. Plan safe evacuation routes and note nearby emergency shelters.

g. Monitor primary frequencies used in your state. If the primary frequency is unusable, monitor your state alternate frequencies and the national ECOM frequencies.

### 3.50. NORTHEAST AREA AND NATIONAL ECOM LISTED FREQUENCIES.

a. The main purpose of the Region Three primary frequency shall be command and control and to handle administrative traffic. Secondary frequencies should be used to pass traffic for the MARS Data System (MDS).

b. The following frequencies are used in Region Three for Region Three ECOM exercises and events. (If Propagation conditions or interference require, any authorized Region Three frequency may be used):

#### NORTHEAST AREA ECOM FREQUENCIES

PRIMARY: NCS      SECONDARY: NCN/NDN      TRAFFIC: NDP

Note: The 7382.5 KHz freq has been declared by Chief, NAVMARCORMARS, to be a SHARES Freq.

#### NATIONAL ECOM FREQUENCIES

NFK 7382.5 KHZ DAYTIME PRIMARY      NCL 4042.5 NIGHTTIME PRIMARY

## NNA 14385 SECONDARY

The National Frequencies are the 'HOME' of the Northeast NA2E and Pacific PA2E Seven Day -Twenty-four hour nets. In the event of a an emergency or disaster and the Region Three ECOM net is initiated, the NECOS may designate a station to guard one or more of the National ECOM Frequencies. The guard station is to report to the NECOS at least once per hour.

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

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

3.60. REGION THREE EMERGENCY COMMUNICATIONS. Region Three will utilize existing networks and resources to the maximum extent possible. Constant revision of both state and region emergency communications plans are necessary to incorporate new capabilities into the Plans as they become available. The Region Three plan must:

a. Be flexible and provide alternatives for various situations. The plan should not be keyed to any one individual or station. It must be compatible with all State ECOM plans in Region Three and be part of and compliment the Northeast Area ECOM Plan.

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

c. Include state and local plans; it is the state and local plan that can be effective in the first few hours of an emergency until a larger organization can be brought into action.

d. The Region Three Plan provides means of handling three types of emergencies:

**DISTANT EMERGENCY** - Multi-area or multi-regional. One requiring relay, delivery and/or transmission of a volume of traffic in formal message (written) form over large distances. Communications is from one area to another.

**AREA EMERGENCY** - Northeast Area, a multi-regional event. One requiring a mixture of formal messages (written) and informal command or administrative traffic (verbal orders). Communications is from region to region.

**REGION EMERGENCY** - Region Three, a multi-state event. One requiring fixed, mobile and portable units handling a high percentage of administrative/command traffic, both formal messages (written) and informal command or administrative traffic (verbal orders). Communications is between states.

e. The state plans provide for the handling of state contained emergencies and local emergencies.

STATE EMERGENCY - Single state. One requiring fixed units, mobile and portable units at strategic locations. Traffic will be both formal and informal.

LOCAL EMERGENCY - Within the state, limited to a small part of the state, perhaps a county, city, industry, or public utility. An emergency condition requiring fixed and/or mobile units handling traffic of a mostly formal and informal nature.

### 3.70. DURING THE EMERGENCY.

a. Follow the emergency communication plan for type emergency or disaster involved (Area, Region, State or Local) and the instructions of the NECOS.

b. Maintain a separate watch on the Northeast Area and national ECOM Frequencies.

c. Check into an ECOM Net when the NECOS makes a callup. List your traffic when checking aboard. Do not tune, test, or transmit on frequency without permission of the NECOS. Maintain radio silence except when the frequency is clear and you have business for the net. Do not secure without notifying the NECOS.

d. Accuracy is paramount in emergency situations. All other considerations are secondary. Do not roger for traffic you have not copied accurately. Traffic representatives are responsible for passing the message they have rogered to addressees listed; means include radio, phone line, packet and the MARS Data System.

e. Maintain a log of messages sent, received, and action taken. Messages received and transmitted from your station must be maintained for a period of three years.

f. Avoid any speculative comments, rumors or statements. If an opinion or estimate, mention this in your communications.

g. Do not disclose information gained from military or NAVMARCORMARS circuits, except as authorized by your state Assistant for Emergency Communications or higher authority.

### 3.80. TERMINATION OF EMERGENCY SITUATION.

a. The phrase "SECURE FROM COMCON ZERO", transmitted by competent authority, will indicate the immediate discontinuance of emergency conditions. However, all traffic in the system at the time of termination shall be cleared prior to the closing of net.

b. When necessary, a message directing the reinstatement of the state ECOM net may be originated by any NAVMARCORMARS station when requested to do so by military, federal or state officials. Refer to Section 3.20 INITIAL ACTIVATION for proper protocol in reactivating an ECOM Net.

### 3.90. AFTER THE EMERGENCY.

a. Retain all messages, files and logs incident to the emergency or disaster for three (3) years in your station files.

b. Recommend to your state Assistant for Emergency Communications any changes, improvements or additions that you feel are needed to improve emergency operations.

c. The state directors shall prepare an after action report to NNN0AS3 and NNN0AS3 TWO defining those areas where additional training is required and those areas where operations were successful. NTP 8(D), article D740 lists items that should be addressed in an after action report.

d. The NECOS of the ECOM net on Secondary and Tertiary frequencies will also each file a net activity and frequency usage report to his State Director and State Assistant for Net Operations and Reports at the end of the month. Each frequency used requires these reports.

4.10. REGION THREE ECOM AND ECOM EXERCISE REPORTS. Reports for Emergency Communications consist of the Notification of emergency or disaster, Implementation, Activation, the EEI message, the Situation, Termination and Operations reports.

a. General reports. The Region Three Assistant for ECOM (NNN0AS3 TWO) shall be an Information Addee on all ECOM related reports within Region Three. Refer to individual report forms for specific addrees required for such report.

b. In every case try to be concise and to the point but not so brief as to be incomprehensible to the addrees. Report facts only. Do not report rumors and hearsay. If you must report opinions and estimates, do so only with the indication that they are opinions and estimates.

Under no circumstances should Navy-Marine Corps MARS members endanger themselves to secure information, or perform other tasks. Family and personnel safety are of the highest priority. Leave the job of gathering information to those who have been trained for that purpose. Remember, our primary mission is to communicate information rather than gather it.

c. Review all ECOM messages for abbreviations. Ask yourself "will the addrees know what the abbreviation means?" If any doubt exists, spell it out.

4.20. IMPLEMENTATION REPORT FORMAT. Upon implementing any portion of this ECOM Plan by a Navy-Marine Corps MARS member station, a report shall be made by Immediate precedence message to Chief, Navy-Marine Corps MARS (NNN0ASA); Assistant to Chief MARS for Emergency Communications (NNN0ASZ); Northeast Area Director (NNN0ASI), the Deputy Area Director (NNN0ASI ONE), Northeast Area Assistant for ECOM (NNN0ASI TWO), Region Three Director (NNN0AS3); Region Three Assistant for ECOM (NNN0AS3 TWO); your cognizant state director and the state Assistant for ECOM. Reports shall conform to the following format:

IMPLEMENTATION MSGE FORMAT:

DE (Originator's Call Sign) Serial Number

O (DTG) MON YEAR

FM (Originating Station Call Sign) State

TO AAN3EEI VA

INFO NNN0ASA VA

NNN0ASZ GA

NNN0ASI SNE

NNN0ASI ONE PA

NNN0ASI TWO NJ

NNN0AS3 VA

NNN0AS3 TWO PA

(Your State Director) State

(Your State -TWO) State

BT

UNCLAS

SUBJ: EMERG COMM IMPLEMENTATION

1. CIRCUMSTANCES REQUIRING IMPLEMENTATION.

2. MARS SERVICES REQUESTED, (YES/NO) IF YES, INCLUDE NAME AND TITLE OF REQUESTOR.

3. ADDITIONAL COMMUNICATIONS SUPPORT REQUIRED, (YES/ NO). IF 'YES', THEN TO WHAT EXTENT AND SCOPE.

NOTE: IF ADDITIONAL SUPPORT INDICATED WITHIN:

A. STATE - ACTION TO BE TAKEN BY THE STATE DIRECTOR

B. REGION - ACTION TO BE TAKEN BY REGION DIRECTOR

C. OUTSIDE OF THE REGION - ACTION TO BE TAKEN BY CHIEF, NAVMARCORMARS.

BT

NNNN

NOTES:

(1) If this is an actual incident/exercise within the state level, paragraph 3A should include COMCON status along with other pertinent information.

(2) Should this be an actual incident/exercise at the area or region level, paragraph 3B should include COMCON status along with other pertinent information.

(3) WRT paragraph 3C, if it is an actual incident, it is recommended that CHNAVMARCORMARS monitor frequencies in use for ECOM event.

(4) If this is a MARS exercise, it is not required by CHNAVMARCORMARS to monitor thus paragraph 3C will show the word "NONE".

#### 4.30. EXAMPLE: IMPLEMENTATION REPORT MESSAGE

DE NNN0ZWR 100  
O 051100Z JUL 2006  
FM NNN0AS3 TWO PA  
TO NNN0ASA VA  
NNN0ASI SNE  
NNN0ASI ONE PA  
NNN0ASZ GA  
NNN0ASI TWO NJ  
NNN0AS3 VA  
NNN0AS3 TWO PA  
ZEN/NNN0GCP PA  
NNN0GCP TWO PA  
BT  
UNCLAS  
SUBJ: EMERG COMM IMPLEMENTATION  
1. ICE STORM EASTERN SEABOARD.  
2. YES - JOHN DOE, 610-123-4567, FEDERAL EMERGENCY  
MANAGEMENT AGENCY, REGION THREE  
3. YES.  
    A. REQUEST SET COMCON ONE NORTHEAST AREA.  
    B. ACTIVATE CALL UP TREE. ESTABLISH THE 3X1E REGION  
THREE ECOM NET ON NCS PRIMARY, NDN AND NCN SECONDARY  
FREQUENCIES. REQUEST STATIONS IN REGION THREE GUARD PRIMARY  
AND SECONDARY FREQUENCIES.  
    C. NONE  
BT  
NNNN

NOTE: for a Region Three implementation message, all State Directors must be notified. They can be contacted with the heading address: NNN0ALC REGION THREE. State Two addressees in Region Three include NNN0GAW TWO MDE, NNN0GCB TWO VA, NNN0GCD TWO WV AND NNN0GCP TWO PA.

4.40. DIRECTOR'S MESSAGE SETTING COMCON. Once an implementation message is released Directors shall release a message setting COMCON ONE per the implementation message. The message should have a precedence of Immediate and be in the following format:

DE NNN0SYM 030  
O (DTG) MON YEAR  
FM NNN0AS3 VA  
TO NNN0ASA VA  
INFO NNN0ASZ GA  
NNN0ASI SNE  
NNN0ASI ONE PA  
NNN0ASI TWO NJ  
ZEN/NNN0AS3 VA  
NNN0AS3 TWO PA  
(ADDITINAL ADDEES DEPENDING, SEE NOTE)  
BT  
UNCLAS  
1. SET COMCON ONE (indicate State or Region)  
BT  
NNNN

NOTE - Additional Addees this message will vary according to whether it pertains to particular State(s) or Region.

4.50. EXAMPLE: SITUATION REPORT FORMAT. Within two (2) hours of the release of an Implementation message and initial activation of an Emergency network and every TWO (2) hours thereafter for as long as the net is in operation, the State Director or his representative shall make a Situation Report (SITREP) to the Region Director (see example). The Region Director shall in turn consolidate reports and make a report to Chief, Navy-Marine Corps MARS (NNN0ASA), the Assistant to Chief MARS for Emergency Communications (NNN0ASZ), and the Northeast Area Director, Deputy Director, and The Area Assistant for ECOM at least every TWO(2) hours or sooner if the situation changes. The director can stipulate SITREP Reports be sent at shorter intervals than specified here.

SITREPS are of priority precedence and shall be sent using the following format:

DE (CALLSIGN) SERIAL NUMBER  
P DTG MON YEAR  
FM (STATE DIRECTOR OR THE ECOM OFFICER) STATE

TO NNNØASI SNE  
INFO NNN0ASA VA  
NNN0ASZ GA  
NNNØASI ONE PA  
NNN0AS3 VA  
NNNØASI TWO NJ  
NNN0AS3 TWO PA  
CALL SIGN (ECOM OFFICER OR STATE DIRECTOR) STATE  
ZEN/(STATE DIRECTOR/ ECOM OFFICER- THE MSG ORIGINATOR) STATE  
BT  
UNCLAS  
SUBJ: SITREP ONE (TWO, THREE,..., FINAL)  
1. (BRIEF RESUME OF SITUATION IN DISASTER AREA)  
2. (NET DESIGNATOR(S) AND NUMBER OF STATIONS PARTICIPATING  
3. (ADVISORY INFORMATION, RECOMMENDATIONS, NEEDS, ETC.)  
4. (PROGNOSIS FOR NEXT TWO HOURS)  
5. (OTHER PERTINENT INFORMATION, PROBLEMS, EQUIPMENT  
PERFORMANCE, ETC)  
BT  
NNNN

4.60. SITREP EXAMPLE MESSAGE:

DE NNN0OOR 001  
P 051200Z JUL 2006  
FM NNN0GAW ONE MDE  
TO NNN0ASI SNE  
INFO NNN0ASA VA  
NNN0ASZ GA  
NNN0ASI ONE PA  
NNN0AS3 VA

NNN0AS3 TWO PA

NNN0ASI TWO NJ

NNN0GAW MDE

BT

UNCLAS

SUBJ: SITREP NUMBER ONE

1. MARYLAND EMERGENCY MANAGEMENT AGENCY (MEMA) HAS REQUESTED COMMUNICATIONS SUPPORT FROM NAVMARCORMARS. EFFORT IS UNDERWAY TO RESTORE POWER AND COMMUNICATIONS. ESTIMATE IT WILL TAKE TWELVE TO FIFTEEN HOURS TO RESTORE POWER.

2. 3W1E - TWO FIVE

3. MEMA HAS REQUESTED NAVMARCORMARS REMAIN IN AN ACTIVE STATUS IN CASE OF NEEDED COMMUNICATIONS. GAS FOR GENERATORS NEEDED.

4. NO CHANGE

5. GENERATOR FUEL GOOD FOR APPROX FIVE HOURS OF OPERATION.

BT

NNNN

SITREPS shall be consecutively numbered to facilitate correlation of reports by higher echelons. Standard categories of information, paragraphs 1 through 5 in the text of a SITREP shall not be omitted. Lack of information or a negative report will be made using the following terms:

NO CHANGE - Used to indicate that the item is the same as previously reported.

NEGATIVE - Used to indicate this category not applicable, not being used, or nothing to report.

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

A FINAL SITREP shall be sent at the conclusion of any emergency communications event and should be sent before the emergency net is secured.

4.70. TERMINATING THE EMERGENCY CONDITION. When terminating an emergency, the Net Control station of the Emergency Nets shall announce: "TERMINATE EMERGENCY (State or Region)), SECURING THE (Net Designator) AT (time) Z. " Remember to Set ComCon Conditions back to what it had been before the Incidnet or Exercise. Have the Alternate NECOS make a similar announcement, as some stations may not hear the NECOS under adverse conditions.

Note: All Traffic in the system must be cleared before the ECOM net is secured.

4.80. OPERATIONS REPORT. As soon as possible (within 24 hours) upon termination of a state of emergency the state director or his/her representative shall submit a message reporting the following to the region director and his/her Assistant:

- a. Net designator(s) and frequencies used.
- b. Total number of stations participating.
- c. Total traffic count (number of messages sent/ messages received),
- d. Total number of hours the net(s) was in operation.
- e. Date/time of opening net and securing net.
- f. Appropriate supplemental information, problems encountered, etc.

g. Example operations report message:

DE NNNØZUG ØØ9  
R 15193ØZ JUN 2006  
FM NNNØGAW MDE  
TO NNNØASI SNE  
INFO NNNØASI ONE PA  
NNNØASI TWO NJ  
NNNØAS3 VA  
NNNØAS3 TWO PA  
BT  
UNCLAS

SUBJ: OPERATIONS REPORT

A. 3W1E NCI

B. TWENTY

C. TWENTY FIVE

D. TWENTY SEVEN HOURS

E. 141600Z JUN 03 - 151900Z JUN 03

F. NOT ENOUGH MOBILE UNITS, ADDITIONAL GENERATORS REQUIRED.

BT

NNNN

4.90. AFTER ACTION REPORT. Within five days after the termination of any emergency, the State Director(s) or their authorized representative, shall compile information received and make an AFTER ACTION Report to the Region Director using the outline below. . The Regional Director shall in turn consolidate all reports, make a final report, and forward it to the Chief, NAVMARCORMARS (NNN0ASA), the Assistant to CHNAVMARCORMARS for Emergency Communications (NNN0ASZ,) and the Director, Northeast Area using the same outline. Lesson learned and recommendations for improving State/Region plans and procedures and Region support will be included in the Comments and Recommendations section. The AFTER ACTION Report requires the following information:

1. Place(s) involved
2. Date and time (Hours of operations)
3. Stations participating
4. Frequencies and modes employed
5. Traffic handled
6. Description of the emergency services rendered
7. Comments and recommendations for improvement of services and capabilities
8. News coverage (attach press releases and pictures, if available)
9. Human interest

#### 5.10. EMERGENCY EXERCISES

a. All Region Three State and Region Three ECOM Exercises shall be made known to Chief, NavMarCorMars, his Assistant for Emergency Communications, the Area and Region Director , the Area Deputy Director, the Area Assistant for Emergency Communications, the Region Three Ecom Officer, Region Three State Directors and State Ecom Officers involved in the exercise. Advance Notification of the exercise plan shall be made at least fifteen (15) days prior to the scheduled exercise.

b. State Emergency Communication Plans shall provide for such activities and tests as may be required to assure that all emergency capabilities to the plan are exercised regularly. Each State is required to conduct an ECOM Exercises Quarterly. Region Three must conduct at

least one ECOM Exercise annually.

c. The "Concept of Operations" for emergency communication exercises will be similar in most respects to that for actual emergencies except that all stations shall use extreme care to identify all transmissions dealing with simulated conditions as "EXERCISE" traffic.

5.20. EMERGENCY AND EXERCISE REPORTS. The Chief, Navy-Marine Corps MARS has been tasked by the Department of Defense (DOD) to supply information on various items in the event of a civil disaster.

a. A civil disaster is defined as including, but not limited to hurricanes, tropical storms, forest and ground fires, flooding, or potential flooding, winter storms/blizzards, earthquakes, civil disobedience (riots), terrorism and just about anything else that might be of interest at the national executive level. It is important that information be forwarded to CHNAVMARCORMARS as soon as possible.

b. In the event of a local or state incident, the NAVMARCORMARS station shall use his/her judgment on whether to send an Essential Elements of Information (EEI) report. If you have any question, send one. The precedence shall be immediate addressed TO NNN0ASA VA, INFO NNN0ASI SNE, NNN0ASI ONE PA, NNN0ASZ GA, NNN0ASI TWO NJ, NNN0AS3 VA, NNN0AS3 ONE MDE, NNN0AS3 TWO PA, your State Director and State TWO. The sending of an EEI message does not require that COMCON be set in your state.

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

d. For actual EEI messages only: If you have E-MAIL, submit your EEI message as follows:

TO: EEI@DOD-MARS.ORG and  
NNN0ASA(AT)NAVYMARS.ORG

(ALL EMAIL ADDRESSES ARE IN LOWER CASE):

In relaying an EEI Msg, if AAN3EEI Va is not Zen'd, E-Mail forwarding may be done by any Station prior to entry into the MDS. After entry into the MDS, any SysOp may forward the copy going to AAN3EEI by E-Mail.

Indicate the Message has been delivered to AAN3EEI by E-Mail by placing 'ZEN/' immediately in front of 'AAN3EEI VA' in the 'To' Line of the EEI Message being entered into the MDS.

### 5.30. ESSENTIAL ELEMENTS OF INFORMATION (EEI) MESSAGE FORMAT.

DE (NON-STAFF CALL SIGN THREE DIGIT SERIAL NUMBER)

O (DTG) MON YEAR

FM (YOUR CALLSIGN) STATE)

TO AAN3EEI VA

INFO NNNØASA VA

NNNØASI SNE

NNNØASI ONE PA

NNNØASI TWO NJ

NNNØAS3 VA

NNNØAS3 TWO PA

(STATE DIRECTOR'S CALLSIGN) STATE

(STATE ECOM OFFICER'S CALLSIGN) STATE

NNNØASZ GA

BT

UNCLAS (ACTUAL EVENT OR MARS EXERCISE) STATE

SUBJ: EEI REPORT

1. REF (USE EVENT IDENTIFIER OF PARAGRAPH NTP8(D), D902/ (STATE)

A. (INCIDENT AND LOCATION) (WHAT, WHERE AND WHEN: SPECIFIC LOCATION OF INCIDENT AND TIME OF OCCURRENCE)

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 WHEN 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, THEN SO  
STATE)  
ACTUAL INCIDENT  
(USE 'MARS EXERCISE' FOR EXERCISE REPORTS IN PLACE OF 'ACTUAL  
INCIDENT')  
BT  
NNNN

The format given shall be used for EEI messages in Region Three. NOTE: All subparagraphs will be as long as needed to get the message out in a clear, concise manner.

Line lengths may not exceed 69 characters.

Subparagraphs of the EEI message are not indented.

Event Identifiers for an Exercise EEI Message will have a different Identifier than the Actual Event Identifier in NTP8 (D), D 902 but relate to the Actual Event Identifier.

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 condition is not known.

Use 'N/A' for items not being reported in the EEI report. For example, if the EEI report involved item 1F, a communications status, then 'N/A' could be entered for items 1B, 1C, 1D and 1E.

For an update to an EEI MESSAGE - the UNCLAS Line should read: 'UNCLAS EEI REPORT UPDATE NR 1'. Increase the UPDATE NUMBER with each Additional Message. The final UpDate Report has 'UNCLAS EEI REPORT UPDATE FINAL'.

In an UPDATE report, the DTG in sub-paragraph 1A does not change. The DTG in the Heading and sub-paragraph 1G does change to reflect the time of the UPDATED Info and Time the EEI Report is put into the Mars Data System (MDS).

NOTE: The above EEI message is kept brief and accurate. Take note of the DTG starting with paragraph 1A as the earliest DTG (time incident occurred) followed by the DTG in paragraph 1G, when you received information about the incident. The latest DTG, in the Heading is when the EEI is ready to be put into the MDS.

If you hold a State, Region or Area staff Address position in the heading of your EEI report, you may 'ZEN' that Call Sign. You might decide not in order to see how long it takes for the your Report to be delivered to your Station.

DE NNN0FAH 071  
O 261700 JUN 2006  
FM NNN0FAH PA  
TO AAN3EEI VA  
INFO NNN0ASA VA  
NNN0ASI SNE  
NNN0ASI ONE PA  
NNN0ASI TWO NJ  
NNN0AS3 VA  
NNN0AS3 TWO PA  
ZEN/NNN0GCP PA  
NNN0GCP TWO PA  
NNN0ASZ GA  
BT

UNCLAS: ACTUAL EVENT

SUBJ: EEI REPORT

1. REF HOWLING WIND/ PA

A. HURRICANE ADEL MADE LANDFALL ATLANTIC SEABOARD 261300Z JUN 2006.

B. LEHIGH VALLEY AND MUHLENBERG HOSPITALS, ALLENTOWN PA SUFFERING DAMAGES. ST. LUKES AND SACRED HEART HOSPITALS ON EMERGENCY POWER.

C. ROUTE 22 ALLENTOWN EXITS UNDER WATER. CARS BEING ROUTED ONTO CEDAR CREST BOULEVARD AND AIRPORT ROAD EXITS. AIRPORTS CLOSED BY HIGH WINDS.

D. REPORTS OF EVACUATION IN LOW LYING AREAS ALONG LEHIGH AND DELAWARE RIVERS.

E. WATER SYSTEMS CONTAMINATED. SPORADIC ELECTRICAL POWER OUTAGES.

F. LIMITED

G. LOCAL RADIO WAEB, ALLENTOWN, PA PERSONAL OBSERVATION NNN0FAH PA 261600Z JUN 2006.

H. NONE

ACTUAL INCIDENT

BT

NNNN

Note: the earliest DTG in the EEI Report is in subparagraph 1A- when the Incident occurs. The Next DTG in order of occurrence is in 1G- when you receive the Info as to what happened. Even if you were on the scene, the Info is received after the Incident occurs. DTGs in 1A and 1G will not be the same. And the latest DTG is in the Heading- when you have the Report put together and ready to be put into the Mars Data System.

5.50. EEI IDENTIFIERS. The following Identifiers are authorized for NAVMARCORMARS ACTUAL INCIDENT 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
EVENT:	IDENTIFIER:
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 WINDS
HURRICANE	HOWLING WIND
ICY ROADS	BLACK ICE
INTERSTATE BLOCKED/DAMAGED (MAJOR)	BLOCKED LANE
MAJOR COMMUNICATION 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
TERRORIST THREAT	HIDDEN SHADOW
TRAIN WRECK/DERAILMENT	BROKEN TRACK
TORNADO	VIOLENT TWISTER
VOLCANO	BRAZEN BRIMSTONE
WATER DAM BROKEN/DAMAGED (MAJOR)	FAST WATER
WINTER SNOW STORMS	WHITE BLANKET

These Identifiers are not to be used for an Exercise. The Exercise will use a different Identifier related to the Actual Incident Identifier. For example: Howling Wind - you might use 'Wicked Wind'. Try to have the Exercise Identifier relate to the Actual Event Identifier.

5.60. EVENT SUPPORT IDENTIFIERS.

EVENT:	IDENTIFIER:
FEMA SUPPORT	FEDERAL RESPONSE
JCS SUPPORT	JOINT LIONS
NCS SUPPORT	TOP COVER
NDMS SUPPORT	MEDICAL LINK
NG AND RESERVE	COMMON FORTUNE
SHARES SUPPORT	COMMON FORTUNE

6.10. THE REGION THREE ECOM NET.

a. In the event that it is necessary to activate a Region Three Emergency Net, the station activating the Communications Condition (COMCON) shall take firm control as the Net Control Station (NECOS) and conduct directed net operations until relieved by or directed by higher authority. The NECOS will file reports for net operations as required.

b. All ECOM Nets shall be directed nets. All stations other than the NECOS will maintain radio silence except when conducting business, such as, responding to the NECOS, filing emergency traffic into the system, acknowledging receipt of traffic, and checking out of the net.

c. NECOS shall assign a station to act as the Alternate Net Control Station (ALT NECOS) and one or more stations to act as Traffic Rep. He shall assign a station to guard one or more of the national ECOM frequencies and other frequencies as may be required. The primary frequency is mainly for directing net activities. Traffic can be passed to the Traffic Rep on the secondary frequencies. Traffic Reps are responsible for any traffic "rogered for" by their station. Responsibilities include putting the rogered traffic on the MDS or passing to addressees listed in the message by other means. Traffic reps will keep a copy of all traffic for at least three years.

d. NECOS may utilize any Region Three frequency if propagation conditions or interference require the change. NECOS may designate a station to remain on the primary frequency and advise late check-ins of the new ECOM frequency. The assigned station shall remain on the old frequency for a minimum of ten (10) minutes.

e. In a region net, the NECOS may have individual states make a callup from time to time. If net activity is low, he shall announce that a Region ECOM Net is in progress. This announcement should also include the current COMCON Level and the event for which the net is in operation.

f. NECOS shall send a SITREP to NNN0ASI SNE, NNN0ASI ONE PA, NNN0AS3 and NNN0AS3 TWO at the end of his/her "watch" or every two hours, whichever occurs first.

g. Participation credit for time spent in an ECOM net shall be reported in the summary report filed with the state director. Such participation will be credited to the participating member at

twice the rate of normal participation.

#### 7.10. HURRICANE/TROPICAL STORM EMERGENCY ACTION PLAN.

a. Each year hurricanes and major tropical storms present a major threat in Region Three with the possibility of impacting several states in a short period of time. The purpose of this section is to establish operating procedures for a region wide emergency event. The 3X1E Net shall be established for the purpose of coordinating efforts between state and region Staff and region-wide communications services.

b. The NECOS will have command and control of the 3X1E ECOM Net. The NECOS should direct the assigned traffic rep and stations listing traffic to another frequency to pass their listed traffic in order to free the primary frequency for the control of activities. No station shall take traffic to the secondary frequency without first listing traffic with the NECOS on the primary frequency.

c. The Traffic Representatives for the ECOM Net on the secondary frequency shall take charge of the passing and receiving of traffic on that secondary frequency. Normally, the 3X1E Net will use (NCS) 4805.5 KHZ . The secondary frequencies will be (NFL) 7385 KHZ and (NDP) 5865.0 KHZ . This frequency assignment may vary when necessary. All frequency usage reports will be reported to NNN0AS3 THREE.

d. The responsibility for the actions within a State remains with that State Director.

e. Upon receiving a request for communications assistance from a Military, Federal, or Civil official, a Region Three staff member will set COMCON and open the Region Three ECOM net. If any State nets are active at the time the Region Three ECOM net is activated, those State nets will give support to the Region Three Net. A representative of the State nets will check into the Region net in order that region-wide support may be affected.

#### 7.20. HURRICANE RELATED COMMUNICATIONS CONDITIONS.

a. COMCON THREE: A hurricane/tropical storm is expected to make landfall within 48 hours. Establish a radio listening guard on the designated frequency. No NECOS is required. Alert all NAVMARCORMARS stations in Region Three via state directors. Check equipment and procedures needs for activation. Any advisory information for areas or staff will be transmitted on this net.

b. COMCON TWO: A hurricane/tropical storm is expected to make landfall within the next 24 hours. Establish the ECOM net on the designated frequency. All states are requested to provide a station to guard the ECOM frequency. Net operations shall be as needed (unless otherwise directed). All NAVMARCORMARS stations shall curtail routine operations as necessary to increase the state state-of-readiness.

c. COMCON ONE: An emergency or disaster situation is imminent (less than 24 hours). Establish a directed ECOM net on the designated frequency. All states provide a station to the ECOM net for the purpose of relaying information back to their areas.

d. COMCON ZERO: An emergency or disaster situation exists. A directed net shall be in operation 24 hours a day (unless otherwise directed).

e. It is the responsibility of NNN0AS3 TWO to contact NNN0AS3 for authorization to change COMCON levels. Should NNN0AS3 not be available NNN0AS3 TWO is authorized to take the necessary action. The change in COMCON levels shall be accomplished by a SITREP message. The precedence of the SITREP shall be IMMEDIATE vice PRIORITY. SITREPS may be passed on the ECOM Net on a not to interfere with coordination efforts.

f. In the event it is necessary to shift to another frequency (other than the specified secondary frequencies) due to interference or propagation, the NECOS is authorized to use any Region THREE allocated frequency. NECOS should leave a station on the primary frequency to direct stations to the alternate frequency. SITREP reports to NNN0AS3, INFO NNN0AS3 ONE and NNN0AS3 TWO shall be released by the NECOS every four hours, on the hour and shall cover the preceding FOUR hours of operation. The first SITREP shall be released after the first FOUR hours of operation. If a shift in NECOS occurs between the SITREP reporting period, the station being relieved shall provide the necessary information to the oncoming NECOS. NNN0AS3 shall be the action addressee of SITREPS generated by region and state members. NNN0AS3 is responsible for the release of a Region Three SITREP TO NNN0ASI, NNN0ASA, INFO NNN0ASZ and Region Three state directors at least every six hours.

g. Should NNN0AS3 TWO fail to assume NECOS any station may assume the duties of NECOS. The Assigned ALTNECOS station may be from any state. However, stations from inland states (PA and WV) may be desired since they are less likely to be in harms way of the hurricane/storm. NECOS and ALTNECOS will need relief if the event covers a long period of time. Each NECOS is responsible for providing a net activity and frequency usage report to NNN0AS3 THREE for time spent as NECOS in the emergency event.

h. Should it be necessary to maintain the 3X1E Net for a prolonged period, a "NECOS Activity Schedule" with a NECOS from different Region Three states may be generated in order to provide relief for NECOS. This list will include PA, MDE, VA, and WV. Each rotation will last no longer than two (2) hours.

7.30. **RAPID REPLY MESSAGE.** There are instances where information will be critical and a station will want a rapid reply to his communications. This procedure makes it possible to test the MARS system for response time.

a. This is a type of emergency action message. The purpose of a "RAPID REPLY", when issued by the Region Three Director, is to determine how long it takes a State Director to reply back to the Region Three Director or Region Three Assistant Director.

b. This action may be directed at one or all Region Three states.

c. Procedures for a rapid reply shall be as follows:

(1) The initial contact will usually be sent through the MARS Data System (MDS).

(2) State Directors are to record the TOR (Time of Receipt) of the message, when they personally receive the message.

d. The Director, Region Three, shall contact each state. The method of communications may vary, usually thru the MDS. Instructions are that any station first receiving the message is to contact the state director (preferably), his/her assistant director, or the state Assistant for Emergency Communications, by the most expeditious means. The contacted stations are to initiate a message back to the Region Three Director advising of the TOR. Only one message per state is to be sent. No further action is required of the State.

e. The State Director/designee shall respond back TO NNN0AS3 and INFO NNN0AS3 TWO via an immediate precedence message sent through the MDS. The text of the message shall be in PRO FORMA format as follows:

7.40. **RAPID REPLY MESSAGE FORMAT.**

BT

UNCLAS MARS EXERCISE or ACTUAL INCIDENT

SUBJ: RAPID REPLY (SERIAL NUMBER)

1. TOR OF MESSAGE (When State Director or State Staff designee received the message)

2. RESPONSE DATA

(A)/(B)/(C)/(D)/(E)/(F)//  
MARS EXERCISE or ACTUAL INCIDENT  
BT  
NNNN

Response Data includes one line for each Sub - Paragraph,  
Where:

(A) State

(B) Method by which the State was contacted (MARS message, PHONCON, region or state net, e-mail, etc.)

(C) Call Sign of ORIGINAL station contacted in the state.

(D) DTG of contact with station in para. (C) above.

(E) Administrative call sign of the station sending the reply message.

End each line with "/"

#### 7.50. EXAMPLE RAPID REPLY MESSAGE

OO NOASI  
DE NNN0FBK 087  
O 271530Z JAN 05  
FM NNN0GCP PA  
TO NNN0AS3 VA  
INFO NNN0AS3 TWO PA  
BT  
UNCLAS MARS EXERCISE or ACTUAL INCIDENT

SUBJ: RAPID REPLY 001

1. TOR OF INITIAL RECEIPT OF MSG - 271525Z JAN 05//

2. RESPONSE DATA//

A. PA//

B. MARS MESSAGE//

C. NNN0VJN PA//

D. O 271400Z JAN 05//

E. NNN0GCP/NNN0ASI ONE PA//

MARS EXERCISE OR ACTUAL INCIDENT

BT

NNNN

NOTE: Each line ends withj ""//"

8.10. ARRL NUMBERED RADIO GRAMS. The ARRL numbered radiograms can be used in MARS messages and such use is encouraged. The numbers shall always be spelled. Refer to current American Radio Relay League publications for numbered radiogram definitions. Emergency/priority messages originating from official sources must carry the name of the originating official.

8.20. NON-AUTHORIZED ARRL NUMBERED RADIO GRAMS. ARRL SEVEN, FIFTY, FIFTY-ONE, AND SIXTY-SIX are not authorized for NAVMARCORMARS use.

8.30. HOMELAND SECURITY THREAT CONDITIONS.

NAME

COLOR CODE

DESCRIPTION

PROTECTIVE MEASURES

Low

Condition Green

Low risk of terrorist attacks.

\* Refining and exercising preplanned Protective Measures.

\* Ensuring personnel receive training on Homeland Security Advisory System (HSAS), departmental, or agency specific protective measures; and

- \* Regularly assessing facilities for vulnerabilities and taking measures to reduce them.

Guarded

Condition Blue

General risk of terrorist attack.

In addition to above, the following may be applied:

- \* Checking communications with designated emergency response or command locations; and
- \* Providing the public with necessary information.

Elevated

Condition Yellow

Significant risk of terrorist attack.

In addition to the above, the following may be applied:

- \* Increasing surveillance of critical locations;
- \* Coordinating emergency plans with nearby jurisdictions; \* Assessing further refinement of protective measures within the context of the current threat information; and
- \* Implementing, as appropriate, contingency and emergency response plans.

High

Condition Orange

High risk of terrorist attack.

In addition to the above, the following may be applied:

- \* Coordinating necessary security efforts with armed forces or law enforcement agencies;
- \* Taking additional precaution at public events.
- \* Preparing to work at an alternate site or with dispersed workforce; and restricting access to essential personnel only.

Severe

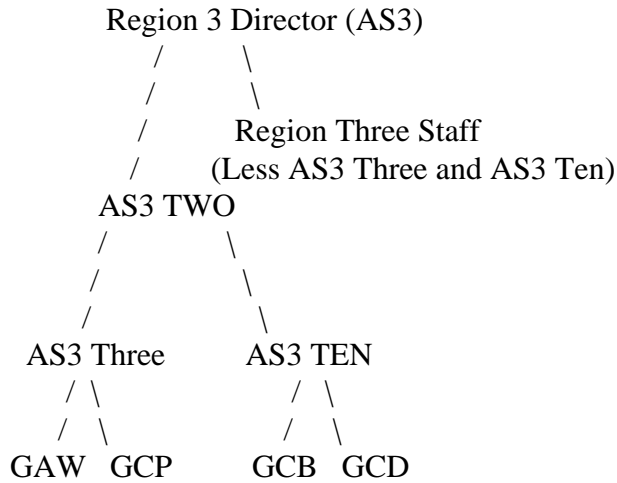
Condition Red

Severe risk of terrorist attack.

In addition to the above, the following may be applied:

- \* Assigning emergency response personnel and pre-positioning specially trained teams;
- Monitoring, redirecting or constraining transportation systems;
- \* Closing public and government facilities; and
- \* Increasing or redirecting personnel to address critical emergency needs.

#### 8.40. STATE ALERTING CALL UP PROCEDURE



Promulgation:

D. Evan Crow NNN0SYM  
NNN0AS3 VA

This guide is REVISED effective 1 JULY 2006.  
It shall be reviewed on an annual basis on the Anniversary date by NNN0AS3 TWO and NNN0ASI (or designee) with final approval by NNN0ASI, Chief, SNE Area, NAVMARCORMARS.

Region Three ECOM PLAN  
REVISION: JULY 2006