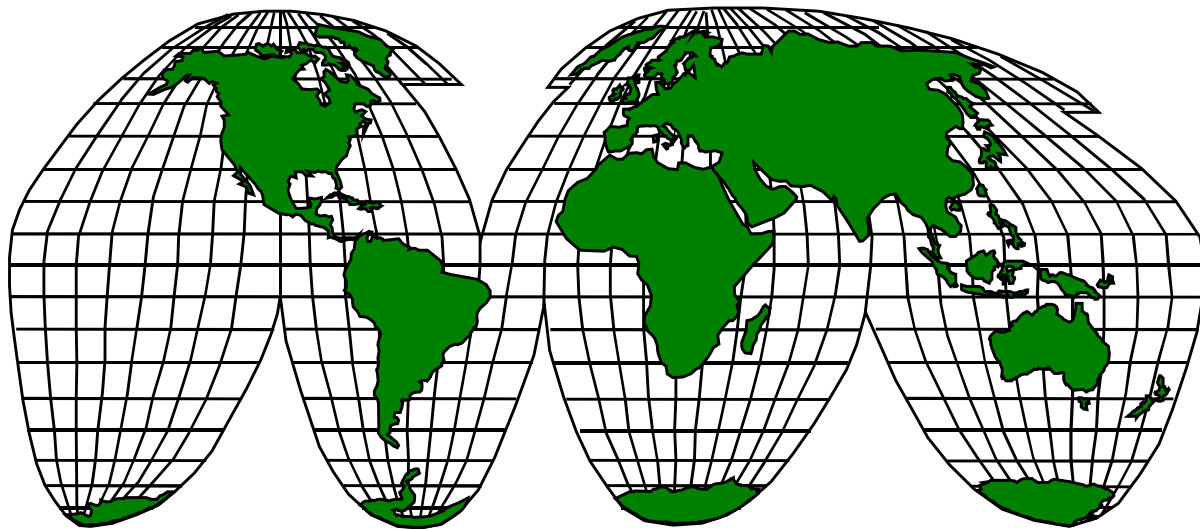


United States Air Force Military Affiliate Radio System



**Emergency Communications (ECOM) Plan
REGION 6**

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DEPARTMENT OF THE AIR FORCE
Air Force Communications Agency
Military Affiliate Radio System (MARS)
Region 6

Emergency Communications (ECOM) Plan 97

20 November 1997

Reference(s): USAF MARS Operating Directive

**AFI 33-106, Managing High Frequency Radios, Land Mobile Radios,
Cellular Telephones, and the Military Affiliate Radio System**

FEMA Federal Emergency Response Plan

TASKED ORGANIZATION (S): US Air Force MARS Region 6

1. **SITUATION:** A disaster condition may result from a catastrophic earthquake, significant natural disaster or other incident that produces extensive damage and results in large volumes of requests from all levels of government authority for services required to save lives and alleviate human suffering. These authorities require accurate and timely information on which to base their decisions and focus their response actions. Widespread damage to commercial telecommunications facilities is likely. At a time when the need for real-time electronically processed information is greatest, the capability to produce it may be seriously restricted or nonexistent. All surviving telecommunications assets of the various levels of government, augmented by extra-regional assets, will be needed immediately to assure a proper response to the needs of victims of the event.
2. **MISSION:** Provide emergency and disaster communications that support survival and recovery plans. Provide fixed, transportable, and mobile communications that support the disaster preparedness program(s). Provide voice and point-to-point record (digital) communications that support emergency and disaster plans. Emergency communications support will be conducted within the guidelines identified in Chapter 15 of the current USAF MARS Operating Directive.
3. **OBJECTIVE(S):** USAF MARS will provide communications support for Emergency/Disaster operations in the Regions as required by the situation and directed by Region MARS Officials. USAF MARS will also:
 - 3.1. Provide auxiliary communications for military and civilian officials during emergencies.
 - 3.2. Provide primary or backup communications for military installation disaster response forces as required.
 - 3.3. Provide Essential Elements of Information (EEI) Reports and SPOT Reports to appropriate Emergency Management and Emergency Response Agencies.
4. **SUPPORTED ORGANIZATIONS AND AGENCIES:** USAF MARS will support the Federal Emergency Management Agency (FEMA), US Army Dept. Of Military Support (DOMS), National Communications System (SHARES), State Emergency Management Agencies, Military and other organizations and agencies as may be directed during emergency/disaster support.
5. **COMMAND AND CONTROL:**
 - 5.1. Federal Emergency Management Agency (FEMA) is the primary resource advisor for disaster and emergency response within the Regions.
 - 5.2. State Emergency Management Agency is the primary resource advisor for disaster and emergency response within each state.
 - 5.3. HQ State Area Command (STARC), Army National Guard (ARNG) typically provides primary Operational Control (OPCON) of military resources in each state.

- 5.4. USAF MARS support will normally be tasked by FEMA and coordinated with the Chief, USAF MARS.
 - 5.5. The RMD and or REC may task Regional USAF MARS ECOM support as needed based upon reliable knowledge that an emergency or disaster situation (or exercise) is imminent or has already occurred, and activation of MARS ECOM operations will enhance emergency/disaster response and recovery actions. An EMERGENCY / CONTINGENCY PLAN ACTIVATION Message will immediately be sent to Chief, USAF MARS, HQ AFCA/SYXM (MARS) Scott AFB, IL via the most expedient means possible. (See attachment 1)
 - 5.6. The Region Officials, State MARS Directors (SMDs) and appointed state officials operate under the authority assigned by the Chief, USAF MARS and in accordance with (IAW) the USAF MARS Operating Directive (MOD).
 - 5.7. USAF MARS Regional ECOM operations will normally be under OPCON (operational control) of the Region MARS Director, Region Emergency Coordinator or other Region Official(s) and or the Net Control Station(s).
 - 5.8. The Region MARS Director (RMD) has overall responsibility for coordination of USAF MARS support by affiliate members within his/her jurisdiction. The Region MARS Director (RMD) or his/her designated representative(s) (Region Officials), may assign Affiliate Stations to serve as liaison to FEMA and or other agencies as may be tasked, for purposes of providing guidance in the employment of USAF MARS resources in emergency/disaster communications operations and serving as the gateway for relaying information and handling traffic between MARS and other agencies.
 - 5.9. The Region Emergency Coordinator (REC) will serve as the OPR (Office of Primary Responsibility) for all ECOM issues, under the direction and guidance of the RMD, and will assist, as needed, with state and region wide emergency and disaster communications support, when available. State Emergency Coordinators (SECs) will work with the REC to manage ECOM programs at the state level.
 - 5.10. The State MARS Director (SMD) is the only state official authorized to commit USAF MARS affiliate resources within their jurisdiction. The SMD or his/her designated representative, usually the State Emergency Coordinator (SEC), serves as liaison and advisor to State level EMA or Military authorities concerning USAF MARS resources within the state.
 - 5.11. The State Emergency Coordinator (SEC) will serve as the OPR (Office of Primary Responsibility) for all State Level ECOM issues, under the direction and guidance of the SMD and REC, and will assist as needed with state emergency and disaster communications support, when available. State Emergency Coordinators (SECs) will be appointed by the SMDs, and will work with the REC to manage ECOM programs at the state level.
6. **TASKED EQUIPMENT AND SYSTEMS:** Equipment and systems employed are determined by the situation and mission requirements. Equipment may be both government owned and privately owned and maintained by individual MARS members except for military stations. Equipment and systems are made available at no charge, in support of the DOD, the public interest and safety.
 7. **EXECUTION:**

7.1. **ALERTING:** SMDs and/or SECs will maintain a current roster or list of all assigned affiliate members, their telephone numbers and emergency capabilities. The list should also include, as a minimum, RMD, REC, and RVNM (Region Voice Net Manager) and their telephone numbers. The SMD or SEC will ensure that this roster is distributed to all members within their jurisdiction for use in an emergency or disaster. A copy will also be forwarded to the Region Emergency Coordinator (REC) and Region MARS Director (RMD).

7.1.1. In the event of an emergency or disaster situation, affiliate members should contact the State Mars Director (SMD) or State Emergency Coordinator(s) (SEC) and ensure that they are aware that a situation exists that may require MARS support. The SMD will coordinate the calling of affiliate members and Region Officials.

7.1.2. In the event that neither the SMD nor SEC is available, affiliate members should call the other affiliates on the list, notify them of the situation, and instruct them to monitor the appropriate Net frequency and wait for further instructions. Affiliates may also contact the REC (AFF6E) for assistance and guidance. When contact is made with the SMD or SEC, they will provide appropriate guidance and take appropriate action

7.1.3. **ECOM ALERT (READINESS) CODES:** The ECOM CONDITION CODES serve the same function as the WARNORD & OPORD. These are considered authorization to implement the ECOM actions directed by each condition.

7.1.3.1. **ECOM CONDITION 5** Emergency Communications Condition 5
Normal Communications Operations.

- Normal Day to Day operations

7.1.3.2. **ECOM CONDITION 4** Emergency Communications Condition 4
Conditions exist that may develop into potential emergency/disaster situations over the next few days. NOTE: This is primarily used for potentially severe weather ALERTS issued by the National Weather Service and should be used any time severe weather is predicted.

Take the following action(s):

- Stay Alert to News and Weather reports for potential problems.
- Be prepared to change ECOM Conditions to higher Readiness levels
- Check-in to regular State, Area, and Region Nets for current information.

7.1.3.3. **ECOM CONDITION 3** Emergency Communications Condition 3
An emergency or disaster situation is expected to develop within 48 hours.

Take the following action(s):

- Monitor regular and/or Primary ECOM Net Frequencies. Make every effort to check into Nets to obtain the latest information about the potential emergency/disaster situation
- For Local or State Wide situations, Monitor designated Joint Service frequencies and systems
- For Region Wide situations, Monitor the Primary REGION ECOM Frequencies
- Activate the Telephone Alerting System. Ensure that all members are aware of the potential emergency/disaster situation.
- Encourage all to check-in to regularly scheduled Nets for the latest updates on the potential situation.

- Take preliminary precautions: Test emergency power, locate essential equipment and supplies, review ECOM Plan, etc.
- Continue normal MARS operations and REMAIN ALERT.
- Continue preparing for ECOM operations.

**7.1.3.4. ECOM CONDITION 2 Emergency Communications Condition 2
An emergency or disaster situation is anticipated within 24 hours.**

Take the following action(s):

- Take all actions required to activate all ECOM operations on short notice (In addition to actions taken in ECOM Condition 3).
- Maintain close contact with State and Region Officials for guidance and up to date information. STAY ALERT!
- Monitor regular and/or ECOM nets for updated information
- Take appropriate actions to protect family and property
- Ensure that food and water supplies and other personal items are readily available.
- Establish Regularly Scheduled Broadcasts of updated information regarding the potential emergency/disaster situation

**7.1.3.5. ECOM CONDITION 1 Emergency Communications Condition 1
An emergency or disaster is imminent.**

Take the following action(s):

- Suspend all normal operations
- Activate All ECOM Networks (NETS) and ECOM Plan(s)
- Take final actions to protect family and property.
- Check-in to ECOM Nets and monitor (Guard) closely
- For Local and Statewide situations, check-into appropriate Joint Service NETS and be prepared to help as needed

**7.1.3.6. ECOM CONDITION 0 (ZERO) Emergency Communications Condition 0
An Emergency or Disaster situation exists.**

Take the following action(s):

- Same actions as ECOM Condition 1
- Ensure that all available ECOM Nets and systems are in full operation
- Provide ECOM assistance to Local and State and Federal Emergency management Agencies as needed.

7.1.3.7. Any member may initiate an ECOM ALERT Condition in the absence of the SEC, SMD, or Region officials; however, attempts to contact these designated authorities shall be made prior to and after a member initiates the Alert Condition. **The member initiating the Alert Condition is also responsible for ensuring that the telephone Alerting system and ECOM Nets are activated if applicable.**

7.1.3.8. When broadcasting Alert Conditions, ensure that the geographical areas that are or may be affected are identified. Unless an emergency or disaster situation is local and requires no outside support, ECOM Alerts are applicable to the entire region. Actions taken by stations outside the emergency or disaster (effected) area may vary.

7.1.3.9. When ALERT CONDITIONS are no longer required, Broadcast **ECOM CONDITION 5** to notify Stations to resume normal operations.

7.1.4. Major Emergency/Disaster operations involving Joint services MARS organizations will normally be preceded by a WARNING ORDER (WARNORD). A **WARNORD is an ALERT MESSAGE**, broadcast to all stations, advising them of potential/probable tasking of MARS resources in support of an Emergency/Disaster situation. **When a WARNORD is received, SMDs and/or SECs should:**

7.1.4.1. Activate the alerting process to ensure that all affiliate members can be prepared and will monitor for further information and instructions. This will make the OPORD (ECOM Activation) notification much easier.

7.1.4.2. Advise members to monitor local/region ECOM Frequencies and Army/Navy-Marine Corps ECOM Frequencies for further information.

7.1.4.3. The WARNORD provides:

- **TASKED ORGANIZATIONS:** (USAF MARS, and may specify which states)
- **SITUATION:** (an overview of the emergency or disaster)
- **MISSION:** (what we are expected to do. Send EEI Reports, etc.)
- **EXECUTION:** (identify frequencies and ECOM Nets to monitor for information and joint service coordination frequencies/nets. These frequencies are provided for use in addition to your local/Region ECOM Plans.)

7.1.5. Major Emergency/Disaster operations involving Joint Services MARS organizations will normally be preceded by an OPERATIONS ORDER (OPORD). The **OPORD is an ECOM Activation Order**, authorizing and directing ECOM operations by MARS. This OPORD should be formatted similar to the ECOM Plan and edited to provide only the specific guidance, based upon available information, needed for the ECOM Operation. Use the ECOM Plan as a reference and further guidance.

7.1.6. The ECOM CONDITION (READINESS) CODES (Section 7.1.3) serve the same function as the WARNORD & OPORD. These are considered authorization to implement ECOM actions IAW the ECOM CONDITION CODE (4-0) and actions identified in each. Not all emergency or disaster situations will be preceded by a WARNORD or OPORD, especially when situations occur with no prior warning, such as man-made disasters or emergencies.

7.2. **TASK(S):** Establish and maintain the following communications capabilities (if applicable):

7.2.1. HF/SSB Voice Network on Regional Nets. Frequencies are as follows:

REGION 6

ROMEO PAPA	(RP) 3296.0 KHz (USB) <i>(Primary Local & Nights)</i>
ROMEO QUEBEC	(RQ) 4575.0 KHz (USB)
ROMEO ROMEO	(RR) 7457.0 KHz (USB) <i>(Primary Region-Wide Days)</i>

WSSN

WHISKEY WHISKEY WHISKEY ONE (WSSN1) 6996.0 KHz (USB)

- 7.2.2. HF/SSB Voice Liaison to SHARES as directed. Frequencies are normally published in SHARES Readiness Notice
- 7.2.3. HF/SSB Voice Liaison to FEMA as directed. Frequencies are as follows:
- 5211.0 KHz (USB) (FEMA's Primary Callsign is WGY 912)**
10493.0 KHz (USB) (FEMA's Primary Callsign is WGY 912)
- 7.2.4. HF/SSB Voice Liaison to Joint Service Coordination Nets as required. Frequencies will be provided in the WARNORD or OPORD if available when broadcast.
- 7.2.5. HF/SSB Digital (RTTY, PACKET, etc.) communications will be used whenever possible to expedite handling of message traffic.
- 7.2.6. VHF PACKET may be utilized as required to support communications efforts and will be IAW local MARS ECOM Plans.
- 7.2.7. VHF/FM VOICE (Simplex or Repeater Operations) IAW the MOD and will be IAW local MARS ECOM Plans to support local ECOM operations.

NOTE: FEMA and MARS NET frequencies will be tasked based upon the Time of Day, Propagation conditions, and geographical coverage required.

7.3. **CONCEPT OF OPERATIONS:**

- 7.3.1. At the direction of the RMD or his/her designated representative (REC, RVNM, SMD, SEC or any other region officials), a Voice Command and Control (6ECS1) Net will be established on the primary or alternate Region Nets (RP, RQ. RP or WSS1) for the purposes of:
- 7.3.1.1. Coordinating emergency/disaster communications support for the supported agencies and State/Local MARS operations. The frequency will be determined by the geographical area involved, type of support, and time of day to determine propagation conditions.
- 7.3.1.2. Providing local and State MARS ECOM Operations with "GATEWAYS" (Links) into agencies such as FEMA, SHARES, DOMS, and other federal and military agencies supporting disaster and emergency operations.
- 7.3.2. Liaison station(s) will be assigned to maintain communications with FEMA, SHARES, and other supported agencies when tasked, on the assigned frequencies as determined at the time of the activation and as directed by the OPORD.
- 7.3.3. All USAF MARS affiliates should be familiar with, and proficient in preparing and transmitting ESSENTIAL ELEMENTS of INFORMATION (EEI) reports and SPOT Reports to support DOMS. (See attached formats)
- 7.3.4. Gateway Station(s) capable of E-MAIL or DIGITAL (PACKET, etc.) communications, will be established to receive incoming Essential Elements of Information (EEI) reports from State and local operations, and forward them to DOMS and other agencies as required. (See attachment 12 for DOMS EMAIL address)

- 7.3.5. Stations operating within Emergency/Disaster areas should prepare and transmit Essential Elements of Information (EEI) reports to the DOMS and local EOCs and other applicable agencies VIA EMAIL if available or PACKET. An EMAIL or PACKET Gateway Station may be utilized to assist. (See attachment 12 for EMAIL address). SPOT Reports will be prepared and transmitted when requested by support agencies.
- 7.3.6. DIGITAL (Record Communications) capabilities on HF and VHF may be established and operated as required.
- 7.3.7. VHF Voice and PACKET operations may be conducted as required and IAW local MARS ECOM Plans.
- 7.3.8. Joint Service (USAF, Army & Navy-Marine Corps) MARS operations are encouraged whenever possible. Liaison Stations for Army and Navy-Marine Corps MARS Nets should be established whenever possible to help the flow of information. HF Coordination Net Frequencies are published in the WARNORD when available. Utilization of other services' resources (Voice Nets, Systems, and Digital Links) is encouraged, with the goal to support emergency/disaster operations with maximum efficiency and minimal duplication of efforts.

7.4. **HF/SSB OPERATIONS:**

- 7.4.1. The Net Control Station (NCS) will activate the Net and assign an Alternate NCS (ANCS) to assist with activities. Beacons & Fymon will be employed if available. Nets will be a directed and strict Net procedures will be followed during ECOM operations.
- 7.4.2. Obtain the current ECOM ALERT from any available SECs, SMDs or Region Officials. If none are available, use the guidance in this plan and issue an ALERT CONDITION. Ensure that this is passed on to each NCS and ANCS when Net Control stations change.
- 7.4.3. The NCS and Alternate NCS will maintain a log of all activities.
- 7.4.4. Region Officials, TRANSCONS, BEACONS, FYMON, SHARES, and designated FEMA Liaison Stations will identify themselves during Check-in.
- 7.4.5. In the absence of an "Official" Net Control Station, any affiliate member may activate an ECOM Net. Official Net Control stations will assume control of the net when available. All information and rosters will be transferred to the relieving Net Control Station. Affiliate Net Control Stations may serve as NCS and alternates and provide whatever assistance is needed.
- 7.4.6. The NCS will obtain communications capabilities (Modes of Operation), emergency power availability, and portable/transportable capabilities of each station checking into the Net when applicable. (This is applicable for stations located within the Emergency/Disaster area.) This information will be on the roster(s) provided by the SMD/SEC in paragraph 7.1.
- 7.4.7. Liaison station(s) may be assigned to other agency nets (FEMA, STARC, NAVMARCOR, or ARMY MARS, SHARES, etc.) as required.
- 7.4.8. Radiotelephone/phone patch may be used with approval of the NCS, if applicable to the current situation.

- 7.4.9. Radio Teletype (RTTY) and other digital modes of operation may be utilized when available, at the discretion of the NCS, and when in the best interest of the efficient and expedient handling of message traffic. Regional frequencies may be used for Multi-Mode (Voice and Digital) operations during ECOM Net Operations.

7.5. DIGITAL (Record) Communications Operations:

- 7.5.1. DIGITAL (Record) Communications operations will be conducted as required. DIGITAL (Record) Communications operations will be secondary to Voice Command and Control (C2) operations.
- 7.5.2. Radio Teletype (RTTY), PACKET, and other Digital Operations (HF/SSB) may be utilized on Voice Nets when available, at the discretion of the NCS, and in an effort to expedite the flow of message traffic. RTTY, PACKET, and other Digital traffic may be passed on Region voice frequencies during Emergency/Disaster Operations and exercises.

7.6. JOINT SERVICE Operations:

- 7.6.1. Regional Joint Service Operations will be accomplished as required. Primary emphasis on Region-wide Operations will be for the purpose of supporting local and State level operations and coordination of Joint operations in effected areas.
- 7.6.2. State and Area Joint Service Operations are strongly encouraged. Good working relationships with Army and Navy-Marine Corps MARS will allow for smoother transition into ECOM operations when needed. Joint use of HF/SSB Voice and Digital (Multi-mode) Nets consolidates resources and frees up limited frequencies for Region or Area wide operations.
- 7.6.3. State level MARS Operations will include the assignment of at least one (1) USAF MARS station to serve as Liaison or a gateway to the USAF Region/Area wide Net. This station will serve as the GATEWAY to the Region Nets and handle message traffic and coordination instructions between the Region/Area and State Nets.

8. LOGISTICS:

- 8.1. USAF MARS affiliates will normally operate from their home stations unless situations require deploying to specific operating locations.
- 8.2. USAF MARS affiliates should be equipped and prepared to deploy to remote locations and establish communications links and systems required to support organizations and agencies involved in emergency/disaster operations.
- 8.3. USAF MARS affiliate stations should be capable of operating on emergency power.
- 8.4. Commercial power sources should be used whenever possible in order to conserve batteries and other emergency power sources.
- 8.5. USAF MARS affiliates should be capable of integrating their equipment, systems, and operating procedures with other DOD and Emergency Management and Military agencies.

9. RECORDS: (Logs & Reports)

- 9.1. Accurate and complete logs will be maintained in order to account for USAF MARS participation in any operation, as well as serve as a key source of information for review and analysis of USAF MARS effectiveness in providing the tasked communications

support. Logs should include Message counts (transmitted/originated & received) and any pertinent information.

- 9.2. Net participation reports will be submitted to the SMD and the appropriate Region Voice Net Manager(s) and the Region Operations & Analysis Manager as soon as possible after termination of an operation or exercise by the Net Control Station(s).
- 9.3. Situation Reports (SITREPS) will be submitted at the end of each 24 hour (0001Z - 2359Z) period through the entire length of the operation (or exercise).
 - 9.3.1. NET SITREP Reports will be submitted to the RMD, REC, and RVNM by each NCS Station at the end of each NET session. (See attachment 8)
 - 9.3.2. STATE SITREP Reports will be submitted only if directed by the SMD. (See attachment 9)
- 9.4. After-action reports, based upon both actual emergencies and exercises provide a significant tool for managers at all levels in evaluating MARS operations. After-action reports not only identify potential shortcomings, but they also provide valuable information on specific portions of an operation that worked well and those that didn't work so well. After actions reports should include, but are not limited to the subject areas identified in the message formats. (See attachments 2 and 3)
- 9.5. After Actions Reports will be accomplished by the NCS(s) or SEC, and sent to the SMD or designated representative within (2) days after the termination of an operation or exercise. (See attachment 2 and 3).
- 9.6. Emergency Coordinator After Actions Reports will be completed by the SEC or SMD and sent to the REC within 7 working days after termination of an operation or exercise. This report is more detailed and will provide additional feedback required to enhance our mission capabilities. (See attachment 3). All Affiliate members are welcome to submit an EC After Actions report to the REC.
- 9.7. Reports may be submitted in Message Format, Mail, EMAIL, or the most convenient method available in the format included in attachments 2 and 3.

10. SAFETY:

- 10.1. All possible precautions will be taken to prevent accidents or injuries to all MARS affiliates and other persons.
- 10.2. Antenna systems and equipment will be installed in such a manner as to minimize physical, electrical, and RF radiation safety hazards.

11. DISTRIBUTION:

- 11.1. State MARS Directors (SMDs) will make every possible effort to ensure that all affiliate members are provided with a copy of the current Region and State ECOM Plans.
- 11.2. Special distribution requirements will be identified to the REC for processing.

**Richard C. Mills, AFF6E (AFA6PF)
Region 6 Emergency Coordinator (REC)**

cc: REGION Officials
State MARS Directors
State Emergency Coordinators
Net Control Stations

13 attachments:

- 1- Contingency/Emergency Activation Message
- 2- General Purpose After Actions Report Format
- 3- Emergency Coordinator After Actions Report Format
- 4- Essential Elements of Information Format
- 5- Sample Essential Elements of Information Message
- 6- SPOT Report Format
- 7- Essential Elements of Information Event Identifiers
- 8- NET SITREP
- 9- STATE SITREP
- 10- State ECOM Overview
- 11- State Level Joint Service Overview
- 12- Region ECOM Overview

(Attachment 1)

EMERGENCY/CONTINGENCY PLAN ACTIVATION MESSAGE

DE (Your Callsign) NRXXX (Your MSG NMBR)
IMMEDIATE (O) _____ Z (Use Routine for Exercises)
(DDHHMM MONTH YY)

FROM:
TO: RMD
INFO: REC
AGA3C IL

BT
(This is a REGION EXERCISE MESSAGE, for exercise only)

1. Situation: (Nature of the emergency)
2. Requester: (Name and Title of requester of USAF MARS support)
3. Location: (Affected location or area)
4. Appraisal: (Severity of the emergency. Estimate of communications needs and circuits to be established)
5. Communications: (Frequency being monitored or used. Callsign of NCS (if any). Callsign of the emergency/contingency station(s) presently offering support.
6. Remarks: (Pertinent information not mentioned above)

BT

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(Attachment 2)

AFTER ACTION REPORT

DE (Your Callsign) NRXXX (Your MSG NMBR)
ROUTINE (R) _____ (DDHHMM MONTH YY)

FROM:
TO: RMD
INFO: REC
AGA3C IL

BT
Subj: After Action Report

1. PARTICIPATING STATIONS: (List Callsigns and State)
2. DESCRIPTION OF OPERATION(S): (Briefly describe the Operation)
3. SUMMARY OF TRAFFIC HANDLED:
4. OPERATIONAL RECOGNITION:
 1. Agencies providing recognition: (List Agencies)
 2. Media Recognition: (List media sources, attach copies with the report if applicable)
 3. Other:

BT

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(Attachment 3)

Emergency Coordinator's AFTER ACTION REPORT

DE (Your MARS CALLSIGN) NR (MSG Number)

ROUTINE DATE TIME GROUP MONTH YR (ex: R 261700ZJAN96)

FM: (Members Name/Callsign/State)

TO: REC

RMD

INFO: AGA3C IL

(Your SMD)

BT

SUBJ: EC AFTER-ACTIONS REPORT

1. REF (Actual Event or "MARS EXERCISE")

A. STATION: (Personal Callsign)

B. OPERATOR(S): (Club and Military Stations only)

C. LOCATION: (Include Deployed Operating Locations)

D. EMERGENCY POWER USED: Y/N and TYPE (Battery, Generator)

E. BRIEF DESCRIPTION OF OPERATION: (Narrative)

F. HOW WERE YOU NOTIFIED OF THE EMERGENCY:

G. WEATHER CONDITIONS DURING OPERATIONS:

H. PROPAGATION CONDITIONS: (Give Time/Date/Frequency/Conditions)

I. NUMBER OF MESSAGES YOU PROCESSED:

J. NUMBER OF MESSAGES YOU ORIGINATED:

2. PROBLEMS OR ISSUES YOU ENCOUNTERED/OBSERVED:

A. PROVIDE NARRATIVE DESCRIPTION OF PROBLEM/ISSUE: (Include positive and negative)

B. RECOMMENDATIONS OR SUGGESTIONS FOR IMPROVEMENTS:

BT

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(Attachment 4)

ESSENTIAL ELEMENTS of INFORMATION (EEI)

DE (Your MARS CALLSIGN) NR (MSG Number)

PRECEDENCE DATE TIME GROUP MONTH YR (ex: P 261700ZJAN96)
(PRIORITY for Actual Reports, ROUTINE for Exercise Reports)**FM:** (Members Name/Callsign/State)**TO:** **DOMS/AAN3DOMS DC (doms@fema.com)****INFO:** aylwardp@cwlmain.org**AGA3C IL****RMD****REC****(Your SEC)****(Your SMD)****(Local EMA/National Guard EOC)****BT****SUBJ:** (ACTUAL EVENT/EEI or "MARS EXERCISE")

1. **REF: (APPLICABLE EVENT IDENTIFIER):** Storm Name, ETC see attached listing
 - A. **(AREA IMPACTED BY INCIDENT)** Specify Town, City, County or State-Wide area
 - B. **(STATUS OF EMERGENCY MEDICAL FACILITIES)** Operational, Damaged, destroyed, or Field Facilities needed
 - C. **(STATUS OF LOCAL TRANSPORTATION FACILITIES)** Indicate which Roads are affected and status - open, restricted, closed, damaged, destroyed. Which Bridges are open restricted, damaged, destroyed. What is local airport and status - open, restricted, destroyed, unknown. What is the local railroad and status - operating, restricted, destroyed, unknown. The objective is to provide enough information to disaster relief officials to aid in deciding how to get assistance into the affected area.
 - D. **(EXACT LOCATION AND CHARACTERISTICS OF DAMAGE)** General Description of Damage or impact of incident on Major structures such as Government buildings, Schools, Residences, Commercial Property, Public Facilities, Fire Stations, Etc. Include location of shelters if applicable.
 - E. **(STATUS OF AREA UTILITIES)** Gas, Water, Commercial Power, Sanitation Systems - Operational, Damaged, Destroyed, needed.
 - F. **(STATUS OF COMMERCIAL COMMUNICATION FACILITIES)** Telephone, Radio, TV, Cellular Phone - Operational, Damaged, Unavailable
 - G. **(SOURCE OF INFORMATION)** Indicate Source of information if different from Date Time Group of the message. Include MARS Callsign, name of official and agency, radio/TV station Callsign or network as applicable.
 - H. **(REMARKS)** Include Comments about expected changes in status of any of the above items such as Power Companies expect power to be out for more than how many hours. If applicable, include expected time of next report.
2. **ACTUAL EVENT/EEI (or MARS Exercise/EEI): Same as subject line**

BT

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NOTE: EEI Messages should be sent VIA E-MAIL if available or PACKET to the address as follows:DOMS E-MAIL: **doms@fema.gov** cc: **aylwardp@cwlmain.org** FAX: **703-697-3147**

(Attachment 5)

SAMPLE EEI MESSAGE

DE AFA6PF NR 0101

P 261730Z JAN 97

FM Richard C. Mills, AFA6PF CA

TO: ZEN DOMS/AAN3DOMS DC (doms@fema.com)

INFO: ZEN aylwardp@cwlmmain.org

ZEN AGA3C IL

AFF6C CA

ZEN AFF6E CA

AFA6RU CA

AFF6CA CA

ZEN Los Angeles County EOC

BT

ACTUAL EVENT/EEI

1. REF: TALL WATER
 - a. Greater Los Angeles Area
 - b. Not affected
 - c. Flooding on many secondary roads. All Roads passable at this time
 - d. Not affected
 - e. Not affected
 - f. Not affected
 - g. Same as above
 - h. Rain expected for several hours. Roads expected to get worse. Potential for closing of many secondary roads possible later today.

ACTUAL EVENT

BT

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Note: The Z signal "ZEN" denotes that "this message has been delivered by a separate transmission or by other means". Do not relay or forward this message to any addressee preceded by the ZEN Z signal. Use "ZEN" on all messages where this condition applies.

(Attachment 6)

SPOT REPORTS

SPOT Reports are sent in response to requests from Emergency/Disaster officials requiring additional, up to date information on previous EEI Reports.

Any INFO REQUEST made directly to a NET will be responded to by the NCS.

When preparing/reporting SPOT Report information use the outline as follows: WHO, WHAT, WHEN & WHERE. Use message format and the initials of the following paragraphs as follows:

DE (Your MARS CALLSIGN) NR (MSG Number)
 PRECEDENCE DATE TIME GROUP MONTH YR (ex: P 261700ZJAN96)
 (PRIORITY for Actual Reports, ROUTINE for Exercise Reports)
 FM (Members Name/Callsign State)
 TO Requesting Agency - Exactly as it appears on INFO REQUEST MSG
 INFO RMD
 (SMD)
 (SEC)

BT

ACTUAL EVENT (Use MARS EXERCISE for exercises)

SUBJ: SPOT REPORT / (Appropriate Event Identifier)

- 1. REF **(Requesting Agency, Individual name, DATE TIME GROUP of INFO REQUEST)**
- B. WHO **(Source of information) DO NOT REPORT RUMORS**
- C. WHAT **(What is the report about) BE CONCISE & TO THE POINT**
- D. WHERE **(Give Geographic Location) USE ROAD INTERSECTIONS, MILE MARKERS ETC**
- E. WHEN **(GIVE DATE-TIME THE INFORMATION WAS COLLECTED) If UNK state so.**

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SAMPLE SPOT REPORT

DE AFA6PF NR 0102
 P 261745Z JAN 96
 FM Richard C. Mills, AFA6PF CA
 TO AGA3C IL
 INFO ZEN AFF6C CA
 ZEN AFF6CA CA

BT

ACTUAL EVENT

SUBJ: SPOT REPORT/TALL WATER/CA

- 1. AFCA MSGT KEN DAVIS P 261740Z JAN 96
- b. PTLMN JOHNS, LOS ANGELES PD
- c. STATE ROUTE 22 CLOSED DUE TO FLOODING
- d. FLOODED BETWEEN CAPASIC ST AND STROUDWATER ST
- e. 261800Z JAN 96

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(Attachment 7)

ESSENTIAL ELEMENTS of INFORMATION (EEI) Event Identifiers**EVENT:****IDENTIFIER:**

AIR CRASH.....	FALLEN STAR
BOMBING INCIDENT.....	LOUD BANG
BRIDGE DAMAGE/LOSS.....	LOST SUPPORT
CHEMICAL SPILL	POISONED GROUND
CIVIL UNREST/RIOT.....	BAD MAGIC
EARTHQUAKE.....	ROLLING THUNDER
FLOOD.....	TALL WATER
FOREST FIRE.....	SCORCHED EARTH
GAS LEAK/EXPLOSION.....	HOT AIR
HURRICANE.....	HOWLING WIND
INTERSTATE DAMAGE.....	BLOCKED LANE
NUCLEAR.....	NUCLEAR GRAYSTONE
SEARCH/RESCUE.....	SECURE HAVEN
SNOW ICE STORM	WHITE BLANKET
SHIP WRECK/INCIDENT.....	DEEP SEA
TORNADO.....	VIOLENT TWISTER
TRAIN WRECK/DERAILMENT.....	BROKEN TRACKS
VOLCANO.....	BRAZEN BRIMSTONE
WATER DAM BREAK/DAMAGED.....	FAST WATER

COMMUNICATIONS SUPPORT ROLE(S) IDENTIFIERS:

NCS SUPPORT.....	TOP COVER
JCS SUPPORT.....	JOINT LIONS
NDMS SUPPORT.....	MED LINK
SHARES SUPPORT.....	COMMON FORTUNE
NATL GUARD/RESERVE SUPPORT.	CIVIL COVER
FEMA.....	FED LINK

The above Event Identifiers are used in the "APPLICABLE EVENT IDENTIFIER"

(Attachment 8)

NET SITREP Format:

DE (CALLSIGN) NR (STATION MESSAGE NUMBER)
R (DATE TIME GROUP)
FM (NAME)/(CALLSIGN) (STATE)
TO SMD
RMD
REC
RVNM
BT
MARS EXERCISE OR ACTUAL EVENT/ (EVENT ID AND STATE)
1. (NET OPENING TIME)
2. (NET DESIGNATOR)
3. (TOTAL STATIONS)
4. (NUMBER OF EEI REPORTS)
5. (TOTAL MESSAGES HANDLED)
6. (REMARKS)
BT

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NET SITREP EXAMPLE:

DE AFA6PF NR 023
R 031200Z APR 97
FM Richard C. Mills, AFA6PF CA
TO AFF6CA CA
AFF6C CA
AFF6E CA
AFF6N NV
BT
MARS EXERCISE TALLWATER CA
1. 031101Z APR 97
2. 2S1
3. 23
4. 18
5. 25
6. COMBINATION OF VHF PACKET, HF VOICE, RTTY, COMMERCIAL FAX AND
EMAIL USED TO SEND ALL MESSAGE TRAFFIC TO REQUIRED DESTINATIONS.
MARS EXERCISE TALLWATER CA
BT

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(Attachment 9)

STATE SITREP FORMAT

DE (CALLSIGN) NR (STATION MESSAGE NUMBER)
R (DATE TIME GROUP)
FM (NAME)/(CALLSIGN) (STATE)
TO SMD

RMD
REC
RVNM

BT

MARS EXERCISE OR ACTUAL EVENT/ (EVENT ID AND STATE)

1. REPORT COVERS LAST 24 HOURS ENDING (Time in Z)
2. (NET DESIGNATOR)
 - A (NET OPERATING TIMES)
 - B. (TOTAL STATIONS)
 - C. (NUMBER OF EEI REPORTS)
 - D. (TOTAL MESSAGES HANDLED)
3. (REMARKS)

BT

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STATE SITREP REPORT EXAMPLE

DE AFA6PF NR 023

R 031200Z APR 97

FM Richard C. Mills, AFA6PF CA

TO AFF6CA CA

AFF6C CA

ZEN AFF6E CA

AFF6N NV

BT

MARS EXERCISE TALLWATER CA

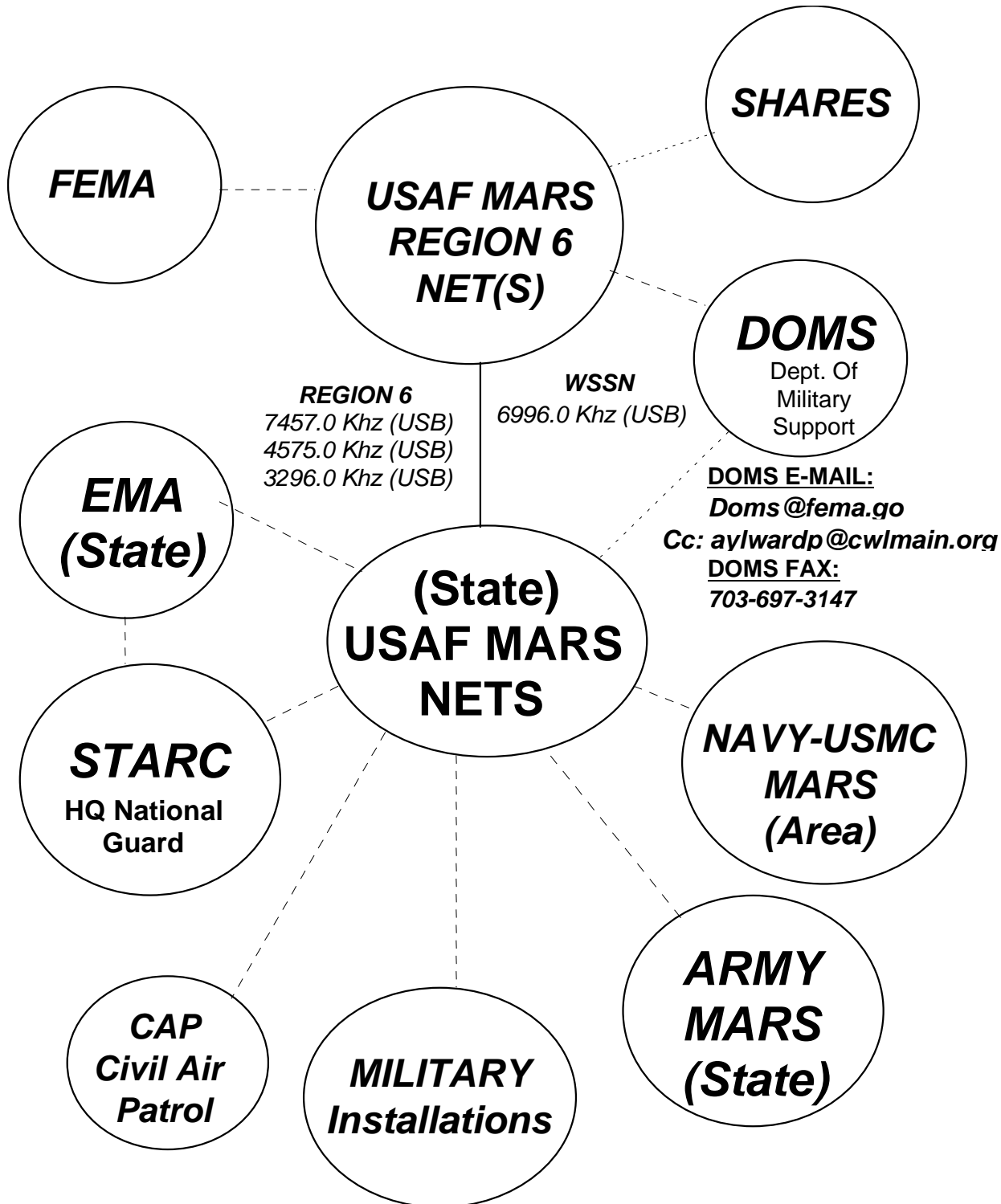
1. REPORT COVERS LAST 24 HOURS ENDING 032359Z APR 97
2. 6S1
 - A. 030001Z
 - B. 48
 - C. 32
 - D. 56
3. RR PROPOGATION POOR. RP AND RQ USED WHENEVER POSSIBLE.

BT

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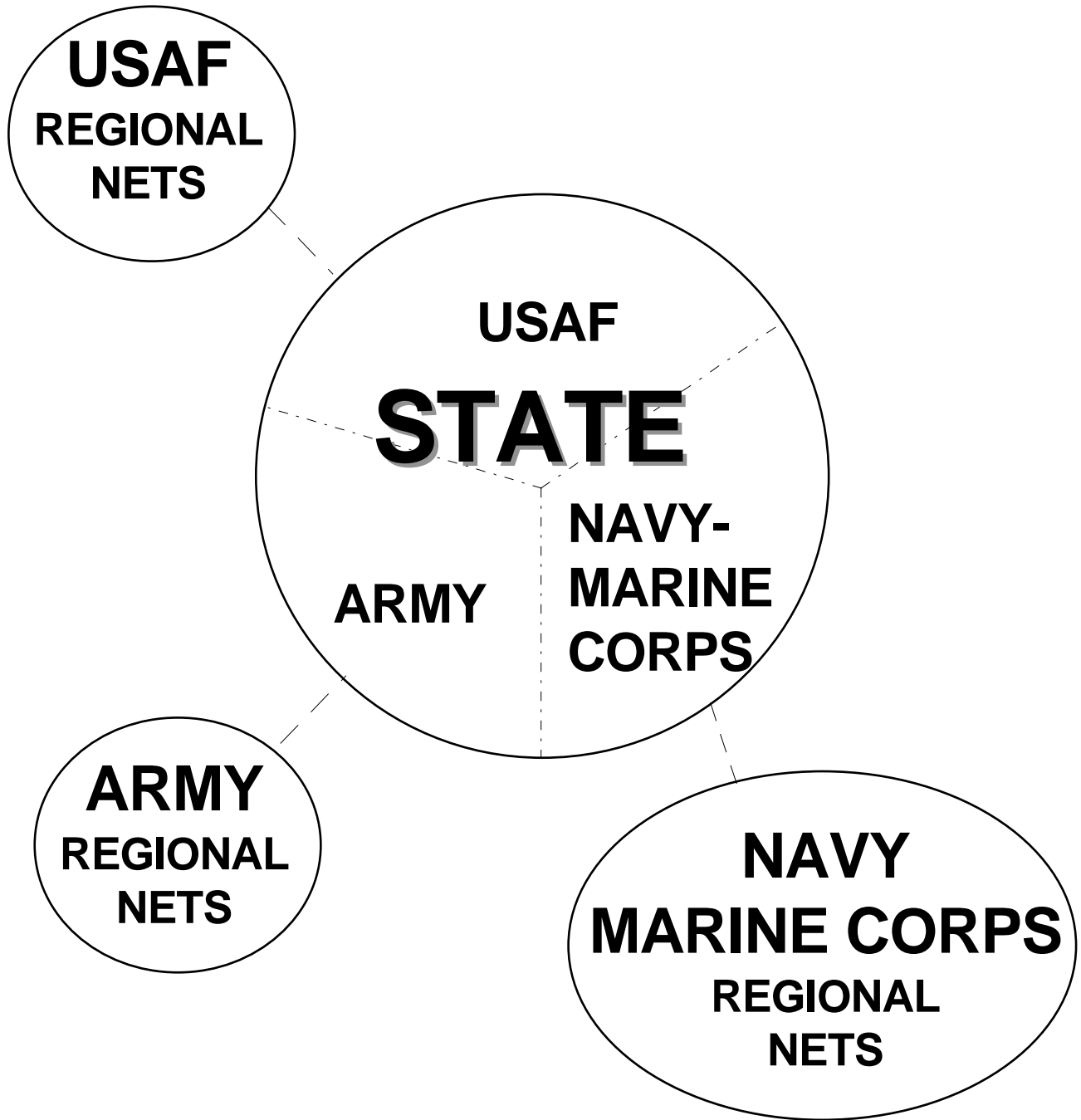
(Attachment 10)

USAF MARS State Emergency Communications Overview



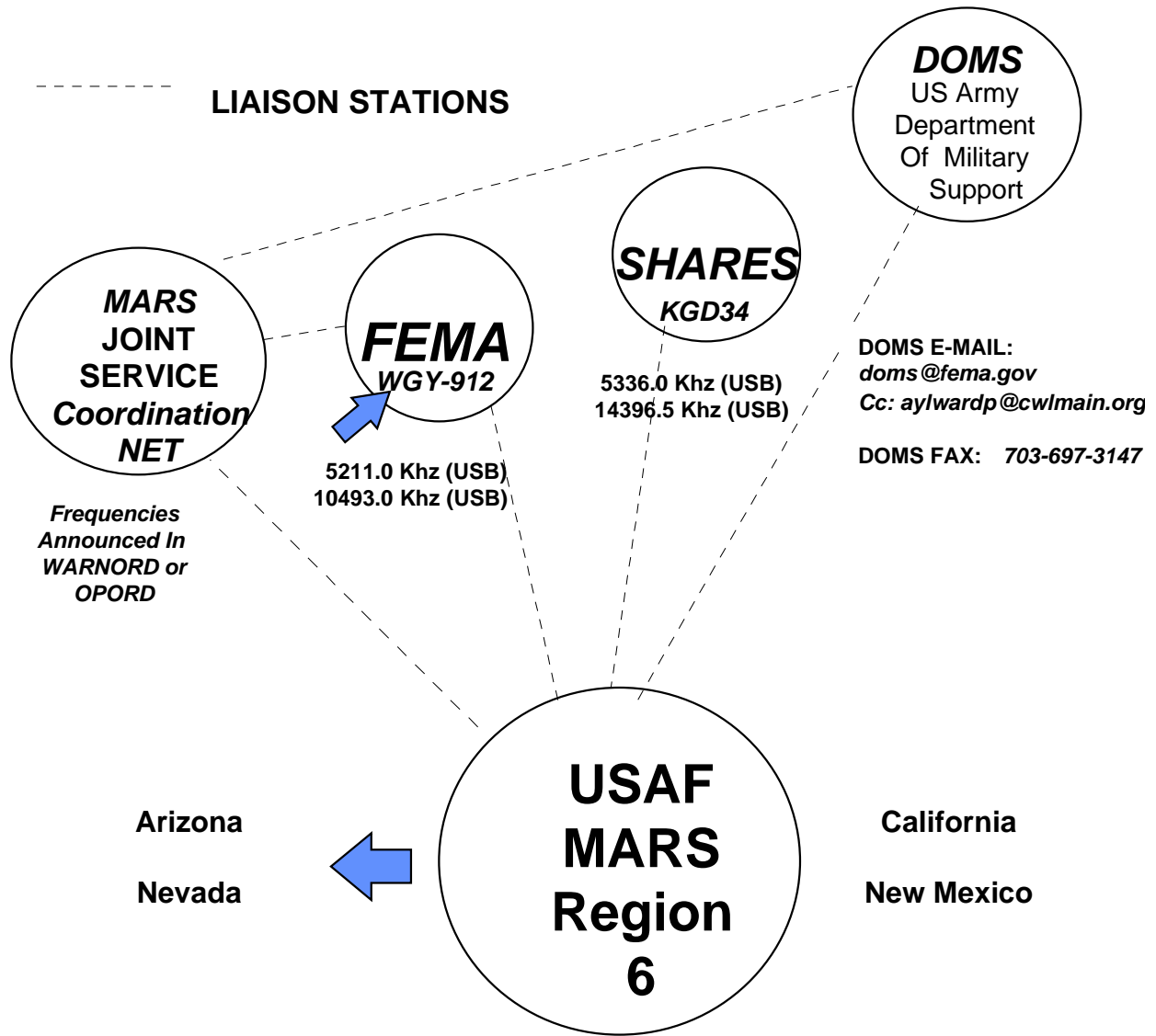
(Attachment 11)

MARS JOINT SERVICE State Level Overview



(Attachment 12)

USAF MARS REGIONAL COMMUNICATIONS OVERVIEW



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