

NAVMARCORMARS



NORTH CAROLINA STATE ECOM PLAN

SEPTEMBER 1, 2008

FOR OFFICIAL USE ONLY

**NAVY-MARINE CORPS
MILITARY AFFILIATE RADIO SYSTEM
NORTH CAROLINA**

01 September 2008

From: Director, North Carolina, Navy-Marine Corps MARS
To: All North Carolina Navy-Marine Corps MARS Members

Subject: LETTER OF PROMULGATION: NORTH CAROLINA EMERGENCY
COMMUNICATIONS PLAN

Ref: A. NTP 8(D) Annex D
B. CA OPS GUIDE Annex C

1. **Purpose.** The purpose of this Plan is to provide to all members of NAVMARCORMARS North Carolina with standardized guidelines necessary to set up and sustain communications in the event of an emergency as defined in References (A) and (B).
2. **Cancellation.** This document supersedes all previous North Carolina Emergency Communications Plans, which are to be destroyed.
3. **Action.** North Carolina NAVMARCORMARS members will initiate preparedness actions for readiness as the "back-up" system in support of Federal, State and Local governmental Emergency requirements for disciplined communication capabilities.
4. **Implementation.** This standardized "NORTH CAROLINA EMERGENCY COMMUNICATIONS PLAN" is effective and implemented upon receipt. This document does not take precedence over any directive or procedure from higher authority such as References (A) and (B).

George L. Mager
North Carolina State Director
Navy-Marine Corps MARS

Copy to:
Director, Navy-Marine Corps MARS, Central Area
Assistant For Emergency Communications, Central Area
Director, Navy-Marine Corps MARS, Region Four
Assistant For Emergency Communications, Region Four
Each Member, North Carolina MARS

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Introduction

Purpose

This plan implements NAVMARCORMARS National, Area and District policies regarding Emergency Communications (ECOM) support, and provides specific guidance to North Carolina members in relation to training, readiness and implementation of ECOM support activities.

Definition

An emergency or disaster requiring emergency communications support is as defined in NTP 8(SERIES), paragraph D120 and the Central Area Emergency Communications Plan Annex C of the Central Area Operations Guide.

Scope

This plan is applicable to all North Carolina NAVMARCORSMARS members.

Responsibilities

1. Responsibilities of all State Staff, stations, and members within North Carolina are delineated in NTP 8(SERIES), paragraph D200.
2. North Carolina is responsible for conducting exercises as specified in NTP 8(SERIES), paragraphs D210 and D230.
3. North Carolina is expected to have a viable and effective state ECOM Plan based upon NTP 8 (SERIES), paragraph D230, and the Central Area Operations Guide, Annex C.
4. State policies will not conflict with NTP 8 (SERIES) or Central Area Operations Guide, Annex C.
5. Use existing networks and all state resources to the maximum extent possible.
6. Revise the State Emergency Communications Plan as necessary to incorporate new capabilities as they become available.
7. Be flexible and provide alternatives for various situations.
8. Ensure that adequate support organization is developed prior to emergencies to allow effective alerting and operations over an extended period of time.
9. Plans should provide means of supporting the three types of emergencies identified below:
 - **DISTANT** - Relay, delivery and/or transmission of a volume of traffic in formal message form.
 - **AREA** - Mixture of formal messages (written) and informal command or administrative traffic (verbal orders).
 - **LOCAL** - Mobile and portable units at the source, handling little formal traffic and a high percentage of administrative or command traffic

References

NTP 8 (SERIES), Annex D
Central Area Operations Guide, Annex C and Appendix 1 (Region Four ECOM Plan)
NAVMARCORMARS Frequency Matrix

Annex A - Reporting
Annex B - ECOM Message Report Addressee Matrix
Annex C – Member Notification Procedure
Annex D – State Roster and Recall Information

Organization

Staff

The term ECOM Staff refers to those having primary responsibility for the implementation of ECOM in NC by NAVMARCORMARS members. Responsible positions include: NNN0GBL, NNN0GBL ONE, NNN0GBL TWO, and NNN0GBL TWO-ONE. Additional support staff positions including three Branch Managers, ART captains and SAT captains may be assigned.

Structure

In order to conform with state emergency organizations, NC NAVYMARCORMARS is divided into three branches and each branch is subdivided into five areas, each area consisting of one or more counties as depicted in Annex B.

The State Director will establish Auxiliary Radio Teams (ART) and Station Augmentation Teams (SAT) as necessary. ART and SAT duties and responsibilities will be in accordance with NTP 8 Series, Annex D, and the Regional Operating Guide, Annex C.

When an ART is activated/deployed, the ART shall submit an Immediate precedence Operational Readiness Report (OPREDREP) message to the State Director and the state ECOM Assistant in accordance with the format prescribed in NTP 8 (SERIES), paragraph D720. The State Director or ECOM Assistant shall then notify NNN0ASG, NNN0ASG ONE, NNN0ASG TWO, NNN0AS4, NNN0AS4 ONE, and NNN0AS4 TWO of their ART team(s) activation and expected activity.

Training

North Carolina will conduct a minimum of one ECOM exercise per quarter.

Exercise Notification

At least 15 days in advance of all exercises the State Director will notify the Director, Central Area, the Region Director and others in the chain of command of the planned event in accordance with paragraph C820. It is suggested that adjacent state directors and/or ECOM Assistants be included in this notification. Director, Central Area will notify Chief, NAVMARCORMARS and the ECOM Assistant to Chief MARS of the state's planned exercise.

Simulated Emergencies Or Exercises

Exercise and drill traffic should be as near to actual event traffic as possible. *The only difference between an actual ECOM message and an exercise message is the addition of the 'EXERCISE' markings on the classification line and as the last line of the text. Addressees and routing are the same for exercise and actual Messages.* The "Concept of Operations" for ECOM 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.

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.

Exercises outside of the State's regularly scheduled nets may be conducted upon advance requests made to the Area and Region Directors. All message traffic associated with an exercise will be clearly identified with the word "EXERCISE" and the exercise code word, if one has been assigned, following the word "UNCLAS" on the message classification line. Also insert the word "EXERCISE" between the end of text and the final BT. An example for an exercise with the code word "BIG WIND" is:

BT

UNCLAS EXERCISE BIG WIND

< message text >

EXERCISE

BT

Note: The above paragraph does NOT apply to EEI Messages

Participation Credit During Emergency Exercises

Time spent in actual disaster communications should be reported and may be credited at twice the rate of normal participation.

Additional Training

Members must satisfactorily complete the FEMA ICS courses IS-100, IS-200, IS-700, and IS-800 in order to qualify for mobilization to the field or be issued a DOD disaster ID card. Per Chief, Navy-Marine Corps MARS these courses must be taken via the FEMA web site in order to receive credit within the MARS program. When the courses are completed, members should forward a copy of the FEMA course completion certificate to the State Director for inclusion in member's personnel record.

All members should take the **Essentials for New Staff** course and the **Essentials for ECOM & Training Staff** course which are available at <http://navymars.org/national/training/courses.htm>

ECOM Operations

Net Operations

When a command and control net is activated, either by request or by necessity, the following guidelines and procedures apply:

- Maintain a listening watch on active circuits.
- Check into the Net when NECOS calls the net.
- Notify the NECOS if you must leave the Net.
- Maintain a log of messages sent, received, and action taken.
- Avoid any speculative comments, rumors or statements.
- Do not disclose information gained from military circuits, including NAVMARCORMARS circuits, except as authorized by your State ECOM Assistant or higher authority.
- All ECOM nets shall be directed nets (unless otherwise designated by NECOS). All stations other than Net Control will maintain **RADIO SILENCE** except to respond to the Net Control, file Emergency Traffic into the system, acknowledge receipt of traffic, and check out of the net.
- NECOS shall assign a station to guard one or more of the National ECOM frequencies and other frequencies as may be required. Stations guarding other frequencies shall report activity on their guard frequency to the Primary Net at least once per hour.
- NECOS may use any Region FOUR frequency if propagation conditions or interference require. NECOS shall designate a station to guard the primary frequency to inform late check-ins of the new ECOM frequency. The station shall remain on the old frequency for thirty minutes.
- NECOS will conduct a net call at or near the top of the hour and if net activity is low, shall announce that a State ECOM Net is in progress. This announcement should also include the current COMCON level and the event for which the net is in operation.
- NECOS will submit an ECOM NECOS REPORT to NNN0GBL TWO, info to NNN0GBL and NNN0GBL TWO-ONE at the end of his/her Watch, or every four hours whichever occurs first. See Annex A for the report format.

Distant, Regional & Area Support

States are assigned responsibility for providing a NECOS for Region FOUR ECOM Nets in accordance with the rotation schedule below. NNN0GBL will assign members to act as NECOS for the assigned time block. The rotation indicated below continues until the Emergency Net is secured. (Note: As the rotation continues into the second and subsequent cycle a state's time block(s) during any particular cycle will change as the rotation schedule continues.

STATE	Begin	End
ALABAMA	0001Z	0200Z
FLORIDA	0201Z	0400Z
GEORGIA	0401Z	0600Z
KENTUCKY	0601Z	0800Z
MISSISSIPPI	0801Z	1000Z
NORTH CAROLINA	1001Z	1200Z
SOUTH CAROLINA	1201Z	1400Z
TENNESSEE	1401Z	1600Z

In the event a state does not assume NECOS within one minute, any station shall assume the duties and NNN0AS4, NNN0AS4 ONE and NNNOAS4 TWO notified.

Each NECOS will submit an ECOM NECOS REPORT as outlined in Annex A.

Stations will monitor assigned frequencies and the state will provide support functions as directed by the chain of command.

Local Support

Initial Actions

The State Director or State ECOM Assistant will appraise the situation and set appropriate COMCON levels and implement a Command and Control net, if warranted.

The State Director or State ECOM Assistant will submit an **Implementation Report** advising of local or state emergencies requiring ECOM support. (Annex A).

A state alert notification will be initiated by phone call up, email and/or net traffic as the situation warrants. Annex C identifies membership notification procedures.

Members receiving a request for support from military or civilian authorities, or who become cognizant of an Emergency Condition or impending disaster, should notify immediately the State Director and/or State ECOM Assistant.

If no ECOM Staff can be contacted, the member will activate an Emergency Net as prescribed in NTP 8 (SERIES), paragraph D300, and submit an Implementation Report (Annex A) while continuing to try to contact designated authorities.

The station activating an Emergency Net will take firm control of the Net and conduct Directed Net Operations until relieved by higher authority or until the Emergency passes.

All NAVMARCORMARS members will regard the NECOS of an Emergency Net as possessing full authority of, and acting for, the State ECOM Assistant or higher authority, until otherwise directed.

State Command & Control Net

At a minimum, two command and control nets will be called in each 24-hour period. Net times may be extended as the situation warrants.

In-state Situation Reports will be used for communication between stations within the state.

The following frequencies shall be used as required to meet ECOM net requirements in Region FOUR from the NAVMARCORMARS Frequency Matrix):

Designator Frequency (KHz)

NET DESIG	EASTERN LOCAL TIME	START - STOP (Z) STANDARD DAYLIGHT	FREQUENCY KH - DESNIGATOR PRI/SEC
4F1X	0930	1430Z-1530Z (standard) 1330Z-1430Z (daylight)	██████ - NDP / ██████ - NBF
4F2X	1800	2300Z-2359Z (standard) 2200Z - 2259Z (daylight)	██████ - NCK / ██████ - NBJ ██████ - NFJ ██████ - NBF
4F3X	2000	0100Z-0159Z (standard) 0001Z-0059Z (daylight)	██████ - NBJ / ██████ - NCP ██████ - NFC ██████ - NBF

If necessary, region nets may be used to pass ECOM instruction to the state. Communication passed on region nets are to be kept to a minimum.

NOTE: If propagation conditions or interference require, any Region FOUR frequency may be used.

The following frequencies are assigned as National ECOM frequencies: 7382.5 KHz Primary 4042.5 KHz and 14385.0 KHz Secondary

NOTE: These frequencies have also been designated by NAVMARCORMARS as available for SHARES operation. If Region frequencies are unusable, the National ECOM frequencies may be used unless otherwise directed by the Chief, NAVMARCORMARS (NNN0ASA) or the National Assistant for ECOM (NNN0ASZ).

If net operations permit, silence should be observed on the primary and secondary frequencies for one minute after the quarter hour and three quarter hour to listen for weak stations.

VHF should be used for local communications at the disaster site in so far as practical. Use of a portable repeater is encouraged for local Emergency Communications.

Terminating Emergency Operations

The phrase "SECURE FROM COMCON ZERO (or other level in effect)," transmitted by any means by competent authority, indicates the immediate end of emergency operating conditions. When terminating from emergency operations, the Net Control station of the ECOM net shall announce "TERMINATE EMERGENCY OPERATIONS AT (LOCATION)." Prior to closing the ECOM net, NECOS will ensure all message traffic in the system at the time of termination has been cleared.

A message directing the reinstatement of emergency operating conditions may be originated by any NAVMARCORMARS station in the disaster location. Normally the state ECOM Assistant, or higher authority, will initiate such action.

After The Emergency

Within 24 hours of securing from any ECOM event, the State Director or his authorized representative shall submit by message an **Operations Report** in accordance with paragraph C760 of Annex C, Central Area Operations Guide (Annex A).

Within seven days of securing from any ECOM event, the State Director or his authorized representative shall submit by message an **After Action Report** in accordance with paragraph C770 of Annex C, Central Area Operations Guide (Annex A).

Recommend any changes, improvements or additions that you feel are needed to improve ECOM procedures to NNN0GBL TWO.

A frequency usage report will be submitted to the State Assistant for Net Operations (NNN0GBL THREE).

Retain all messages, files and logs incident to the ECOM event for three years.

ANNEX A - Reports

Implementation Report

In an actual event, it is recommended that adjacent State Director(s) and/or the ECOM assistant(s) be included as addressees.

O DTG
FM (originating station)
TO NNN0ASA VA
NNN0ASZ GA
NNN0ASG IL
NNN0AS4 GA
NNN0GBL NC
INFO NNN0ASG ONE MI
NNN0ASG TWO AL
NNN0AS4 TWO AL
NNN0GBL TWO NC
BT
UNCLAS
SUBJ: EMERG COMM IMPLEMENTATION
1. CIRCUMSTANCES REQUIRING IMPLEMENTATION.
2. MARS SERVICES REQUESTED (YES/NO). IF YES, NAME AND TITLE OF REQUESTOR
3. ADDITIONAL COM SUPPORT REQUIRED (YES/NO). IF YES, EXTENT AND SCOPE.
A. STATE - ACTION TO BE TAKEN BY STATE DIRECTOR.
B. AREA/REGION - ACTION TO BE TAKEN BY AREA/REGION DIRECTOR.
C. OUTSIDE REGION - ACTION TO BE TAKEN BY CHIEF, NAVMARCORMARS.
BT
NNNN

In the case of an actual event it is recommended that the adjacent State Director(s) and/or the ECOM Assistant(s) be included as addressees.

Add the word "EXERCISE" after UNCLAS if a drill/exercise message

Add the word "EXERCISE" if a drill/exercise message before final BT

SET COMCON (State Director)

Once an implementation message is released and if a COMCON condition has not already been set by other means, the State Director releases a message setting the COMCON Level in the state. The message should have a precedence of Immediate and be in the following format:

O (DTG)
FM NNN0GBL NC
TO NNN0ALL NC
BT
UNCLAS (Add the word "EXERCISE" after UNCLAS if a drill/exercise)
1. SET COMCON (condition number) IN (state).
(Add the word "EXERCISE" if a drill/exercise message)
BT

NNNN

This report should be submitted to ensure delivery to addressees as rapidly as possible. If placed in the MDS the send command should be: SX MULTI.

NECOS ECOM Report

State - send an ECOM NECOS REPORT to NNN0GBL TWO, info to NNN0GBL and NNN0GBL ONE and NNN0GBL THREE at the end of his/her "watch" or every four hours whichever occurs first.

Regional - NECOS shall send an 'ECOM NECOS REPORT' to NNN0AS4 TWO, info to and NNN0AS4.

This report will be submitted using the following format:

```
P (DTG)
FM NNN0___ (state)
TO NNN0AS4 TWO AL
INFO NNN0AS4 GA
BT
UNCLAS
SUBJ: ECOM NECOS REPORT
1. DATE AND TIME COVERED BY REPORT
2. FREQ(S) AND TIMES
3. TRAFFIC COUNT BY FREQ
4. RELIEVING NECOS
5. STATIONS ABOARD
6. BRIEF OF SITUATION AND COMMENTS
BT
```

This report should be submitted to ensure delivery to addressees as rapidly as possible. If placed in the MDS the send command should be: SX MULTI

Situation Report

SITREPS are sent using the format specified in NTP 8 (SERIES) paragraph D730 and are numbered consecutively by originating activities for continuity. A FINAL SITREP is sent at the end of any ECOM event and should be sent before the Emergency Net is secured.

Stations on scene at the disaster shall submit SITREPS as the situation warrants to the Director, Central Area (NNN0ASG), State Director (NNN0GBL) and the Region Director (NNN0AS4) with information to the Area Assistant Director (NNN0ASG ONE), Area ECOM Assistant (NNN0ASG TWO), Region Assistant Director (NNN0AS_ ONE), the Region ECOM Assistant (NNN0AS4 TWO) and the State ECOM Assistant (NNN0GBL TWO).

State Directors will within four (4) hours of the release of an implementation message and every four (4) hours after for as long as the emergency situation exists send a SITREP reflecting the situation within their state to the Director, Central Area (NNN0ASG) and the Region Director (NNN0AS4) with information to the Area Assistant Director (NNN0ASG ONE), Area ECOM Assistant (NNN0ASG TWO), Region Assistant Director (NNN0AS4 ONE), and the Region ECOM Assistant (NNN0AS4 TWO) and the State ECOM Assistant (NNN0GBL TWO).

Region Directors of a Region will provide a consolidated SITREP of conditions within their Region every six (6) hours to Chief, NAVMARCORMARS (NNN0ASA), the Assistant to CHNAVMARCORMARS for ECOM (NNN0ASZ) and the Director, Central Area (NNN0ASG) with information to the Area Assistant Director (NNN0ASG ONE), Area ECOM Assistant (NNN0ASG TWO) and the Region ECOM Assistant (NNN0AS4 TWO).

Director, Central Area may amplify and/or consolidate information from within the Central Area in additional SITREPS as the situation warrants.

This report will be submitted using the following format:

P (DTG)
FM NNN0GBL NC (state director or staff)
TO NNN0ASG IL
NNN0AS4 GA
INFO NNN0ASG ONE MI
NNN0ASG TWO AL
NNN0AS4 TWO AL
NNN0GBL NC (if not originator)
NNN0GBL TWO NC (if not originator)
BT
UNCLAS EXERCISE
SUBJ: (SITREP ONE, TWO ... FINAL)
1. (BRIEF RESUME OF SITUATION)
2. (NET DESIGNATOR AND NUMBER OF STATIONS PARTICIPATING)
3. (ADVISORY INFO, RECOMMENDATIONS, NEEDS, ETC.)
4. (PROGNOSIS FOR NEXT FOUR HOURS)
5. (OTHER PERTINENT INFO)
EXERCISE
BT

Operations Report

As soon as possible (within 24 hours) after termination of an ECOM event the State Director or a representative will submit by Routine precedence message an OPERATIONS REPORT to the Director, Central Area (NNN0ASG) and their Region Director (NNN0AS_) with information to the Area Assistant Director (NNN0ASG ONE), Area ECOM Assistant (NNN0ASG TWO), and the Region ECOM Assistant (NNN0AS4 TWO) containing the following:

1. Net designator(s).
2. Total number of stations participating.
3. Total traffic count (number of messages sent and received).
4. Total number of hours the net(s) were in operation.
5. Date and time of opening net and securing net.
6. Appropriate supplemental information, problems encountered, etc.

EXAMPLE OPERATIONS REPORT:

R 011000Z JUN 2006
FM NNNOGAM GA
TO NNNOASG IL
NNNOAS4 GA
INFO NNNOASG ONE MI
NNNOASG TWO AL
NNNOAS4 TWO AL
NNNOGAM TWO GA
(Other in-state addees as desired)
BT
UNCLAS
SUBJ: OPERATIONS REPORT
1. 2X9B, 2D1E
2. 24 STATIONS
3. 23 MESSAGES
4. 28 HOURS
5. 2X9B NET - 010100Z JUN 06 TO 010200Z JUN 06
2D1E NET - 010200Z JUN 06 TO 020500Z JUN 06
6. NOT ENOUGH MOBILE UNITS. ADDITIONAL EMERGENCY GENERATORS REQUIRED.
PROBLEMS WITH CALL-UP TREE. NEED TO REDEFINE CALL UP AREAS. NEED ADDITIONAL
TRAINING ON LISTING AND HANDLING OF MULTI-ADDEE MSGS.
BT

After Action Report

Within seven days after the termination of any ECOM event, the State Director or authorized representative shall make an AFTER ACTION REPORT as required by NTP 8(SERIES), paragraph D740. This report will be submitted by message to the addressees indicated below. The Region Director will indicate concurrence or provide comments as appropriate to the Director, Central Area who will in turn consolidate all reports and forward them to Chief, NAVMARCORMARS (NNN0ASA) and the Assistant to CHNAVMARCORMARS for Emergency Communications (NNN0ASZ). All nine (9) topics will be addressed in this report. Particular attention should be paid to those areas where additional training is required and those areas where operations were successful. Lessons 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 shall be addressed as follows:

FM NNN0GBL NC
TO NNN0ASG IL
NNN0AS4 GA
INFO NNN0AS4 TWO AL
NNN0ASG ONE MI
NNN0ASG TWO AL
NNN0GBL TWO NC

EXAMPLE AFTER ACTION REPORT:

DE NNNOSYS 045
R (DTG)
FM NNNOGBL NC
TO NNNOASG IL
NNNOAS4 GA
INFO NNNOASG ONE MI
NNNOASG TWO AL
NNNOAS4 TWO AL
NNNOGBL TWO NC
BT
UNCLAS
SUBJ: AFTER ACTION REPORT EXERCISE
A. NTP8 (D) ANNEX D PARA C740
B. CAOG ANNEX C PARA C770
IAW REF A AND B THE FOLLOWING IS SUBMITTED:
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
BT
NNNN

Emergency Exercise Reports

All reports outlined above as well as an EXERCISE NOTIFICATION message are required for a successful ECOM exercise. The EXERCISE NOTIFICATION message will be submitted at least 15 days before and addressed to the following:

NNNOASG IL
NNNOASG ONE MI
NNNOASG TWO AL
NNNOAS4 GA
NNNOAS4 TWO AL
(other in-state and adjacent state addrees as desired)

When submitting emergency exercise messages/reports they will be similar to message/reports required for an actual Emergency except that "**EXERCISE**" or "**EXERCISE (name of exercise may be added)**" will appear on the classification line after the classification (UNCLAS) and as the last line of the text:

EXERCISE NOTIFICATION

DE NNNOSYS 092
(DTG)
FM NNNOGBL NC
TO NNNOASG IL
NNNOASG ONE AL (Central Area Deputy Director)
NNNOAS4 GA
NNNOAS4 TWO AL
NNNOGBL ONE NC
NNNOGBL TWO NC
NNNOGAM GA
NNNOGBS SC
NNNOGBU TN
BT
UNCLAS
SUBJ: NORTH CAROLINA ECOM EXERCISE
A. NTP8 (D) ANNEX D PARA 820 D
B. CAOG ANNEX C PARA C810.D
1. IAW REF A AND B NORTH CAROLINA WILL CONDUCT AN EMERGENCY EXERCISE FROM
(PERIOD START AND STOP) .
2. FREQUENCY (PRI ALT)
3. OBJECTIVES
4. TRAFFIC TYPE WILL INCLUDE ROUTINE, PRIORITY AND IMMEDIATE
BT
NNNN

The EXERCISE NOTIFICATION message shall be submitted at least 15 days in advance.

Essential Elements of Information (EEI) Messages

EEI reporting is in accordance with NTP 8(SERIES), paragraph D900.

In the event of a local civil disaster, the NAVMARCORMARS station on site will use his/her judgment on whether to send an EEI report. If you have any question, send one, the precedence shall be Immediate addressed as indicated below. The sending of these messages does not require that COMCON be set in your state.

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

Actual EEI Message

For ACTUAL EEI Reports ONLY, and if you have E-MAIL:

Prepare the EEI for entry into the MDS as below.

Enter the **e-mail** subject as **//MARS O/ACTUAL EEI (city/county) (state)**.
Mark the e-mail as **URGENT** (if your system has this capability).

For exercise EEI messages the subject line should read as
//MARS O/EXERCISE EEI – NORTH CAROLINA

Send the EEI message by e-mail addressed as follows: to:

AAN3EEI@WINLINK.ORG

Submit the message to MDS. **If message is sent by EMAIL**, indicate that the message has been delivered to AAN3EEI by other means by placing “ZEN/” immediately in front of “AAN3EEI VA” in the “TO” line.

The following format shall be used:

OO NOASA NOASG (not needed if msg. entered into MDS with SY MULTI)
DE (STATION CALL SIGN) (SERIAL NUMBER)
O (DTG)
FM NNN0__ NC (Originating Station) (State Abbreviation)
TO AAN3EEI VA (Do not email Exercise EEI Messages)
INFO NNN0ASA VA (CHNAVMARCORMARS)
NNN0ASZ GA (Asst. to CHNAVMARCORMARS for ECOM)
NNN0ASG IL (Central Area Director)
NNN0ASG ONE MI (Central Area Deputy Director)
NNN0ASG TWO AL (Central Area Deputy Director – ECOM))
NNN0AS4 GA (Region 4 Director)
NNN0AS4 TWO AL (Region 4 ECOM)
NNN0GBL NC (NC Director)
NNN0GBL TWO NC (NC ECOM)
BT
UNCLAS
SUBJ: EEI REPORT (Updates: ‘SUBJ: EEI REPORT UPDATE NR 1
And increase the number as appropriate)

1. REF EVENT IDENTIFIER /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 area, etc?
 - C. Local transport 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, so state.
- BT
NNNN

For items 1B, 1C, 1D, 1E, and 1F use of OPERATIONAL, UNKNOWN or N/A may be appropriate.

WHEN INSERTING IMMEDIATE MESSAGES INTO THE MDS, USE THE COMMAND:

```
SY MULTI
SUBJ: 10 MULTI
(upload message Text)
ZZZZ
```

Should receive confirmation and message number

REMEMBER - WHEN INSERTING IMMEDIATE MESSAGES INTO THE MDS USE THE
COMMAND
SY MULTI.

Exercise EEI Message

OO NOASA NOASG (not needed if msg. entered into MDS with SY MULTI)
DE (STATION CALL SIGN) (SERIAL NUMBER)
O (DTG)
FM NNN0__ NC (Originating Station) (State Abbreviation)
TO AAN3EEI VA (Do not email Exercise EEI Messages)
INFO NNN0ASA VA (CHNAVMARCORMARS)
NNN0ASZ GA (Asst. to CHNAVMARCORMARS for ECOM)
NNN0ASG IL (Central Area Director)
NNN0ASG ONE MI (Central Area Deputy Director)
NNN0ASG TWO AL (Central Area Deputy Director – ECOM))
NNN0AS4 GA (Region 4 Director)
NNN0AS4 TWO AL (Region 4 ECOM)
NNN0GBL NC (NC Director)
NNN0GBL TWO NC (NC ECOM)
BT
UNCLAS MARS EXERCISE
SUBJ: EEI REPORT (Updates: 'SUBJ: EEI REPORT UPDATE NR 1
and increase the number as appropriate)

1. REF EVENT IDENTIFIER /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 area, etc?
 - C. Local transport 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, so state
- MARS EXERCISE
BT
NNNN

For items 1B, 1C, 1D, 1E, and 1F use of OPERATIONAL, UNKNOWN or N/A may be appropriate.

In-State Situation Reports (IN-STATE SITREP)

An IN-STATE SIT REP is to be used to communicate additional information or needs to stations as well as indicating stations availability.

The IN-STATE SITREP may be sent from station to station, station to staff, staff to a specific station or from staff as a NNN0ALLNC broadcast.

The IN-STATE SITREP may be sent:

- As part of the email availability notification
- By phone contact during a call-up tree
- By phone contact when HF circuits are not available to the station
- During traffic nets when a COMCON level has been sent
- During command and control nets

The IN-STATE SITREP will be used to:

- Collect information on station availability
- Generate out going SITREPS to area and region
- Pass specific instructions to all station in the state
- Communicate needs from station to station

IN-STATE MESSAGE FORMAT

DTG

FROM (originating station)

TO: ACTION ADDRESSEE (NNNOGBL2, Branch Manager or Specific Station)
 NNN0ALL if sent as a broadcast from staff)

INFO

NNNOGBL (if not action addressee)

NNNOGBL ONE (if not action addressee)

NNNOGBL TWO (if not action addressee)

NNNOGBL TWO-ONE (if not action addressee)

Branch Manager Call Sign (if not action addressee)

BT

UNCLAS (Event Identifier or Exercise)

SUBJ: IN-STATE SITREP (indicate IN-STATE SITREP sent by originating station
 (ONE, TWO ... FINAL etc.)

1. AVAILBITY (planned participation not actual)

UNAVAILABLE - Include DTG station not available (list range of time
 using DTG)

MONITORING - Listening to ECOM frequencies or nets

ACTIVE - Checking into command and control nets (list range of time
 using DTG)

NECOS - Planning to or available for NECOS duties - (list net
 designator and time as DTG)

2. Information pertaining to COMCON level, command and control nets, NECOS
 requirements

(Paragraph 2 is used to update all stations, generally used by staff)

3. Pertinent command and control net or event information being reported
 (forwarded) by individual stations to staff or NNN0ALLNC

4. Specific station needs or assistance requests from station to station(s)
 (Event Identifier or Exercise)

BT

SAMPLE MESSAGE IN-STATE SITREP:

R DTG
FM NNN0____ NC
TO NNNOGBL TWO NC
INFO NNNOGBL NC
NNNOGBL ONE NC
NNNOGBL TWO-ONE NC
NNNOSYR NC
BT
UNCLAS
SUBJ: IN-STATE SITREP ONE

1. AVAILABILITY:

STATION IS UNAVAILABLE FOLLOWING DTG (LOCAL, EDST):

040930 - 041130,
041500 - 042200,
051100 - 051600,
060830 - 061300,
062050 - 062200,
070730 - 071500,
071730 - 072200,
080830 - 081030,
100830 - 101300,

STATION IS AVAILABLE ALL OTHER TIMES 04 - 10 JUNE
FOR DUTIES AS ASSIGNED (ACTIVE OR NECOS).

2. NA
3. NA
4. NA
BT

ANNEX B - ECOM Message Report Addressee Matrix

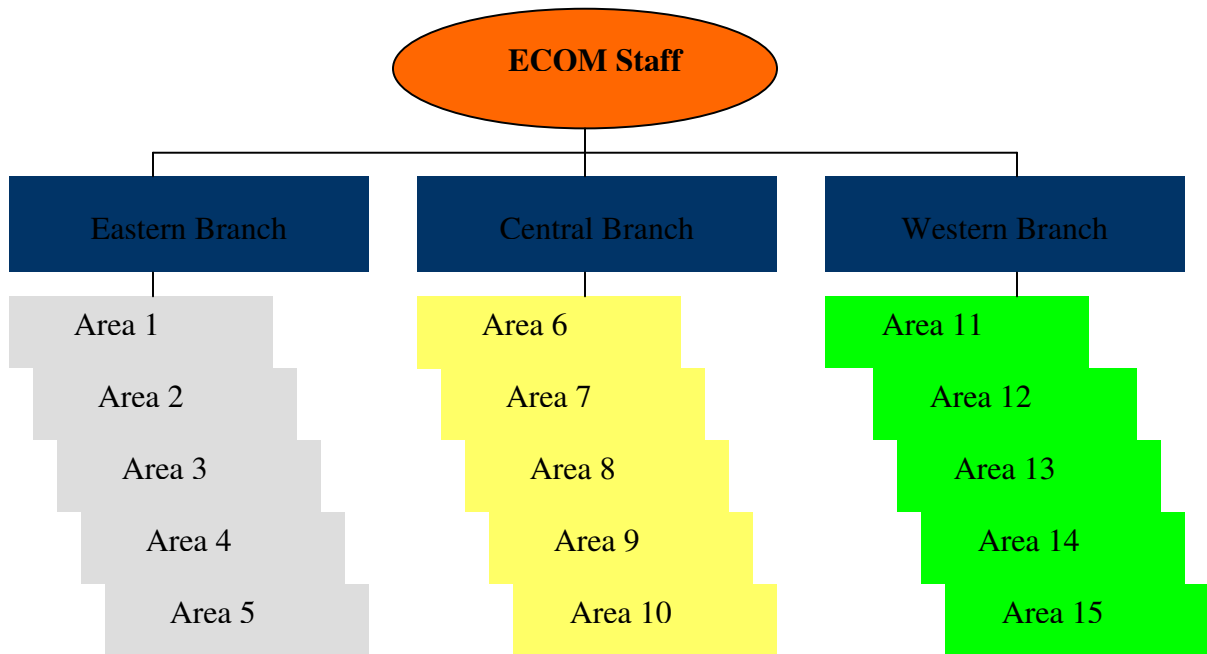
ECOM REPORT	TO ADDEES	INFO ADDEES *
Exercise Notification CAOG C810.d and C820.a	NNN0ASG IL NNN0ASG ONE MI NNN0ASG TWO AL NNN0AS4 GA NNN0AS4 TWO AL	Other state/region addees at State Director discretion
Implementation Report CAOG C730	NNN0ASA VA NNN0ASZ GA NNN0ASG IL NNN0AS4 GA NNN0GBL	NNN0ASG ONE MI NNN0ASG TWO AL NNN0AS4 TWO AL NNN0GBL TWO NC
SITREP (on-scene station) CAOG C750.b	NNN0ASG IL NNN0AS4 GA NNN0GBL	NNN0ASG ONE MI NNN0ASG TWO AL NNN0AS4 TWO AL NNN0GBL TWO NC
SITREP (State Dir/staff) (due every 4 hours) CAOG C750.c	NNN0ASG IL NNN0AS4 GA	NNN0ASG ONE MI NNN0ASG TWO AL NNN0AS4 TWO AL NNN0GBL NNN0GBL TWO NC
Operations Report CAOG C760	NNN0ASG IL NNN0AS4 GA	NNN0ASG ONE MI NNN0ASG TWO AL NNN0AS5 ONE MN ** NNN0AS4/5 TWO AL/MI NNN0GBL NNN0GBL TWO NC
After Action Report CAOG C770	NNN0ASG IL NNN0AS4 GA	NNN0ASG ONE MI NNN0ASG TWO AL NNN0AS5 ONE MN ** NNN0AS4/5 TWO AL/MI NNN0GBL NNN0GBL TWO NC

* States may add other state/region, but not Area or National, INFO addees as desired.

** Position of NNN0AS4 ONE currently vacant - Region Four stations DO NOT include this address.

ANNEX C – Member Notification Procedure

ECOM Net activation can be directed by Area/Region in response to a pending or actual emergency. In addition, *any member* becoming aware of a pending or actual emergency can also activate an ECOM Net. Every effort should be made to notify State ECOM Staff, and these efforts should continue following activation of the net.



Alert Procedure – Phone Tree

PHONE CALL UP INSTRUCTION

STAFF

GBL / GBL2 will make initial calls to branch managers, pass instruction and messages

BRANCH MANAGERS

Each branch manager will contact one member in each area; pass instructions and messages as received from GBL/GBL2.

1. Where more than one member is part of an area, the first member contacted is responsible for contacting all other members in the area.
2. Keep a log of those stations that can not be contacted (for example NNN0XXX wrong number, left message and did not receive a return call).

AREA MEMBERS

1. Carry out instruction as passed to you by the Branch Manager.
2. If you are requested to complete the call list for you area, notify the branch manager once the initial calls have been completed.

3. Keep a log of those stations that can not be contacted (for example NNN0XXX wrong number, left message and did not receive a return call).

All formal communication by phone or other local means will be sent as a MARS message.
SEE CURRENT STATE ROSTER FOR STAFF AND AREA MEMBER CONTACT INFORMATION

Each Branch Manager will then report the results of their recall activities to the ECOM Staff by email and telephone.

Alert Procedure – EMAIL

Alert Notification to Stations

EMAIL provides a convenient and rapid method to communicate instruction or station status particularly when HF communication methods are not available (for example work or travel).
An email related to the ECOM event as well as official messages will be sent to the membership using a centrally-maintained distribution list.

The notification will be used for both state / local level ECOM activities and regional / area activities.

The notification should be sent under the following circumstances: COMCON level set / change or Command and control net activation

Stations Replying To Alert Notifications By EMAIL

The following information is to be entered in the subject line in an email to the following stations: NNN0GBL, NNN0GBL2, NNN0GBL2-1 and respective branch manager.

Update (resend) the activity notification email as your station availability or status changes.

The email notification indicates planned participation by the station not actual participation

Subject line format:

//MARS P/(EVENT IDENTIFER or EXERCISE) /(STATION CALL SIGN) (AVAILABILITY)

Explanation:

MARS – Indicator used for sorting emails and bypassing spam filters

P -indicator of priority precedence. Could also use R for Routine.

EVENT IDENTIFER / EXERCISE – use actual event such as hurricane or exercise if
the notification is specific to a drill

STATION CALL SIGN - respective station MARS call sign

AVAILABILITY – indicate one of the following

UNAVAILABLE - include DTG station not available (list range of time using DTG)

MONITORING – listening to ECOM frequencies or nets

ACTIVE – checking into command and control nets (list range of time using DTG)

NECOS – Planning to or available for NECOS duties - (list net designator and time as DTG)

If additional information needs to be transmitted an In-State SITREP may be included in the reply EMAIL.

ANNEX – D NC BRANCH/AREA MAP

