



# UNITED STATES AIR FORCE MILITARY AUXILIARY RADIO SYSTEM



## Minnesota State

Emergency Communications Plan

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1 December 2017

AF MARS Minnesota State Emergency  
Communication Plan

1 December 2017

**Communications and Information**

MILITARY AUXILIARY RADIO SYSTEM (MARS)  
OPERATIONS



**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

**OPR:** AFE5MN (Reginald B. Cass)  
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**USAF MARS Minnesota State Emergency Communications (ECOM) Plan 2017**

**TASKED ORGANIZATIONS(S):**

Minnesota Air Force MARS

This ECOM plan serves as a general guide for Minnesota USAF MARS stations conducting emergency operations during emergency, disaster, contingency and exercise operations. It serves as a basic plan and template from which local plans should be developed. This plan provides guidance for use in the event that a situation exists or is projected which threatens life and/or property and/or causes a State, Federal or Military Official to declare a Minnesota State Emergency or disaster. This plan also applies to State contingency operations.

This Minnesota State ECOM Plan may be amended at any time, in whole or in part, by direction of the AF MARS National Emergency Coordinator AFN(X)EC .

//Signed//

AFE5MN  
Minnesota State Emergency Coordinator

**DISTRIBUTION:**

The SMD will distribute this State ECOM Plan to Minnesota Mars Membership, Region 5 Leadership, National Leadership and to HQ USAF MARS via email.

This plan is FOUO and shall not be placed on the public websites in part or entirety.

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**UNITED STATES AIR FORCE  
MILITARY AFFILIATE RADIO SYSTEM (MARS)**

**Minnesota State Emergency Communications Plan 2017-1 01 December 2017**

**Reference:** AF MARS National Emergency Communications Plan dated 10 Feb 2013

**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. OBJECTIVES:**

- 2.1 Provide emergency and disaster communications for DoD and civilian activities over the state of Minnesota as needed.
- 2.2 Provide primary or backup communications support for military installations disaster response teams in the state of Minnesota as needed.
- 2.3 Provide specific instructions for the implementation of the Minnesota State Emergency Communications Plan.
- 2.4 Provide emergency communications response teams over remote areas of the state of Minnesota during periods of disaster as required.
- 2.5 Provide assistance to other areas of Region 5 as directed by the Region 5 AF MARS Director.
- 2.6 Coordinate disaster relief requirements with other Federal, State, County and Municipality agencies.
- 2.7 Provide an emergency and disaster training program for all affiliate MARS members over the state of Minnesota to ensure proficiency during an actual emergency.

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**3. SUPPORTED ORGANIZATIONS and AGENCIES**

- 3.1) The Minnesota State MARS program will support all the agencies listed in the AF MARS National Emergency Communications Plan 2013 dated 10 Feb 2013 and the following:
- 3.2) All cities, towns, and municipalities within the state of Minnesota requiring emergency or disaster communication aid.
- 3.3) Minnesota Army MARS.
- 3.4) Minnesota Department of Homeland Security (MDHS).
- 3.5) Minnesota Air and Army National Guard.

**4. COMMAND and CONTROL**

- 4.1) The Minnesota State MARS Director (SMD) is the only state official authorized to commit USAF MARS member resources within the jurisdiction of the state of Minnesota. The Deputy State MARS Director (DSMD) serves as the SMD in the absence of the SMD. In addition, these responsibilities may be designated to the State Emergency Coordinator (SEC).
- 4.2) The Minnesota State MARS Director will appoint a State Emergency Coordinator who will serve as the Office of Primary Responsibility (OPR) for all Minnesota State Level ECOM issues and operations, under the direction and guidance of the SMD and Region 5 Emergency Coordinator (REC).  
  
More than one SEC may be appointed. In such case, each SEC will have responsibility for a specific geographic region within Minnesota. All SECs will work together to provide ECOM support statewide.
- 4.3) The SMD or SEC as applicable will be responsible for coordination with the Region 5 MARS Director (RMD), Region 5 Emergency Coordinator (RMC), or AF MARS National Emergency Coordinator (NEC) as the situation requires.

**5. EMERGENCY and DISASTER OPERATIONAL PLAN PHILOSOPHY**

- 5.1) A Net Control Station for the state will be established for all incoming emergency event traffic and will act as a relay interface point to all control agencies. This Net Control Station will be equipped with the following communications capabilities:
  - High Frequency (HF) voice and digital radio equipment and antennas with the capability of operating on the designated Region 5 frequencies.

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- Very High Frequency (VHF) narrowband 2 meter equipment may be used in simplex and repeater operation, ideally equipped to handle digital messages.
  - Automatic Link Establishment (ALE) equipment may be used to move traffic on the designated MARS HF ALE frequencies.
  - Phone patch and telephone line capability may be used for voice phone patch service. See Section 7(l).
  - Multiple modes of digital communications in order to interface with other emergency agencies and to stay abreast with technology change, including M110A, Olivia, MT63, and Winlink.
  - Emergency power generation equipment in the event of commercial power failure.
  - Cellular telephone.
  - Tools spare parts and test equipment in the event of equipment failure.
  - E-mail capabilities will be available via internet and/or WINLINK 2000 radio-only mode,.
  - Station Manager soft-ware capable of running the station in an unattended mode to allow MARS members to query the SMD and/or SEC for important messages between active Nets.
- 5.2) Personal mobile emergency vehicles, equipment and supplies may be provided by volunteer affiliate members in the event that local affiliate members are unavailable for emergency support.

These emergency mobile units may be dispatched to remote areas of the state as required to provide the necessary emergency communications. Each of these mobile units are owned by volunteer affiliate members and should be equipped as follows:

- High Frequency voice and digital radio equipment with the capability of operating on the designated Region 5 MARS frequencies.
- Portable antennas capable of operating on the designated Region 5 frequencies.
- Very High Frequency (VHF) narrowband 2 meter equipment may be used in simplex and repeater operation, ideally equipped to handle digital messages.
- Cellular telephone.

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- Tools, spare parts and test equipment.
- Food, fuel, and foul weather gear for a 72-hour period.
- Personal first aid kit.

5.3) Training is an integral requirement for the success of any emergency plan. A quarterly communications exercise (COMEX) will be held in the state of Minnesota in order to practice and develop expertise in all phases of this emergency plan.

**6. CALLOUT and ALERTING PROCEDURE**

6.1) All callout procedures will be conducted in accordance with AF MARS National Emergency Communications Plan 2013 with the following noted in regards to state notifications:

**NOTE:** *The Alert Roster contains Personally Identifiable Information and must be labeled and handled as such: “**PRIVACY ACT INFORMATION - The information accessed through this system is FOR OFFICIAL USE ONLY and must be protected in accordance with the Privacy Act and AFI 33-332.**”*

- 6.1.1) The State MARS Director and State Emergency Coordinator will maintain a current list of all assigned affiliate members along with their telephone numbers and email addresses (the “Alert Roster”). A copy of the Alert Roster shall be distributed to all members within the state for use in an emergency. A copy is included as Attachment 11.
- 6.1.2) In the event of an emergency or disaster within the local area of an affiliate member, the member should contact the State MARS Director or the State Emergency Coordinator to ensure that they are aware that a situation exists that may require MARS communication support. The State MARS Director will coordinate the contacting of all concerned affiliate members, and the State and Regional Emergency Coordinators.
- 6.1.3) In the event that neither the State MARS Director or the State Emergency Coordinator is available, affiliate members should contact the other affiliate members on the list, notify them of the situation, and instruct them to monitor the appropriate net frequency and wait for further instructions. Affiliates may contact the Regional Emergency Coordinator for assistance. Affiliates will continue effort to contact the State MARS Director and the State Emergency Coordinator for appropriate action and guidance.
- 6.1.4) Upon notification of a potential or current emergency/disaster event within a jurisdiction, state and regional leadership will immediately notify:
- a) MARS members in the affected area and surrounding region(s) by the most expedient method possible depending upon the nature of the pending or current event.



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- b) Army MARS Points of Contact within the affected state/area.
- c) National ECOM Manager by sending an EMERGENCY/CONTINGENCY PLAN ACTIVATION message by EMAIL. (See Attachment 10)
- d) In the event that neither the SMD nor SEC is available, any MARS member will notify the other members in their jurisdiction and brief the members on the current situation providing initial direction to monitor the appropriate net frequencies and await further instructions.

MARS members will notify the Regional Emergency Coordinator and obtain assistance and guidance if needed. When contact is made with the SMD or SEC, the member will assume command and control of the situation and provide appropriate guidance and take appropriate action.

**7. STATE ECOM OPERATIONS**

- a) If Minnesota is affected by an emergency or disaster, all State MARS members will be alerted immediately and State ECOM Nets will be activated on assigned frequencies.
- b) The Minnesota AF MARS SMD or SEC will ensure that Minnesota Army MARS leadership has also been notified of the situation and implement Joint operations as appropriate. Joint resources may be used to support the emergency, disaster or contingency.
- c) Regional HF Frequencies may be used when state and Joint service frequencies are not available or insufficient to support HF operations. Select a frequency that will provide the best propagation coverage to all direct supporting stations (stations within the affected area). Frequency availability problems should be forwarded to the NEC immediately for action.
- d) VHF Voice and Digital operations may be conducted as required and in accordance with the state MARS ECOM Plan.
- e) Establish a gateway into TRANSCON Digital networks for out of region message traffic and CSR and/or WXOBS reports.
- f) The SMD or SEC will notify the Region MARS Director (RMD) or Region Emergency Coordinator (REC) and request Region support for State operations if needed.
- g) State level nets operating non-region nets will provide liaison to the region nets, which will serve as a gateway (link) outside of the affected area.
- h) Establish Liaison to ARES, RACES, IDHS, and Civil Air Patrol (CAP) if applicable. ARES, RACES, and/or MDHS should be able to provide a link to and from the EOC(s) engaged in the operation.
- i) CSR and WXOBS Reporting is critical to provide DoD and DHS with the status of existing infrastructures in a disaster area. All MARS Stations in a disaster stricken area should accomplish CSR and/or WXOBS reporting. Every possible effort will be made to

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draft and send an CSR and/or WXOBS Reports to the NEC. CSR and WXOBS Report formats and examples are shown in the Attachments.

USAF MARS stations aware of any emergency or disaster situation(s), or operating in a disaster area where conditions exist which could adversely impact life, limb or otherwise impede the public safety, regardless of how minor it may appear, will immediately prepare and send CSR and WXOBS reports to the NEC (see Attachment 10) to ensure that DoD and DHS agencies have the most current information available, in order to make an assessment on what emergency action, if any, should or needs to be taken; and how best to proceed given the information obtained from CSR and WXOBS reports.

- j) State Net Control Stations will maintain accurate logs of all activities on the net.
- k) State Net Control Stations will monitor the availability of all liaison stations and TRANSCON Digital stations to ensure that a gateway to other nets and digital modes exists.
- l) If the Phone Patch Net is unavailable, emergency phone patches may be accomplished by State MARS Members who also serve on the Mission Support Net.
- m) The SMD or SEC may run Station Manager software in unattended mode between active Nets so that MARS stations may query (QRU) the SMD and/or SEC (using their non-billeted call signs) for important messages.

## **8. ECOM ALERT CONDITION CODES and ACTIONS**

The ECOM CONDITION CODES serve the same function as the Warning Order and Operations Order. These are considered authorization to implement the ECOM actions directed by each condition level. Alert Codes may begin at the level most appropriate for the current situation.

- a) 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.
- b) When broadcasting Alert Conditions, ensure the geographical areas that are or may be affected are identified.
- c) Unless an emergency or disaster situation is local and requires no outside support, ECOM Alerts are applicable to the entire region in order to ensure that sufficient extra-regional capabilities are available to handle traffic. Actions taken by stations outside the emergency or disaster (affected) area may vary depending upon the support required.

When ALERT CONDITIONS are no longer required, Broadcast ECOM CONDITION 5 to notify all stations to resume normal operations.

### **8.1) ECOM CONDITION 5**

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Normal day-to-day communications operations.

8.2) **ECOM CONDITION 4**

Conditions exist that may develop into potential emergency/disaster situations over the next few days.

**NOTE:** *This condition 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 and Region Nets for current information.

8.3) **ECOM 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:
- Operate nets on the Day and Night frequencies as specified in the Region V Air Force MARS Net Schedule.  
Monitor 2 meter: Minnesota MARS repeater (simplex), MARS National simplex
- Check into Nets to obtain the latest information.
- Monitor email (including internet and Winlink radio only mode).
- Use Station Manager software to query (QRU) the SMD and/or SEC (using their non-billeted call signs) between active Nets for important messages using the Inter-Region Short-Haul Circuits: S3 (day) and S2 (evening/night).
- Monitor MARS ALE Nets if capable.
- Monitor the AF MARS Region 5 website for alerts and additional information.
- Monitor designated Joint Service frequencies and systems, for local or statewide situations.
- For region wide situations, monitor the Primary REGION ECOM Frequencies.
- Activate the 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.

8.4) **ECOM CONDITION 2**

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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.
- Operate nets on the Day and Night frequencies as specified in the Region V Air Force MARS Net Schedule.
- Monitor 2 meter: Minnesota MARS repeater (simplex), MARS National simplex
- Monitor email (including internet and Winlink radio only mode).
- Use Station Manager software to query (QRU) the SMD and/or SEC (using their non-billeted call signs) between active Nets for important messages using the Inter-Region Short-Haul Circuits: S3 (day) and S2 (evening/night).
- Monitor MARS ALE Nets if capable.
- Monitor the AF MARS Region 5 website for alerts and additional 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.

8.5) **ECOM CONDITION 1**

An emergency or disaster is imminent.

**Take the following action(s):**

- Take all actions required to activate all ECOM operations (In addition to actions taken in ECOM Condition 2).
- 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.
- Operate nets on the Day and Night frequencies as specified in the Region V Air Force MARS Net Schedule.  
2 meter: Minnesota MARS repeater (simplex), MARS National simplex
- Monitor email (including internet and Winlink radio only mode).
- Use Station Manager software to query (QRU) the SMD and/or SEC (using their non-billeted call signs) between active Nets for important messages using the Inter-Region Short-Haul Circuits: S3 (day) and S2 (evening/night).
- Monitor MARS ALE Nets if capable.

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- Monitor the AF MARS Region 5 website for alerts and additional information.
- For local and statewide situations, check-into appropriate Joint Service NETS and be prepared to help as needed.

**8.6) ECOM CONDITION 0 (ZERO)**

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.
- Monitor email (including internet and Winlink radio only mode).
- Use Station Manager software to query (QRU) the SMD and/or SEC (using their non-billeted call signs) between active Nets for important messages using the Inter-Region Short-Haul Circuits: S3 (day) and S2 (evening/night).
- Monitor MARS ALE Nets if capable.
- Monitor the AF MARS Region 5 website for alerts and additional information.
- Provide ECOM assistance to local, state and federal emergency management agencies as needed.

**9. SUPPLY and LOGISTICS**

- 9.1) All Minnesota AF MARS members should ensure that their equipment is in good condition and that they can communicate on all assigned Region 5 emergency frequencies.
- 9.2) Members who have the capability of being deployed as a mobile emergency unit, and/or have the capability of operating on emergency power should notify the SMD and SEC of this capability.
- 9.3) All members should be capable of integrating their equipment, systems, and operating procedures with other DOD, emergency management and military agencies.

**10. RECORDS, LOGS and REPORT**

- 10.1) All records, logs, and reports should be kept in strict accordance with AF MARS National Emergency Communications Plan 2013.
- 10.2) Examples of the CSR, WXOBS, SITREP, and After Action Reports are included as Attachments to this ECOM Plan.

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**11. SAFETY**

- 11.1) Safety is of utmost importance in all phases of emergency communications. All possible precautions and safeguards should always be taken in order to prevent accidents and injuries to all personnel.
- 11.2) Care should be taken when setting up equipment, antennas, and approved grounding practices should always be observed.
- 11.3) Antenna systems and equipment will be installed in such a manner as to minimize physical, electrical and radiation safety hazards. This is a mandatory FCC requirement. Reference: FCC, Office of Engineering & Technology Bulletins "OET 65 (Edition 97-01)" and "Supplement B to OET 65 (Edition 97-01)" *"Evaluating Compliance with FCC Guidelines for Human Exposure to Radiofrequency Electromagnetic Fields"*
- 11.4) When operating as an emergency mobile unit, extra precautions and safe driving practices should be observed at all times.

**12. OPERATIONS SECURITY (OPSEC)**

12.1) During ECOM operations all communications should be on a need-to-know basis. The items listed below are considered Critical Information (CI) and should be treated as FOR OFFICIAL USE ONLY (FOUO):

Units/agencies participating in the mission

- a) Dates and times of the mission
- b) Systems tasked
- c) Call signs and frequencies associated with users
- d) Security weaknesses
- e) Physical security at deployed sites
- f) Any VIP itineraries
- g) Capabilities of Communications Equipment
- h) Operations schedules
- i) After Action Reports and lessons learned
- j) Operations Plans

**12.2)** If you hear BEADWINDOW when you are communicating, stop. Somebody has identified an OPSEC violation in what you have said or sent. Do not question the call on the air. You may be contacted by phone or e-mail and advised of what you did. For more information on BEADWINDOW, see ACP-125(F) paragraph 803.

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OFFICIAL:

**A.** //Signed//  
AFE5MN  
Minnesota AF MARS State Emergency Coordinator

APPROVED:

**B.** //Signed//  
AFS5MN  
Minnesota AF MARS State Director

**C.** //Signed//  
AFR5C  
Region 5 AF MARS Director

**D.** //Signed//  
AFR5E  
Region 5 AF MARS Emergency Coordinator

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**Attachment 1**

**ECOM PLAN ACTIVATION MESSAGE FORMAT**

**PRECEDENCE: IMMEDIATE**

**FROM:** (Your Call sign & State)

**TO:** SMD (2 Letter State Abbreviation)

**INFO: REC**

**RMD**

**BT**

**(ACTUAL EVENT or MARS EXERCISE)**

**SUBJECT: ECOM PLAN ACTIVATION MESSAGE**

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:** (Identify the level of communications support required/anticipated. Identify the Nets tasked to support this ECOM operation activated include: TRANSCON, Mission Support, Phone Patch, Division, Region, State, Joint, TRANSCON Digital, Region and State Digital Networks etc.)
6. **REMARKS:** (Pertinent information not mentioned above. Include a narrative overview of the ECOM operation)

**(ACTUAL EVENT or MARS EXERCISE)**

**BT**

[8 line spaces]

**NNNN**



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**Attachment 2**

**COUNTY STATUS REPORT (CSR) REPORT MESSAGE FORMAT**

The county status message is utilized to report the status of critical services within a particular county and provides a quick “snapshot” of local conditions. The following information is included in the CSR:

- (i) 5-digit County FIPS code (if known)
- (ii) Time of report (GMT/Zulu time )
- (iii) Line-by-line status using the codes listed below:
- (iv) Report only actual conditions!

**CODES:**

**POWER STATUS:**

- Y – Yes. Fully functional commercial power in the county except for routine maintenance.
- R – Rolling Blackout. Planned outages with little warning intended to ease stress on the power grid.
- P – Partial Blackout. Unplanned interruption of commercial power only in parts of the county.
- B – Brownout. Reduction in voltage used as an emergency measure to prevent system failure.
- N – No. Blackout. Complete unplanned commercial power interruption in the county.

**WATER STATUS:**

- Y – Yes. Fully functional water service in the county except for routine maintenance.
- P – Partial. Unplanned interruption of water service only in parts of the county.
- C – Contaminated. Water service is available but contaminated and should not be used.
- N – No. Complete unplanned water service interruption.

**SANITATION STATUS:**

- Y – Yes. Fully functioning sanitation service in the county except for routine maintenance.
- P – Partial. Unplanned interruption of sanitation service only in part of the county.
- N – No. Complete unplanned sanitation service interruption.

**MEDICAL FACILITY STATUS:**

- Y – Yes. Fully functioning and staffed hospitals and clinics with spare capacity available.
- P – Partial. Unplanned decrease of capacity in the county due to loss of facilities.
- R – Partial due to personnel. Unplanned decrease in capacity due to loss of personnel.
- F – Full. Facilities are at maximum capacity and can’t handle new patients.
- N – No. Not available. Medical facilities are unusable due to loss of personnel or infrastructure.

**COMMUNICATIONS STATUS:**

- Y – Yes. Fully functioning commercial and civil government local communications.
- P – Partial. Commercial communications out but local government communications operational.

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N – No. Complete loss of local commercial and government communications.

**TRANSPORTATION STATUS:**

Y – Yes. Fully functioning mass transit, roads, and rail systems except for routine maintenance.

P – Partial. Unplanned interruption in service or loss of roads/rail in parts of the county.

N – No. Complete loss of mass transit systems. Road remain available except for those damaged.

**SOURCE:**

C – Commercial Broadcast. This includes non-validated sources such as local radio and TV news.

E – EAS. Government Broadcast. Information received from EAS/IPAWS over any media.

G – Civil government or public officials other than EAS/IPAWS such as from an EOC.

A – Amateur. Information originated by amateur radio operators and not validated or coordinated by public officials.

R – Relay. Information originated by civil government that are subsequently relayed through amateur radio. If no source is required since nothing negative is reported, the field should be filled with a “-“.

**REMARKS:**

This is a thirty character field. Place whatever relevant comments are required. Typical use here would be to spell out the county name or place, the reporting station call-sign, or organization. If no comment is required since nothing negative is reported, the field should be filled with a “-“.

**VZCZCMMM001**

[Receiving Station] **DE** [Sending Station] **NR 001**

**P or R [DATE TIME GROUP] ZYG**

**[PRECEDENCE shall be PRIORITY (Actual Reports ) or ROUTINE (MARS EXERCISE & Training)**

**FM AFA5xx MN (Sending Station's Call sign / State)**

**TO AFA5yy MN (Recipients Call sign / State)**

**INFO [TBD] (INFO copies IAW local and region ECOM Plans)**

**GRNC**

**BT**

**UNCLASMSGID/GENADMIN/AFA5xx/001//**

**SUBJ/COUNTY STATUS MESSAGE//**

**GENTEXT/REMARKS/**

**CNTY/[county FIPS code] / [zulu date-time of observation] / [power] / [water] / [sanitation] / [medical] / [communications] / [transportation] / [source] / [remarks] //**

**BT**

[8 line spaces]

**NNNN**

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**Attachment 3**

**SAMPLE COUNTY STATUS REPORT MESSAGE**

**VZCZCMMM001**

**AFA5VO DE AFA5AW NR 001**

**R 270130Z MAR 2017 ZYG**

**FM AFA5AW IN**

**TO AFA5VO IN**

**GRNC**

**BT**

**UNCLAS**

**MSGID/GENADMIN/AFA5AW/001//**

**SUBJ/COUNTY STATUS MESSAGE//**

**GENTEXT/REMARKS//**

**CNTY/018057/ 270125Z/ Y/ Y/ Y / Y / Y / Y / C / HAMILTON COUNTY IN //**

**BT**

*[8 line spaces]*

**NNNN**

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**Attachment 4**

**AF MARS WXOBS REPORT MESSAGE FORMAT**

**VZCZCMMM001**

[Receiving Station] **DE** [Sending Station] **NR 001**

**P or R** [DATE TIME GROUP] **ZYG**

[PRECEDENCE shall be **PRIORITY** (Actual Reports ) or **ROUTINE** (MARS EXERCISE & Training)

**FM AFA5xx MN** (Sending Station's Call sign / State)

**TO AFA5yy MN** (Recipients Call sign / State)

**INFO [TBD]** (INFO copies IAW local and region ECOM Plans)

**GRNC**

**BT**

**UNCLAS**

**MSGID/GENADMIN/MARS STATION AFA5AW/001//**

**SUBJ/WXOBS//**

**GENTEXT/REMARKS//**

**WEATHLOC/ICAO:**[Station ID of Reported METAR Data] //

**OBSTIME**/[zulu date-time of observation]//

**WIND**/[wind direction]/[wind speed in MPH]//

**VSBY**/[visibility in statute miles]//

**CLDLYR/-/LYR:**[BKN, SKC, FEW, OVC, SCT, W]//

**TEMP/MAXTEMP:**[midnight to midnight, deg C]/**MINTEMP:**[deg C]//

**ALTSTG**/[HG]//

**RMKS**/[Dewpoint in deg F, Sea Level Pressure in millibars]//

**BT**

[8 line spaces]

**NNNN**

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**Attachment 5**

**SAMPLE WXOBSREPORT MESSAGE**

**VZCZCMMM001**  
**AFA5VO DE AFA5AW NR 001**  
**R 150225Z DEC 2016 ZYG**  
**FM AFA5AW IN**  
**TO AFA5VO IN**  
**GRNC**  
**BT**  
**UNCLAS**  
**MSGID/WXOBS/MARS STATION AFA5AW/001//**  
**WEATHLOC/ICAO:KIND//**  
**OBSTIME/270125Z//**  
**WIND/240/10//**  
**VSBY/10SM//**  
**CLDLYR/-/LYR:OVC//**  
**TEMP/MAXTEMP:15/MINTEMP:13//**  
**ALTSTG/HG:29.95//**  
**RMKS/DP 35F SLP 1014.0MB//**  
**BT**  
*[8 line spaces]*  
**NNNN**

**FOR OFFICIAL USE ONLY**

1 December 2017

**Attachment 6**

**NET SITUATION REPORT (SITREP) FORMAT**

**PRECEDENCE: PRIORITY**

**FM** (Name) / (Call sign) (2 letter State Abbreviation)

**TO** SMD / (2 letter State Abbreviation)

**RMD**

**REC**

**BT**

**ACTUAL EVENT** (Include Event ID and State) *or* **MARS EXERCISE**

**SUBJECT: SITREP**

1. **NET OPENING/CLOSING TIME:**
2. **NET DESIGNATOR:**
3. **TOTAL STATIONS:**
4. **NUMBER OF CSR AND/OR WXOBS REPORTS:**
5. **TOTAL MESSAGES HANDLED:**
6. **REMARKS:** *(Provide a brief overview of the MARS mission and communications being provided)*

**ACTUAL EVENT** (Include Event ID and State) *or* **MARS EXERCISE**

**BT**

[8 line spaces]

**NNNN**

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1 December 2017

**Attachment 7**

**SAMPLE SITREP**

DE AFA2JQ NR 023

R 031200Z FEB 2013

FM HENSLEY/AFA2JQ SC

TO AFF2SC

A FN2RD

A FF2EC

BT

MARS EXERCISE TALLWATER SC

1. 031101Z – 031700Z FEB 2013

2. 2SCS1

3. 23

4. 18

5. 25

6. FLOODING DUE TO HEAVY RAINS CREATING MAJOR ROAD CLOSURES AND LIMITING TRANSPORTATION. MARS IS PROVIDING EEI REPORTS AND LINKS TO AND FROM THE STATE EOC VIA ARES LIAISON. COMBINATION OF VHF PACKET, HF VOICE, RTTY, COMMERCIAL FAX AND EMAIL USED TO SEND ALL MESSAGE TRAFFIC TO REQUIRED DESTINATIONS.

MARS EXERCISE TALLWATER SC

BT

[8 line spaces]

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1 December 2017

**Attachment 8**

**AFTER ACTION REPORT FORMAT**

**PRECEDENCE: ROUTINE**

**FM SEC or REC** (*Name/Call sign/State*)

**TO AFN2EC NY**

**INFO** (*IAW Local/Regional Plans*)

**BT**

**(ACTUAL EVENT or MARS EXERCISE)**

**SUBJ AFTER ACTION REPORT**

**1. NATURE OF THE EVENT REQUIRING SUPPORT:**

- A. **PARTICIPATING STATIONS:** (*List Call signs*)
- B. **NET CONTROL STATION(S):** (*List NCS Call signs*)
- C. **LOCATION(S):** (*Event Location*)
- D. **DEPLOYED MARS STATION(S):** (*List Call signs and deployed locations*)
- E. **BRIEF DESCRIPTION OF OPERATION:** (*Narrative*)
- F. **HOW WERE YOU NOTIFIED OF THE EMERGENCY:**
- G. **WEATHER CONDITIONS DURING OPERATIONS:**
- H. **PROPAGATION CONDITIONS:** (*List Time/Date/Frequency/Conditions*)
- I. **NUMBER OF MESSAGES PROCESSED:**
- J. **NUMBER OF MESSAGES ORIGINATED:**
- K. **NUMBER OF CSR AND/OR WXOBS MESSAGES PROCESSED:**

**2. PROBLEMS OR ISSUES ENCOUNTERED/OBSERVED:** (*List problems or issues*)

- A. **PROVIDE NARRATIVE DESCRIPTION OF PROBLEMS/ISSUES:** (*Include positive and negative*)
- B. **RECOMMENDATIONS OR SUGGESTIONS FOR IMPROVEMENTS:**

**3. MEDIA RECOGNITION:** (*List media sources, attach copies or provide links/URL*)

**(ACTUAL EVENT or MARS EXERCISE)**

**BT**

[8 line spaces]

**NNNN**



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**Attachment 9**

**POINTS OF CONTACT**

**(missing contact information will be provided in the near future)**

- A. Air Force MARS National Emergency Coordinator (NEC):**  
For All actual event CSR and/or WXOBS Reports  
USAF MARS NEC, AFN#E (or as directed). For Exercise (only as directed)  
USAF MARS DEC, AFD#E, (For Exercise only as directed)
  
- B. Minnesota Army MARS:**  
Contact US Army MARS Support
  
- C. Minnesota Department of Homeland Security:**  
Minnesota Department of Public Safety  
445 Minnesota St.  
St. Paul, MN 55101-5155  
651-201-7000
  
- D. Minnesota ARES:**  
Joe Reinemann, Minnesota ARES Section Coordinator  
jcr301@gmail.com
  
- E. SHARES:**  
Department of Homeland Security  
National Coordination center for Communications  
Mailstop 0645  
245 Murry Land SW  
Washington, DC 20589-0645
  
- F. FEMA:**  
Federal Emergency Management Agency  
500 C Street S.W.  
Washington, DC. 20472  
800-621-3362



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**Attachment 11**

27001 Aitkin	27059 Isanti	27117 Pipestone
27003 Anoka	27061 Itasca	27119 Polk
27005 Becker	27063 Jackson	27121 Pope
27007 Beltrami	27065 Kanabec	27123 Ramsey
27009 Benton	27067 Kandiyohi	27125 Red Lake
27011 Big Stone	27069 Kittson	27127 Redwood
27013 Blue Earth	27071 Koochiching	27129 Renville
27015 Brown	27073 Lac qui Parle	27131 Rice
27017 Carlton	27075 Lake	27133 Rock
27019 Carver	27077 Lake of the Woods	27135 Roseau
27021 Cass	27079 Le Sueur	27137 St Louis
27023 Chippewa	27081 Lincoln	27139 Scott
27025 Chisago	27083 Lyon	27141 Sherburne
27027 Clay	27085 McLeod	27143 Sibley
27029 Clearwater	27087 Mahnommen	27145 Stearns
27031 Cook	27089 Marshall	27147 Steele
27033 Cottonwood	27091 Martin	27149 Stevens
27035 Crow Wing	27093 Meeker	27151 Swift
27037 Dakota	27095 Mille Lacs	27153 Todd
27039 Dodge	27097 Morrison	27155 Traverse
27041 Douglas	27099 Mower	27157 Wabasha
27043 Faribault	27101 Murray	27159 Wadena
27045 Fillmore	27103 Nicollet	27161 Waseca
27047 Freeborn	27105 Nobles	27163 Washington
27049 Goodhue	27107 Norman	27165 Watonwan
27051 Grant	27109 Olmsted	27167 Wilkin
27053 Hennepin	27111 Otter Tail	27169 Winona
27055 Houston	27113 Pennington	27171 Wright
27057 Hubbard	27115 Pine	27173 Yellow Medicine

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