

## US AIR FORCE MARS

### TRAINING

#### ESSENTIAL ELEMENTS OF INFORMATION (EEI) REPORTS

1. **Task Number(s):** 1
2. **Estimated Task Training Time:** 2 hours
3. **Technical References:** USAF MARS Region 3, Emergency Communications Plan ,  
Dated 22 July 2007
4. **Objective(s):**
  - a. Provide Trainee(s) with an overview and purpose of Essential Elements of Information and Reporting
5. **Training Step(s):**
  - a. **Definition of Essential Elements of Information**
    - i. Reports that provide Essential Information to various DoD and Emergency Management Agencies immediately following an emergency or disaster event.
    - ii. Reports the date, time, location or area, and nature of an emergency or disaster situation.
    - iii. Reports on overall damages resulting from an emergency or disaster situation.
    - iv. Reports on the status and availability of local resources.
  - b. **Purpose of EEI Reporting**
    - i. EEI Reports help provide emergency planners with information regarding the extent of damages and an overview of the resources still available in disaster areas.
    - ii. EEI Reports are used by the **HQ Army MARS and their served agencies** to gather information, in addition to the information provided by State and Federal Emergency Management Agencies, and help evaluate the potential need for use of Military resources to help civilian authorities.
    - iii. EEI's are advisory information used by HQ Army MARS and their served agencies to help make an assessment on what emergency action, if any, should be or needs to be taken by military resources, and how best to proceed given the information obtained from EEI Reports.
  - c. **When do EEI Reports get sent?**
    - i. It is essential that EEI Reporting be accomplished in the most expedient manner possible, during or immediately following an emergency or disaster situation.
    - ii. At a time when the need for "Real Time" electronically processed information is greatest, the capability to produce it may be seriously restricted or non-existent. EEI's will be needed immediately, to help ensure that a proper response to the needs of victims of these events is available.
    - iii. Any and All MARS Members are asked to send EEI Reports if you are:
      1. Aware of any disaster or emergency situation which could adversely impact life, limb or otherwise impede the public safety, regardless of how minor it may be.
      2. This could include bridges or roads washed out, power lines down, wind or tornado damage, heavy rains, flooding, heavy snow, forest fires, etc.
      3. Use good judgment. Local fires and traffic accidents that don't affect more than a hand full of the local population don't need to be reported.
      4. Accidents with HAZMAT (Hazardous Materials) or chemical spills, forest fires, fires engulfing city blocks or neighborhoods should be reported.

5. **DO NOT REPORT**, severe weather watches or warnings, Government agencies have access to that information already.

**d. Who do EEI Reports get sent to?**

- i. **ACTUAL EEI's** get transmitted/sent to the **HQ Army MARS and their served agencies**.
- ii. The HQ Army MARS and their served agencies are engaged in gathering, packaging, and presenting information to the Army (executive Agent for Military Support to Civilian Authorities) and the Department of Defense (DoD) leadership regarding the conditions in areas struck by disaster.
- iii. Individual states, whose emergency plans include MARS, may have an agreement with the State MARS Officials to accept EEI Reports at the local, county, or State level. Specific modes or reporting will be addressed at the local level.
- iv. EEI Reports do not need to be sent as INFO to the Chief (AGA3C), INFO copies will be sent to [afn1ec@winlink.org](mailto:afn1ec@winlink.org) and AFF2EC SC.
- v. Keep the transmission and relay of EEI's simple and efficient by minimizing the number of INFO addressees whenever possible.
- vi. **ACTUAL EEI Reports are reports on actual events.**
- vii. **TRAINING/EXERCISE EEI'S DO NOT GET SENT TO HQ ARMY MARS OR THEIR SERVED AGENCIES** unless directed to do so by the Chief (AGA3C) or the National ECOM Manager (AFN1EC). There are occasions when HQ Army MARS or their served agencies will participate in an exercise, but you will be notified when that is specifically requested.
- viii. Training/EXERCISE EEI's will be sent to AFF3C and your Region Emergency Coordinator (REC) unless otherwise advised in exercise directives.

**e. How do EEI's get sent?**

- i. EEI Reports get delivered to HQ Army MARS and their served agencies via EMAIL. HQ Army MARS and their served agencies have no HF stations available to dedicate to receiving EEI Reports from all of the MARS Services on a round the clock basis.
- ii. EEI Reports are sent to: HQ Army MARS E-Mail address: [aan3eei@winlink.org](mailto:aan3eei@winlink.org) .
- iii. INFO copies are sent to: [afn1ec@winlink.org](mailto:afn1ec@winlink.org), AFF2EC SC, AFF3E WI, AFF3C NE, SMD, and (the following are optional) City, County and/or State EOC
- iv. EEI Reports coming out of an emergency or disaster area will probably come via normal MARS Modes of Operation (Voice or Digital).
- v. All MARS Operators must be proficient in handling EEI Reports in Voice Mode.
- vi. Stations reporting from an emergency or disaster area may not have E-Mail capabilities and will need to relay EEI Reports to stations that do have E-Mail capabilities.
- vii. EEI Reports may be relayed via VOICE NETS, to MARS Digital Modes, and then to E-Mail before final delivery is made to HQ Army MARS E-Mail address.
- viii. If E-Mail is not available they may be sent by digital to **aan3eei**, the US Army gateway station who will automatically send them to HQ Army MARS using the most current HQ Army MARS e-mail address. (Region Stations that do not have digital capability will send them by voice to a digital station who will relay to **aan3eei**)
- ix. EEI Reports are typically lengthy and contain lots of information and can best be sent using DIGITAL MODES when available.

x.

## **ESSENTIAL ELEMENTS OF INFORMATION (EIs), Overview of**

To assess quickly and accurately the effect of a disaster on the population and infrastructure of an area, emergency managers require early intelligence on the areas noted below. This information facilitates accurate assessment of what response activities and material are required to save lives, relieve human suffering, and expedite response and recovery operations. During the early hours of a disaster and in the absence of “ground truth” information such as actual on-site ground surveys will be performed. Sources may include a Federal-State Preliminary Damage Assessment and information from Federal, State, and Local government agencies, among others, to establish “ground truth” for the following EEs as needed:

- Boundries of the disaster area
- Social, economic, and political impacts
- Jurisdictional boundries
- Status of transportation systems and critical transportation facilities
- Status of communications systems
- Access points to the disaster area
- Status of operating facilities
- Hazard-specific information
- Weather data affecting operations
- Seismic or other geophysical information
- Status of critical facilities and distribution systems
- Status of remote sensing and reconnaissance activities
- Status of key personnel
- Status of Emergency Support Function (ESF) activation
- Status of disaster or emergency declaration
- Major issues and activities of ESFs
- Resource shortfalls and status of critical resources
- Overall priorities for response
- Status of upcoming activities
- Donations
- Historical and demographic information
- Status of energy systems
- Estimates of potential impacts based on predictive modeling (as applicable)
- Status (statistics) on recovery programs (human services, infrastructure, Small Business Administration (SBA)
- Status and analysis of initial assessments (needs assessments and damage assessments, including Preliminary Damage Assessments)
- Status of efforts under other Federal emergency operations plans

***NOTE: EMERGENCY SUPPORT FUNCTIONS (ESFs) are defined in  
Federal Response Plan 9230.1-PL, Dated April 1999***

# ESSENTIAL ELEMENTS of INFORMATION (EEI) Event Identifiers

(Reference: U. S. Army MARS National Emergency OPLAN 4-02, Dated 03 April 2002. Applicable to Air Force and Navy-Marine Corps MARS services).

## EVENT: IDENTIFIER:

AIR CRASH.....	FALLEN STAR
AIRBORNE POISON GAS.....	POISON AIR
BIOLOGICAL EVENT.....	BAD BUG
BOMBING INCIDENT.....	LOUD BANG
BRIDGE DAMAGE/LOSS (MAJOR) .....	LOST SUPPORT
CHEMICAL SPILL .....	POISONED GROUND
CIVIL UNREST/RIOT.....	BAD MAGIC
DAMAGING HAIL.....	FALLING ICE
EARTHQUAKE.....	ROLLING THUNDER
FLOOD.....	TALL WATER
FOREST/GROUND FIRE.....	SCORCHED GROUND
GAS LEAK/EXPLOSION (MAJOR).....	HOT AIR
HEAVY WINDS (ONLY).....	MIGHTY WIND
HURRICANE.....	HOWLING WIND
ICY ROADS/INTERSTATE/FREEWAYS.....	BLACK ICE
INTERSTATE BLOCKED/DAMAGED (MAJOR) .....	BLOCKED LANE
MAJOR COMMUNICATIONS LINK DOWN.....	LOST COMM
NUCLEAR.....	NUCLEAR GRAYSTONE
OIL SPILL/WATER.....	DARK WATER
POWER OUTAGE (MAJOR) .....	DARK DAY
SEARCH/RESCUE.....	SECURE HAVEN
SEISMIC SEA WAVE.....	TSUNAMI
SHIP WRECK/INCIDENT.....	DEEP SEA
TERRORIST THREAT.....	HIDDEN SHADOW
TORNADO.....	VIOLENT TWISTER
TRAIN WRECK/DERAILMENT.....	BROKEN TRACKS
VOLCANO.....	BRAZEN BRIMSTONE
WATER DAM BREAK/DAMAGED.....	FAST WATER
WINTER SNOW STORMS.....	WHITE BLANKET

## COMMUNICATIONS SUPPORT ROLE(S) IDENTIFIERS:

### EVENT: IDENTIFIER:

FEMA SUPPORT.....	FEDERAL RESPONSE
JCS SUPPORT.....	JOINT LIONS
NATIONAL GUARD/RESERVE SUPPORT.....	CIVIL COVER
NCS SUPPORT.....	TOP COVER
NDMS SUPPORT.....	MEDICAL LINK
SHARES SUPPORT.....	COMMON FORTUNE

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

## ESSENTIAL ELEMENTS OF INFORMATION (EEI) REPORT FORMAT

**DE** (CALLSIGN) **NR** (Message Number)  
PRECEDENCE) (P=ACTUAL R=EXERCISE) (DATE) (TIME) **Z** (MONTH) (YEAR)  
**FM:** Members Name/Callsign/State)  
**TO:** E-Mail Actual Event is: [aan3eei@winlink.org](mailto:aan3eei@winlink.org); Exercise is: [afn1ec@winlink.org](mailto:afn1ec@winlink.org) (See NOTE)  
**INFO:** AFF2EC SC  
AFF3C KS  
AFF3E WI  
AFF3XX (SMD)

**BT**  
**REF:** ACTUAL EVENT (or) MARS EXERCISE  
**SUBJ: EEI REPORT**

**1. REF. EVENT IDENTIFIER:** (Use applicable Identifier from ATTACHMENT 4 or Plain Language if not on Identifier List)  
**A. INCIDENT LOCATION TIME:** (Specify Town, City, County or State-wide area).  
**B. EMERGENCY MEDICAL:** (Operational, Damaged, Destroyed, or Field Facilities available, etc.)  
**C. LOCAL TRANSPORTATION:** (Indicate which roads bridges, local airports, railroads are affected and status - open, restricted, closed, damaged, destroyed. Provide enough information to disaster relief officials to aid in deciding how to get assistance to the affected area.)  
**D. GENERAL DAMAGE DESCRIPTION:** General description of damage or impact on Major structures such as Government buildings, schools residences, commercial properties, public facilities; Fire Stations, etc. Include locations of shelters if applicable -  
**E. UTILITY STATUS:** (Gas, Water, Commercial Power, Sanitation Systems, Operational, Damaged, Destroyed, needed.)  
**F. COMMUNICATIONS STATUS:** (Telephone, Radio, TV, Cellular Phone -Operational, Damaged, Unavailable)  
**G. SOURCE OF INFO:** (Indicate Source of Information if different from DATE TIME GROUP of the message. Include MARS Callsign, Name of Official and Agency, Radio/TV 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 cut for (specify estimated time) - If applicable, include expected time of next report.  
**ACTUAL EVENT (or) MARS EXERCISE** (Same as Subject Line)

**BT**  
**NNNN**  
**NOTE:**

Actual EEI Reports should be sent via E-MAIL if available, to the addressees as follows: E-MAIL: [aan3eei@winlink.org](mailto:aan3eei@winlink.org) (must be entered as all lower case characters). The E-MAIL subject must be //MARS P/ACTUAL EEI.

Actual EEI reports sent by voice and/or digital mode (*in the event E-MAIL is unavailable*) will be sent to another station for relay via E-MAIL or the WinLink system.

MARS Exercise EEI Reports should be sent via digital if available to [afn1ec@winlink.org](mailto:afn1ec@winlink.org). If digital is not available the report may be sent by voice to a digital capable station who will place it into the digital system.

DO NOT SEND EXERCISE EEI MESSAGES VIA EMAIL UNLESS YOU ARE INSTRUCTED TO DO SO BY THE CHIEF USAF MARS OR THE NATIONAL EMERGENCY COORDINATOR AFNIEC.

## ACTUAL EEI MESSAGE EXAMPLE

DE AFA3DK NR 1  
P 101730Z JAN 2007  
FM DAN M. KIRBY/AFA3DK/MO  
TO: [aan3eei@winlink.org](mailto:aan3eei@winlink.org) (See Notes:)  
INFO: ZEN afnlec@winlink.org  
ZEN AFF2EC SC  
ZEN AFF3C KS  
ZEN AFF3E WI  
ZEN AFF3XX SMD  
ZEN AFA3XX SEC

BT  
REF. ACTUAL EVENT  
SUBJ. EEI REPORT  
1. REF EVENT IDENTIFIER: TALL WATER  
A. INCIDENT LOCATION TIME: Cedar County Missouri  
B. EMERGENCY MEDICAL: Not affected  
C. LOCAL TRANSPORTATION: FLOODING ON MANY SECONDARY ROADS.  
D. GENERAL DAMAGE DESCRIPTION: HEAVY RAINS HAVE CAUSED FLOODING OF LOW AREAS  
E. UTILITY STATUS: NOT AFFECTED  
F. COMMUNICATION STATUS: NOT AFFECTED  
G. SOURCE OF INFO: Cedar County Sheriff  
H. REMARKS: RAIN EXPECTED FOR SEVERAL HOURS. ROADS EXPECTED TO GET WORSE.  
POTENTIAL FOR CLOSING OF MANY SECONDARY ROADS LATER TODAY.  
ACTUAL EVENT  
BT  
NNNN

### NOTES:

Precedence for Actual EEI will be **Priority**. Precedence for Exercise EEI will be **Routine**.

Actual EEI Reports should be sent via E-MAIL if available to the addresses as follows: E-MAIL: [aan3eei@winlink.org](mailto:aan3eei@winlink.org) (must be entered as all lower case characters). The E-MAIL subject must be **//MARS P/ACTUAL EEI**.

The originating station that sends an Actual EEI Report by E-Mail is responsible for sending the info copies using CC's or by other means (*i.e. radio*)

Actual EEI reports sent by digital mode (*in the event E-MAIL is unavailable*) will be sent via the **Winlink 2000 (WL2K or AirMail)** system to: [aan3eei@winlink.org](mailto:aan3eei@winlink.org)

**DO NOT SEND EXERCISE MESSAGES VIA EMAIL UNLESS YOU ARE INSTRUCTED TO DO SO BY THE CHIEF USAF MARS OR THE NATIONAL EMERGENCY COORDINATOR/AFN1EC**

## EXERCISE EEI MESSAGE EXAMPLE

DE AFA3DK NR 1  
R 101730Z JAN 2007  
FM DAN M. KIRBY/AFA3DK/MO  
TO: afnlec@winlink.org  
INFO: AFF2EC SC  
      AFF3C NE  
      AFF3E MO  
      AFF3MO MO

BT  
REF. MARS EXERCISE  
SUBJ. EEI REPORT  
1. REF. EVENT IDENTIFIER: TALL WATER  
A. INCIDENT LOCATION TIME: Cedar County Missouri  
B. EMERGENCY MEDICAL: Not affected  
C. LOCAL TRANSPORTATION: FLOODING ON MANY SECONDARY ROADS.  
D. GENERAL DAMAGE DESCRIPTION: Flooding of low areras.  
E. UTILITY STATUS: NOT AFFECTED  
F. COMMUNICATIONS STATUS: NOT AFFECTED  
G. SOURCE OF INFO: Cedar County Sheriff  
H. remarks: RAIN EXPECTED FOR SEVERAL HOURS. ROADS EXPECTED TO GET WORSE.  
POTENTIAL FOR CLOSING OF MANY SECONDARY ROADS LATER TODAY.  
MARS EXERCISE  
BT  
NNNN

**NOTE:** Precedence for Actual EEI will be **Priority**. Precedence for Exercise EEI will be **Routine**.

MARS Exercise EEI Reports should be sent via digital if available to afn1ec@winlink.org. If digital not available the report may be sent by voice to a digital capable station who will place it into the digital system.

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