UNITED STATES MARINE CORPS
MARINE CORPS RECRUIT DEPOT/EASTERN RECRUITING REGION
PO BOX 19001
PARRIS ISLAND, SOUTH CAROLINA 29905-9001

IN REPLY REFER TO
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POLICY LETTER 011-19

From: Commanding General
To: Distribution List

Subj: MARINE CORPS RECRUIT DEPOT/EASTERN RECRUITING REGION PARRIS ISLAND
      MASS NOTIFICATION REGISTRATION

Ref: (a) DoDI 6055.17, DoD Emergency Management Program
      (b) DepO 2000.1D, Enterprise Mass Notification System

Encl: (1) Registration Instructions for Mass Notification Systems

1. <u>Situation</u>. Per reference (a), all Department of Defense (DoD) installations will have the capability to disseminate alert notifications within two minutes and to reach 90 percent of the protected population within ten minutes of an incident. Within one hour after initiation, all mass warning notification systems should reach 100 percent of the protected population. In order to meet this requirement, Marine Corps Recruit Depot/ Eastern Recruiting Region, Paris Island (MCRD/ERR PI) utilizes the Mass Notification System (MNS). The MNS is a multi-faceted system encompassing the "Giant Voice", the "Little Voice", and the enterprise Mass Notifications System (eMNS), also known as AtHoc. The "Giant Voice" is a series of towers equipped with loudspeakers located throughout MCRD/ERR PI that annunciates immediate life-critical messages. The "Little Voice" serves the same function, but is designed to alert personnel in the interior of critical buildings. The eMNS sends computer desktop notifications, automated phone calls, emails, and text messaging to government and personal cell phones. The combination and redundancy of these systems are designed to ensure information critical to life-safety quickly reaches all those affected.

2. <u>Mission</u>. MCRD/ERR PI establishes specific policy guidance on mass notification, self-registration, and responsibilities for emergency message dissemination in order to ensure critical information reaches the MCRD/ERR PI's protected population.

3. <u>Execution</u>

   a. <u>Commander's Intent</u>. All primary population personnel are registered and maintain up-to-date personal information in eMNS so that MCRD/ERR PI can effectively communicate critical information in a timely manner.

   b. <u>Concept of Operations</u>

      (1) The protected population is defined as the combination of the primary and secondary population.

      (2) Primary population is defined as all DoD military, civilian, and contract support personnel whose normal place of duty is on or within a DoD installation or facility.

(3) Members of the primary population must ensure that their personal contact information, including after-duty hours contact information, as appropriate (e.g., personal cellular and landline phone numbers), email addresses, home address, etc., are entered into the eMNS and regularly updated or verified every 90 days to remain current and accurate.

(4) Primary population personnel are encouraged to annotate associated secondary population contact information when self-registering.

(5) Secondary population is defined as family members associated with the primary population, guests, visitors, and other potentially impacted personnel.

c. <u>Tasks</u>

(1) <u>Assistant Chief of Staff (AC/S), Operations (G-3)</u>

(a) Assume staff cognizance of the MCRD/ERR PI MNS.

(b) All eMNS alerts will be published by the G-3 Protection Division in accordance with reference (b).

(2) <u>AC/S, Installation and Logistics (G-4)</u>

(a) Designate personnel from on-base housing from the Atlantic Marine Corps Communities (AMCC) as "End Users" in MCRD/ERR PI's eMNS.

(b) Encourage AMCC to utilize its AMCC text messaging system to relay eMNS alerts from MCRD/ERR PI to affected residents.

(3) <u>Commanding Officer, Headquarters and Service Battalion</u>. Ensure all the primary population personnel in your command have registered for eMNS.

(4) <u>Commanding Officer, Weapons and Field Training Battalion</u>. Ensure all the primary population personnel in your command have registered for eMNS.

(5) <u>Commanding Officer, Recruit Training Regiment</u>. Ensure all the primary population personnel in your command have registered for eMNS.

(6) <u>Commanding Officer, Branch Medical Clinic (BMC)</u>

(a) Ensure all the primary population personnel in your command have registered for eMNS, or if not available on the Navy's network, register for Live Process MNS.

(b) Designate personnel as "End Users" in MCRD/ERR PI's eMNS.

(c) BMC designated "End Users" for AtHoc will relay relevant messages from MCRDPI utilizing the Live Process MNS.

(7) <u>Commanding Officer, 6th Marine Corps Recruiting District</u>

(a) Ensure all the primary population personnel in your command have registered for eMNS.

  (b) Designate personnel as "End Users" in MCRD/ERR PI's eMNS.

  (c) Replicate eMNS alerts in the Marine Corps Suspicious Activity Information Portal (MCSAIP), also known as TrapWire.

 (8) <u>Commanding Officer, Naval Hospital Beaufort (NHB)</u>

  (a) Designate personnel as "End Users" in MCRD/ERR PI's eMNS.

  (b) Request NHB relays relevant messages from MCRD/ERR PI's utilizing the Live Process MNS.

 (9) <u>Officer-In-Charge, Communication Strategy and Operations (COMMSTRAT)</u>. Utilize official social media to relay urgent notifications to personnel in the community.

4. <u>Administration and Logistics</u>

 a. Registration instructions for MNS are in enclosure (1).

 b. Personnel utilizing the Marine Corps Enterprise Network (MCEN) will automatically be removed from eNMS registration upon a permanent change of station move. Individuals not on the MCEN will have to contact the MCRD/ERR PI's Emergency Manager at 843-228-2024 to be removed.

 c. The MCRD/ERR PI Emergency Operations Center (EOC) will serve as the primary location to activate "Giant Voice" messages. The MCRD/ERR PI Fire & Emergency Services Dispatch Center will be utilized as backup control for the "Giant Voice".

 d. Utilize all-hands emails as a tertiary means of contacting base personnel during duty hours.

5. <u>Command and Signal</u>

 a. <u>Command</u>. This Policy applies to all assigned personnel including tenants and residents aboard MCRD/ERR PI.

 b. <u>Signal</u>. This Policy is effective the date signed.
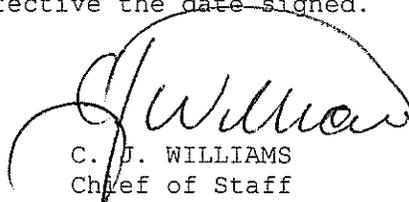
C. J. WILLIAMS
Chief of Staff

Registration Instructions for Mass Notification Systems

1. Enterprise Mass Notification System (eMNS) Instructions

    a. Marine Corps Enterprise Network (MCEN) NIPR users right click on the purple globe icon in your workstation system tray located in the bottom right corner of your desktop. You may need to click the up arrow ^ located in the bottom right corner of your desktop to find the purple globe.

    b. Select "Access Self Service."

    c. When prompted, select your appropriate CAC Certificate (it will contain the word "EMAIL" and can be either certificate) and enter your CAC PIN, then click "OK."

    d. Select "My Profile" at the top of the page.

    e. Select "Edit."

    f. Under "Basic Info", click the purple text hyperlink adjacent to the name of your location. From there, select your unit or most applicable option. Once this is selected, click "Apply."

2. MCSAIP - TrapWire Self-registration

    a. New TrapWire users will receive an email invitation to register containing a link (77swan.com/register) and a four-digit PIN.

    b. Using a computer or web browser on your phone visit 77swan.com/register.

    c. Enter your email address and the four-digit PIN contained in the email.

    d. Once on the registration page, enter the requested information:

        (1) First Name
        (2) Last Name
        (3) Title
        (4) Organization/Agency
        (5) Email Address (this field will be pre-populated)
        (6) Select your Home Site (where currently stationed)

    e. Click the "Submit" button.

    f. When your account is approved, you will receive an email from trapwire@trapwire.net containing a one-time, temporary password and a link to access the TrapWire System.

    g. Follow the link in the email.

    h. Enter your username (username is your email address) and the temporary password received above, and click the "Sign In" button.

    i. You will be prompted to create a new password, following the complexity requirements specified on the page.

    j. After creating your new password, review and accept the End User License Agreement.

k. When prompted, enter your mobile device phone number and click the "Submit" button.

l. You are now logged into the TrapWire System.

3. <u>Installation of the TrapWire Mobile Application for Mobile Phones</u>

a. Open the Google Play application (Android devices) or the Apple Application Store application (iOS devices) and search for "TrapWire Mobile."

b. Choose to install the application and then open it once installation is complete.

c. When prompted, choose to allow the application to access the location services of your device.

d. When prompted, choose to allow the application to send push notifications to your device.

e. At the login screen, enter your username (your email address) and the password you created during registration.

f. If available, choose to allow biometric authentication.

g. Your account is now fully set up and ready for use.

4. <u>Atlantic Marine Corps Communities Texting System Registration</u>. Text the name of applicable housing community ("LaurelBay", "NavalHospital", "ParrisIsland") to 877-605-2622.

5. <u>Naval Hospital Live Process Registration</u>. There is no self-registration with Live Process. Per the Naval Hospital Beaufort check-in sheet, report to Naval Hospital Emergency Management office to be registered for USN personnel.