

WHY IS NOTIFICATION IMPORTANT?

During an emergency, it is critical that personnel, military family members, and others aboard MCLB Albany receive immediate notifications in order to take appropriate action. Whether it is an active shooter, tornado, or other threat/hazard, it is crucial that personnel and military family members are notified of the threat/hazard and know what actions to take.

HOW WILL I BE NOTIFIED?

The primary means to disseminate emergency information at MCLB Albany is by means of the following:

- WAVES/Giant Voice (GV)
- Electronic Mass Notification System (eMNS)/AtHoc
- COMMSTRAT
- Tenant Command MNS
- MCPD Patrol Car PA System

COMMUNICATIONS STRATEGY (COMMSTRAT)

During an emergency, The COMMSTRAT will utilize all-hands emails and social media to supplement the mass notification system.

WAVES/GIANT VOICE (GV)

GV consists of speaker towers strategically placed outdoors and within select buildings within MCLB Albany. During an emergency, the voice of an operator will be heard providing notification of an emergency and instructions on protective actions.

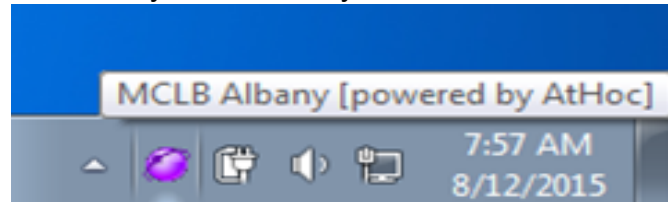
ENTERPRISE MASS NOTIFICATION SYSTEM (eMNS)/AtHoc

All employees with an “usmc.mil” email account must update their information within AtHoc in order to receive alerts by telephone and email. Employees must provide their government email address, phone number and one personal device. This is to ensure that employees can receive an emergency notification while outside the office.

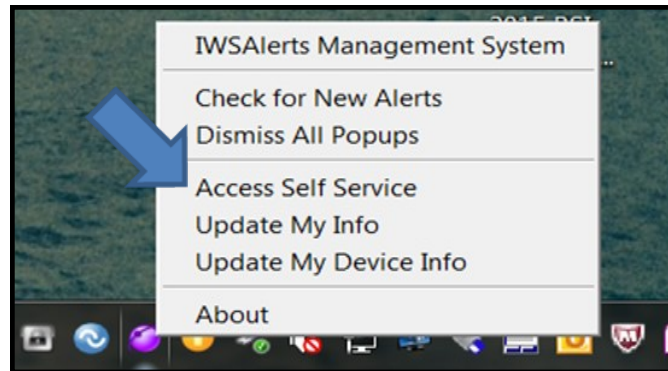
How do I add or verify my contact information within AtHoc?

AtHoc desktop client software is loaded on Marine Corps Enterprise Network (MCEN) assets. MCEN users will follow these instructions to update information in AtHoc:

1. On your desktop, locate the “Purple Globe” within your Item Tray.

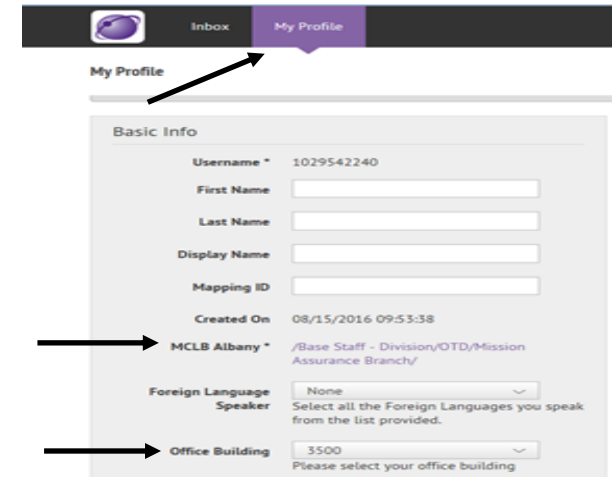


2. Left click and select “Access Self Service”.



***** Pick your email certificate when the certificates pop up.**

3. Within “My Profile”, verify Organizational Information and building you work in. If it is incorrect /incomplete, click on the hyperlink and chose the correct organization.

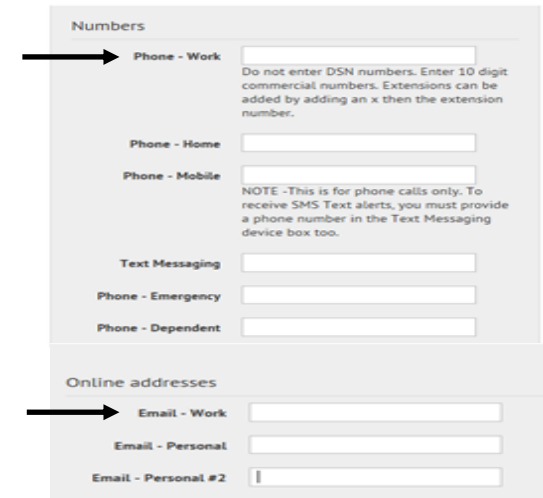


My Profile

Basic Info

Username *	1029542240
First Name	<input type="text"/>
Last Name	<input type="text"/>
Display Name	<input type="text"/>
Mapping ID	<input type="text"/>
Created On	08/15/2016 09:53:38
MCLB Albany *	/Base Staff - Division/OTD/Mission Assurance Branch/
Foreign Language Speaker	None Select all the Foreign Languages you speak from the list provided.
Office Building	3500 Please select your office building

4. Numbers. Government Phone/Email and one personal device required.



Numbers

Phone - Work
Do not enter DSN numbers. Enter 10 digit commercial numbers. Extensions can be added by adding an x then the extension number.

Phone - Home

Phone - Mobile
NOTE -This is for phone calls only. To receive SMS Text alerts, you must provide a phone number in the Text Messaging device box too.

Text Messaging

Phone - Emergency

Phone - Dependent

Online addresses

Email - Work

Email - Personal

Email - Personal #2

5. Press save when complete.

ATHOC MOBILE NOTIFIER (OPTIONAL)

1. Download the AtHoc Notifier for your iPhone or Android device.
2. Register and verify your personal “usmc.mil” or other email.
3. Enter org code: Albany.mil

TENANT COMMAND eMNS/AtHoc

Personnel within tenant commands, such as MARCORLOGCOM, will receive MCLB Albany AtHoc notifications as long as they have a "usmc.mil" account and have updated their contact information. However, tenant commands, such as the Naval Branch Health Clinic must have personnel and their contact information inputted into the MCLB Albany AtHoc through the base eMNS/AtHoc POC.

For specific information about your command/activity, please contact your designated Security, Emergency Management, Mission Assurance POC or the Installation Emergency Manager/base eMNS/AtHoc POC.

ACTIONS UPON RECEIVING AN EMERGENCY NOTIFICATION

EMERGENCY LOCKDOWN

An emergency lockdown is primarily affiliated with a potential hostile threat aboard MCLB Albany, such as an active shooter. Upon notification to "lockdown", personnel and residents should:

- Move Indoors (If unable, find cover)
- Lock Exterior Doors and Windows
- Close Blinds
- Move away from Doors and Windows
- Wait for the "All Clear" or additional instructions.

If an active shooter is within your building, be prepared to "Run, Hide, or Fight".

ACTIONS UPON RECEIVING AN EMERGENCY NOTIFICATION CONT

SHELTER-IN-PLACE (SIP)

A SIP alert will be issued via MNWS if there is a threat to personnel aboard the Installation from Hazardous Material (HAZMAT) or CBRN threat.

- Turn off the HVAC
- Move to a room with limited ventilation and cover windows/door frames /ventilation ducts with plastic
- Ensure you have a phone registered in AtHoc and wait for further instructions.

SEEK SHELTER IMMEDIATELY (SSI)

A SSI alert is disseminated through the MNWS if MCLB Albany is threatened by a destructive weather event, such as a tornado or severe thunder storm/lightning, with real-time information in order to ensure life safety.

- Lightning 10: Lightning is within 10 miles of MCLB Albany. Personnel should move indoors and wait for the "all clear".
- Tornado Warning: The siren (steady tone) will sound off through Giant voice. An alert will be sent through AtHoc. Seek shelter in an interior room away from windows until the "all clear" is given.

INSTALLATION eMNS/AtHoc POC

If you have questions or issues associated with eMNS please contact 639-5746 or 639-9062 or email MCLBAEMERGENCYMGR@usmc.mil



MCLB ALBANY MASS NOTIFICATION WARNING SYSTEM (MNWS) PROCEDURES



***EMERGENCY NOTIFICATIONS
CAN SAVE YOUR LIFE. ENSURE
THAT YOU CAN RECEIVE THEM.***

Ver 4 Dated 4/11/2018