



UNITED STATES MARINE CORPS
SCHOOL OF INFANTRY (WEST)
TRAINING COMMAND
BOX 555061
CAMP PENDLETON, CA 92055-5061

IN REPLY REFER TO:
1754
CO
12 Aug 16

POLICY LETTER 2-16

From: Commanding Officer
To: Distribution List

Subj: POLICY CONCERNING MASS COMMUNICATION IN THE EVENT OF A CRISIS

Ref: (a) MCO 1754.9A
(b) 51/52 AHP Plan

1. Purpose. In accordance with reference (a), this policy is established to develop an alternate form of communication other than the unit website to disseminate information to Marines and their families in the event of a crisis. Under no circumstances shall this policy interfere with or precede initial casualty notifications or procedures.

2. Policy. In the event of a crisis, Marines and their families will receive information by one of four methods.

a. The first form of notification will be through the Marine Corps Base (MCB) Camp Pendleton website. Marines and their families can view emergency information on this website updated by the base Public Affairs Office. In addition, it is highly encouraged that Marines and their families register for the Marine Corps Installation (West) (MCI)(W) Camp Pendleton Emergency Notification System to receive notification alerts sent via text message.

b. The second form of mass communication will be the use of the School Of Infantry (West) (SOI(W)) Facebook page that is maintained by the Family Readiness Officer and Command Team Advisor. This will allow Marines and families that have registered with these sites to view information.

c. The third form of mass communication will be the use of email that will be either sent through Microsoft Outlook or Marine OnLine using the current email distribution list from the authorized contact list.

d. The fourth form of emergency notification will be used in the event that email and Internet are not available. Unit Leaders will maintain an updated recall roster of Marines/Civilians in their sections and pass emergency messages via phone, which also aligns with reference (b).

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3. Responsibilities. Leaders at all levels will ensure that their Marines have up to date information on file with the Family Readiness Officer.

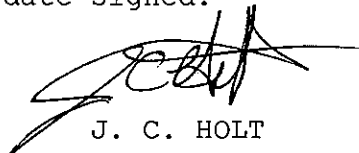
4. Administration and Logistics. The following uniform resource locators (URL) correspond to the websites most commonly used for disseminating information during a crisis.

- a. Marine Corps Base Camp Pendleton website is
<http://www.pendleton.marines.mil/UnitHome.aspx>.
- b. MCI WEST - MCB Camp Pendleton Emergency Notification System at
http://entry.inspironlogistics.com/camp_pendleton/wens.cfm
- c. The website for the SOI(W) Facebook page is
<https://www.facebook.com/pages/School-of-Infantry-West/117183414981162#!>

5. Command and Signal

a. Signal. The point of contact for this policy letter is the Family Readiness Officer.

b. Command. This policy letter is applicable to all SOI(W) personnel and effective on the date signed.



J. C. HOLT