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JUN 1 2012

Dear Coast Guard Members and Families:

As you know, the **2012 Severe Weather/Hurricane Season** is upon us in the Atlantic and Gulf Coast regions. It begins on June 1st and extends through November 30th. The National Weather Service is predicting a near normal to above normal hurricane season. NOAA's Climate Prediction Center says there's a 70 percent chance of nine to 15 named storms (with top winds of 39 mph or higher), of which four to eight will strengthen to a hurricane, and of those, one to three will become major hurricanes.

During this season, it is critical for Coast Guard men and women to be prepared for the impacts of severe weather. Our Service has significant operational mission requirements related to hurricanes, as well as an important obligation to look out for the safety and welfare of all of our members and families, including Active Duty Military, Civilians, Reservists, and Auxiliarists. In general terms, these Coast Guard responsibilities may be summarized as follows:

- **Before / At the Outset of Hurricane Season**
 - Review our contingency plans for preparing for and responding to tropical storms.
 - Conduct exercises to ensure all of our personnel, equipment, and units are ready.
 - Develop policy and provide references (such as this letter) with appropriate guidance.
 - Prepare our families / homes to be ready in the event a tropical storm strikes.
- **In Advance of an Approaching Tropical Storm**
 - Warn our port partners (e.g., port authorities, pilots associations, etc.) and other stakeholders, so they can prepare for the storm's arrival.
 - Safeguard Coast Guard resources (e.g. cutters, boats, aircraft, and facilities) by evacuating them and/or preparing them to weather the storm.
 - Prepare and/or review family plans for tropical storms.
- **During a Hurricane or Other Tropical Storm**
 - Constantly monitor the location, strength, size and projected path of the storm.
 - Remain safe and poised to begin rescue and recovery operations as soon as possible.
- **In the Aftermath of a Hurricane or Other Tropical Storm**
 - Account for all Coast Guard members (i.e., Active Duty Military, Civilian, Reservists, and Auxiliarists) and their families.
 - Account for all Coast Guard assets and assess their mission readiness.
 - Survey damage to the impacted maritime realm, including the marine transportation system.
 - Perform Search and Rescue and other urgent assistance operations.
 - Plan and execute recovery operations, particularly the marine transportation system.

Every Coast Guard member has an important role to play in ensuring that the Coast Guard is prepared for and executes all of its responsibilities when natural disasters or other incidents of national significance impact the nation. In general terms, this important role has two key dimensions: **professional readiness** and **personal/family readiness**.

Professional readiness means that you and your shipmates have all the training, qualifications, assets, equipment and/or reference materials that you will need to perform your Coast Guard operational and mission support tasks before, during, and after a tropical storm.

Personal/family readiness means that you have carefully considered all of the available guidance and recommendations related to severe weather – to include what impact of varying intensity will, or may, have in your neighborhood – and then take all reasonable measures to protect your family, pets, and home.

We all must bear in mind that these **two readiness dimensions go hand-in-hand**: extensive experience has shown that professional readiness is not sufficient if personal/family readiness is lacking. Conversely, the Coast Guard will not be able to execute its critical missions related to tropical storms if members maintain personal/family readiness, but are not fully prepared to carry out their assigned professional tasks.

While every event will present unique challenges that will require flexibility on our part in responding, there is much that all of us can and must do in advance. Our advance preparation is vital to achieving the best possible outcomes, and the various enclosures provided with this letter will assist you in ensuring both your professional and your personal / family readiness.

In terms of professional readiness, you must be prepared at all times to carry out your duties, even in the event that your workplace is no longer accessible. Enclosure (1) provides you with a checklist to help ensure that you are fully prepared.

In terms of personal / family readiness, if you have not already done so, develop an action plan detailing the specific steps you will take to protect your family, home and personal property. A tropical storm may trigger mandatory evacuations by state and/or local authorities. Even if evacuation is not mandatory, it may still be wise to evacuate your family. You should know when to evacuate and what your evacuation options are – bearing in mind that tens of thousands of other people will likely be evacuating at the same time! Generally speaking, your evacuation options include: (1) a Coast Guard-designated safe haven (if one is declared); (2) a location of your own choosing; (3) a civil shelter in your community; or (4) a military facility.

With respect to your relocation expenses, the following applies:

- Reimbursement of expenses is available to active-duty military and civilian employees only if the evacuation is authorized for your locale by the District Commander. The most significant input to the District Commander's decision is whether state and/or local officials have determined that evacuation is appropriate.
- If the District Commander does authorize evacuation for your locale, the following expenses will be covered within certain specified limits: travel to and from the evacuation

site; lodging while at the evacuation site; and meals and incidental expenses while at the evacuation site.

- The maximum dollar amount for reimbursement of each of the above items will be based on where the Coast Guard-designated safe haven is located. That information will be provided to all evacuating members when the evacuation order is issued by the District Commander.

Note, however, that evacuating members should ensure that they have the means to pay for living expenses, like lodging and food, and that they are prepared to make their own travel and lodging arrangements. Coast Guard-authorized evacuation from areas impacted by natural disasters will involve reimbursement for travel, lodging and food, but these financial and other “support” processes take time to materialize post-storm and there may be delays.

While an evacuation may never be necessary, you must be prepared to conduct one! And if evacuation is necessary, always keep your Coast Guard supervisor informed: report in DAILY, providing your status, contact number, whereabouts, and any need for assistance. Enclosures (2) and (3) provide helpful information related to all aspects of personal / family readiness, particularly evacuations.

There are two critical first steps you need to take now as part of your hurricane preparedness:

- Complete and return your 2012 MEMBER EMERGENCY EVACUATION INFORMATION form to your supervisor – see enclosure (4). This form helps us determine our eligible population for evacuation benefits and how we can contact you.
- Review the respective preparedness policies for your AOR with your supervisor.

All of your professional and personal/family readiness requirements should be completed as soon as possible.

Thank you for your shared commitment to disaster preparedness. All that we must do to be fully ready is important to the nation, our shipmates, and our families.

Sincerely,



R. T. GROMLICH
Admiral, U.S. Coast Guard
Director of Operational Logistics

Encl: (1) Coast Guard Member Professional Readiness
(2) Personal/Family Readiness
(3) Evacuation Planning Guide-(Norfolk, Portsmouth, Elizabeth City units)
(4) 2012 Member Emergency Evacuation Information Form

Coast Guard Member Professional Readiness

1. Overall: Be as prepared as reasonably possible to carry out all of the routine and non-routine tasks you will, or may be assigned, whether in advance, during, and/or in the aftermath of a natural or manmade disaster impacting your respective AOR.

2. Specific Readiness Measures: Ensure that you know what will, or may, be expected of you, both individually and as part of any team you may be a member of.

- Ensure that you have the needed training, qualifications, tools, equipment, reference materials, etc., to carry out your responsibilities.
- Consider whether you and/or your team should practice and/or test your readiness to perform all anticipated tasks / evolutions.
- To save time in the pressure of the moment, do now whatever it is reasonable to do in advance (e.g., draft Requests for Forces, other message templates, familiarization visits to relocation sites, information matrices about available CG / external resources, library of key imagery, etc.).
- Prepare an emergency deployment kit – a GO KIT – in case you have to relocate. Suggested contents include:
 - Hard and/or electronic copies (ideally on external hard drives) of the important references and/or other documents, plus the software and data, needed to do your job. Note: be mindful not to copy classified material unless specifically authorized, and then only in compliance with all relevant restrictions
 - Personal hygiene items (e.g., toothbrush, toothpaste, soap, towel, etc.)
 - Non-perishable snacks / drinking water
 - Changes of uniforms / clothes; three complete sets should suffice
 - Rain gear
 - Flashlight
 - Any needed medications (particularly prescription medications)
 - Bedding (e.g., sleeping bag, camp mattress, etc.)
 - First aid supplies
 - Small cash reserve. Note: Remember that ATMs require power.
- Finally, do not forget the other critical dimension: personal/family readiness. Professional readiness will not mean everything it should to Coast Guard operational mission success UNLESS you have taken all reasonable steps to protect yourself, your family, your pets, your home, and your other property.

Personal / Family Readiness

1. Be Prepared: Your personal / family hurricane plan should include / involve the following:

- Take care of your insurance needs early. Renter's insurance to cover personal belongings, regardless of whether you live on the economy or live in government owned or leased quarters. Coast Guard members living in government-owned or leased quarters are restricted to a total government maximum settlement, based on depreciated replacement value. Renter's insurance with "replacement value" coverage is more likely to fully reimburse for damages in the event of a disaster. Insurance companies will not issue a new policy when a hurricane is threatening and some may not issue a new policy during hurricane season.
- A thorough property inventory (a video is excellent). Store with insurance and title papers in a safe place or send a copy to a relative out of the area. If you keep the copy with you, make sure when you evacuate, you take it with you.
- A "family disaster survival kit" ready to take with you if you evacuate. Include important papers, such as driver's licenses, special medical information and insurance policies. Provide a copy of your planned evacuation plan to family members outside the area.
- Ensuring your vehicle is operating properly. Authorities suggest keeping gas tanks at least $\frac{3}{4}$ full at all times throughout a disaster.
- Sufficient cash on hand during the hurricane season – enough small bills for at least three days' worth of meals for your family. In the event of a mandatory evacuation and you evacuate to the designated "safe haven", family members can receive additional cash from the personnel assistance team located at the designated "safe haven" to be announced if an evacuation order has been given by the District Commander. Coast Guard employees with a government travel credit card can make cash withdrawals at an automated teller machine during an evacuation.
- Up-to-date prescriptions: maintain at least a two-week supply.
- Home preparation for evacuation: Store valuables/irreplaceable treasures in your empty appliances - washer, dryer, dishwasher, oven, and microwave. Put plastic bags over TVs, lamps, computers, etc. Pack clothes in plastic bags to keep them dry. Keep a set of tools with you during the storm. Fill new garbage cans with water to use for flushing, bathing, washing clothes, etc. Fill plastic gallon bottles with water and place in freezer. Pack freezer with newspaper and turn to lowest temperature. Clean out refrigerator of perishable items (dairy products or produce, etc.). Line the tub with plastic sheeting or clean shower curtain, or caulk the drain with silicone caulking – it will hold water for weeks and cleans up easily when dry. Plan on three gallons per person per day for all uses.
- Arrange for a friend or relative outside the area to be your point of contact for information about your family. Give your spouse the number. Have a long distance calling card to stay in touch with your point of contact.
- A checklist of important items is included on Page 3 of this enclosure – not intended to be a finalized list, but more of an informed start to your personalized family checklist.
- **Get instructions from your unit or SUPERVISOR.** Follow evacuation instructions, if any, for your area.

2. Be Aware: During Hurricane Season, always watch the weather closely and know your resources:

- Keeping informed during a storm is extremely important. It will enable you to prepare for and react to the storm – before, during and after.
- Listen to your local news and know the difference between a hurricane watch and warning.
- Hurricane Watch: A Hurricane Watch is issued when there is a threat of hurricane conditions within 24-36 hours.
- Hurricane Warning: A Hurricane Warning is issued when hurricane conditions (winds of 74 miles per hour or greater, or dangerously high water and rough seas) are imminent and expected in 24 hours or less.

Sources of Weather and Information (local and at evacuation areas):

- **General Information/Weather/Government Sites:**
 - Weather Channel <http://www.weather.com/>
 - National Hurricane Center <http://www.nhc.noaa.gov/>
 - National Weather Service <http://www.nws.noaa.gov/>

 - United States Coast Guard <http://www.uscg.mil/>
 - United States Coast Guard Reserve <http://www.uscg.mil/reserve>

3. Be Informed: Research projected hurricane / other tropical storm impacts on your specific neighborhood / community / region:

- Check out what the projected impacts are for a storm of the predicted intensity striking your neighborhood, community, and region.
- Knowing whether or not your neighborhood is predicted to flood during a hurricane is vital information to have when deciding whether or not to evacuate. While the latest Hurricane Evacuation Study for D5's Tidewater area is not complete yet, the maps from that study showing how hurricane storm surges will impact the area are available on-line. See the Virginia Department of Emergency Management website at: www.vaemergency.com or your local emergency management website.
- You can also check your local city website for additional information concerning hurricanes and their projected / likely impacts:
 - Portsmouth: www.portsmouthva.gov/eoc
 - Norfolk: www.norfolk.gov/emergency
 - VA Beach: <http://www.vbgov.com/residents/emergency-preparedness/Pages/default.aspx>
 - Chesapeake: <http://www.cityofchesapeake.net/Government/City-Departments/Departments/fire/emergman.htm>
 - Suffolk: www.suffolk.va.us/em/index.html
 - Newport News: http://www.nngov.com/emergency-management/resources/oem_office_information
 - Hampton: www.hampton.va.us/eoc/index.html
 - Yorktown: <http://www.yorkcounty.gov/Default.aspx?tabid=1514>
 - Williamsburg: <http://www.williamsburgva.gov/index.aspx?page=31>
 - North Carolina: <http://www.nccrimecontrol.org/Index2.cfm?a=000003,000010>

4. Family Emergency Supply Kit Checklist:

Below are some recommended items to include in a basic Family Emergency Supply Kit:

- Water: one gallon per person, per day (3-day supply for evacuation, 2 week supply for home)
- Written Family Emergency Plan
- Food: non-perishable, easy-to-prepare items (3-day supply for evacuation, 2 week supply for home)
- Flashlight
- Battery-powered or hand-crank radio (NOAA Weather Radio, if possible)
- Extra batteries
- First aid kit
- Medications (2 week supply) and medical items
- Multi-purpose tool / tool kit
- Sanitation and personal hygiene items (moisture wipes)
- Copies of personal documents (medication list and pertinent medical information, proof of address, deed/lease to home, passports, birth certificates, insurance policies)
- Cell phone with chargers
- Extra cash
- Emergency blanket
- Map(s) of the area
- Medical supplies (hearing aids with extra batteries, glasses, contact lenses, syringes, cane)
- Special Items: baby, elderly, or disabled family member supplies (bottles, formula, baby food, diapers)
- Games and activities for children
- Pet supplies (collar, leash, ID, food, carrier, bowl, toys)
- Two-way radios
- Extra set of car keys and house keys
- Manual can opener
- Garbage Bags, Paper Cups, Plates, Plastic-ware, & paper towels

EVACUATION PLANNING GUIDE

1. RESPONSIBILITY FOR HURRICANE EVACUATION DECLARATION

Each District Commander is responsible for directing the setting of Hurricane Conditions, evacuation declarations and readiness postures for Coast Guard units within their district's geographic boundaries. With rare exceptions, if a VA or NC State or County Government or Emergency Management Official directs a locality to evacuate, then Coast Guard units (and residing dependents) within that designated locality will be directed to evacuate also. Generally, the Fifth District Commander will follow VA or NC State & County Mandatory Evacuations. The Chain of Command will pass this information.

2. EVACUATION REPORTING REQUIREMENTS

- A. Members, if evacuated or intending to evacuate, are required to report-in daily to one of the officials below:

Your supervisor (using your pre-planned Division Alert-Recall Phone Tree):

My unit Supervisor/phone contact is:

My unit Division Chief/phone contact is:

- B. If you are unable to reach your supervisor or alternate, then contact the **D5 Incident Management Team (757) 398-8192**, or the **LANTAREA Incident Management Team (757) 398-8117/8118/8119** and explain that you are attempting to report your status for accountability purposes because you have evacuated.
- C. If you are unable to reach the points of contact above, contact the DCMS Watch at (757) 628-4440 or (866) 418-5445, the LANTAREA Emergency Relocation Site (866) 811-3323, or the Coast Guard Headquarters Command Center at (800) 323-7233. Ask for assistance in determining the best means of providing daily status reports to ensure your command has your status and most current contact information.

3. STATUS OF OPERATIONS FOR MAIN STREET TOWER

- A. Call the Main Street Tower Information line: (757) 628-4275 or 1-866-418-5445
- B. On line at: <http://lantcginfo.com/ENS/> or <http://www.uscg.mil/lantarea/hurricaneinfo/>

4. STAGES OF READINESS FOR SEVERE WEATHER CONDITIONS

Coast Guard Severe WX Condition	WHAT THE COAST GUARD DOES ...
<p style="text-align: center;">V</p> <p>Set: 1 June to 30 Nov.</p>	<ul style="list-style-type: none"> ▪ All USCG units set Condition V checklist. ▪ Review and update Severe Weather Planning Guides. ▪ Complete Plans & Preparations for new Severe Weather/Hurricane Season. ▪ Collect Emergency Evacuation Personnel Information from members/employees.
<p style="text-align: center;">IV</p> <p>Set: Within 72 hours of storm arrival.</p>	<ul style="list-style-type: none"> ▪ Identified Storm tracking our way. All USCG units set Condition IV checklist. ▪ Inform members/employees to get their Severe Weather Action Plan ready. ▪ <u>Unit Commanders Review the Evacuation Process</u> and brief the crew.
<p style="text-align: center;">III</p> <p>Set: Within 48 hours of storm arrival.</p>	<ul style="list-style-type: none"> ▪ All USCG units set Condition III – Tracking hurricane/severe weather. ▪ Military/civilian employees BRIEFED on storm; preparing USCG property for severe weather. <u>Civil Authority may warn residents to “voluntarily” leave the area.</u> ▪ Member & Dependents prepare personal property; get ready for possible evacuation. Command will place the SELRES Reservists on “alert.” ▪ The LANT/D5 chain of command will decide whether dependent evacuations are likely and when they will authorize. Authorization is provided via Message Traffic.
<p style="text-align: center;"><i>Possible Dependent Evacuation</i></p> <p style="text-align: center;"><i>Coast Guard will generally follow Mandatory Evacuation Actions given by State or County Officials</i></p>	<ul style="list-style-type: none"> ▪ Tracking Storm. Expect military personnel to be at their duty stations working. ▪ Depending on weather and mission factors and time, dependents can depart voluntarily to avoid traffic delays, <u>understanding that reimbursement is NOT authorized UNLESS / UNTIL the District Commander approves evacuation.</u> ▪ DEPENDENTS that voluntarily leave the area should REPORT their departure to their military sponsor’s Unit Division Chief / CO / OIC, and call to report in within 12 hours or upon reaching a destination, whichever is sooner. ▪ If EVACUATION is authorized – LANT/D5 personnel will be assigned TONOs in advance to be provided as personnel and dependents check in; IMT Resource staffs and Admin Division Chief will also have access to TONOs for all LANT/D5 personnel.
<p style="text-align: center;">II</p> <p>Set: Within 24 hours of storm arrival.</p>	<ul style="list-style-type: none"> ▪ Tracking Storm. All USCG units set Condition II checklist. ▪ Expect military personnel to be at their duty stations working. Non-essential personnel will be allowed to depart as the Command directs. ▪ Military members/employees will be BRIEFED on storm progress. The chain of command will decide whether dependent evacuations are required and when they will authorize.
<p style="text-align: center;">I</p> <p style="text-align: center;"><i>Military & Depr Evacuation</i></p> <p>Set: Within 12 hours of storm arrival.</p>	<ul style="list-style-type: none"> ▪ All USCG units set Condition I checklist. Check Plans; monitor changes. ▪ Expect military personnel to be at their duty stations working. ▪ If the storm/hurricane track is a direct hit on a unit, expect evacuations to be authorized for both military/civilian employees and their dependents. ▪ Division Chiefs advise the Admin Officer or IMT Resource Staff of the names of members and dependents who were provided with TONOs. ▪ Review Post-Storm Recovery Plan and procedures.
<p style="text-align: center;">Post-Storm Recovery</p>	<ul style="list-style-type: none"> ▪ Military Personnel are expected to proceed and report to their duty station after the storm / hurricane passes to assess and control damage (as advised / as practical). ▪ The Personnel Support Team and Admin personnel produce EVAC orders, counsel members and prepare travel claim packages for reimbursement. ▪ A muster and briefing on mission priorities will be planned and conducted.

5. EVACUATION PLANNING FACTORS

A. What can you expect? If a major hurricane threatens your duty station or your home and you are in the mandatory evacuation zone, where can you go? If you must evacuate, your choices are:

- (1) Coast Guard designated safe haven
- (2) Evacuate to friends/relatives/elsewhere (your own safe haven)
- (3) Evacuate to local community/State shelters
- (4) Evacuate to a military base.

Know what you may need? Review attached material contained within enclosure (2).

Will your active-duty spouse be able to evacuate with you? That will depend on his or her unit's requirements – discuss those duty requirements in advance (you must know them).

B. All personnel and dependents must seek hotel reservation on their own. This applies whether you are evacuating to the area near the Coast Guard-designated safe haven or you are evacuating to a location of your own choosing (e.g., a friend or relative's residence) which is not in the area of the Coast Guard designated safe haven. In the event the evacuee is unable to find lodging, the Personnel Support Team will attempt to find lodging, but that is not their primary responsibility. Recognize there are two types of evacuations – Full and Limited:

- (1) Full Evacuation – the authorized/ordered movement or departure of dependents from one area to another (both areas may be in the same locality or entirely different locality). Primarily used where geographic areas expect to or have suffered extraordinary storm damage.
- (2) Limited Evacuation – the authorized/ordered movement of member's dependents from their residence to the nearest available accommodations that has services (electricity, water, & food, etc.) which could be government quarters or contracted facility. Used primarily for the temporary avoidance of severe weather (hurricanes, floods, ice storms, etc.).

C. Consider using the buddy system when evacuating (particularly if you are traveling to a designated safe haven). By driving in tandem with another Coast Guard family, you avoid trusting your evacuation to one vehicle. Leave as early as you can, because **traveling will be slow and very stressful**. For instance, a normal one to two-hour drive to Richmond, VA (or just west of I-95) may take 6-12 hours during an evacuation.

D. If you have pets, consider finding a source now for staying at a pet-friendly hotel, or consider boarding them in a kennel in the safe haven area, instead of keeping them with you. Not all hotels accept pets. Some hotels allow pets for families that are evacuating, but may require an additional daily "pet cleaning charge." That expense is borne by the member/family and not reimbursable by the government.

6. EVACUATION TO A DESIGNATED SAFE HAVEN

A. If an area affecting Coast Guard families is declared a mandatory evacuation zone by local authorities, the regional Coast Guard District Commander is authorized to designate a "safe haven" evacuation site for Coast Guard dependents, non-essential civilian and military employees. This "safe haven" can be a specific city, or it can be a broader region. If you evacuate (actually travel) and the District Commander authorizes an evacuation for your neighborhood, you and family members will be entitled to limited travel reimbursement by the Coast Guard at standard rates for travel, meals and lodging, for the specified time-period of the ordered evacuation. Remember, if the FIFTH District Commander does not order an evacuation, your travel will not be reimbursed.

- (1) The safe haven locality per diem rate will be determined by the safe haven designated in the evacuation order. If you obtain lodging, save all motel/hotel receipts in order to be reimbursed for these costs (proof of purchase is required – you are reimbursed for ACTUAL travel costs to/from the designated safe haven location).
- (2) Each authorized EVAC traveler is entitled to a daily per diem rate (actual Lodging cost + Meals and Incidental Expenses (M&IE); however, dependents under age 12 will only get 50% of the daily M&IE rate.
- (3) The full per diem rate for evacuations can be paid only for a 30-consecutive-day period. Thereafter, the daily per diem rate is reduced to 60% for personnel over age 12 and 30% for children under age 12.

B. Potential Lodging Resources (National Hotel Chains) within a Designated Safe Haven:

Best Western (1-800-780-7234)	http://www.bestwestern.com/
Holiday Inn (1-800-465-4329)	http://www.holiday-inn.com/
Ramada Inn (1-800-2-Ramada)	http://www.ramada.com/
Travelodge (1-800-578-7878)	http://www.travelodge.com/
Choice Hotels (1-877-424-6423)	http://www.choicehotels.com/
Marriott (1-888-236-2427)	http://www.marriott.com/
Hilton (1-800-774-1500)	http://www.hiltonworldwide.com/
Radisson (1-888-201-1718)	http://www.radisson.com/
Days Inn (1-800-446-4656)	http://www.daysinn.com/
Howard Johnson (1-800-446-4656)	http://www.hojo.com/
LaQuinta Inns (1-800-531-5900)	http://www.laquinta.com/

7. EVACUATION TO "OTHER THAN" DESIGNATED SAFE HAVEN

- A. Can you stay with friends or family instead of evacuating to a Coast Guard safe haven? Absolutely! If you evacuate to somewhere other than the designated safe haven, and stay in a hotel, you will be eligible for reimbursement for travel, meals, and lodging at a maximum rate no higher than the designated safe haven. If you stay at a private residence, you will be reimbursed for travel, meals and incidental expenses only.
- B. **CAUTION:** Remember, specified geographic areas are called upon to evacuate – You have to reside in that area to be reimbursed evacuation entitlements! If you evacuate from your home **and it is NOT in a mandatory evacuation zone, you will not be**

entitled to any reimbursement by the Coast Guard. It's always good to be safe and prudent. However, if a mandatory evacuation is ordered after you have already left (going early is safe and prudent), you will be entitled to travel and expenses performed for the prescribed DATES of the evacuation.

8. OTHER EVACUATION RESOURCES

A. Military Bases: There are a number of military facilities in the area that can provide some support services for military members and dependents. The following military installations are located outside of the major evacuation zones and have Family Support Centers on site to provide assistance:

(1) Marine Corps Base Quantico
Marine Corps Community Service
3280 Russell Road
Quantico, VA 22134
(703) 784-2650

(2) Fort Lee
Army Community Service
1231 Mahone Avenue
Building 9023
Fort Lee, VA 23801
(804) 734-6475

(3) Fort Belvoir
Building 210
5820 21st Street
Fort Belvoir, VA 22060
(703) 805-3413

B. Local Community/State Shelters: If you wish to remain close to home during an evacuation, you may choose to evacuate to a local shelter in the event a mandatory evacuation is ordered. Monitor Internet, TV or radio, or contact your city's emergency services department, for current information on which shelters are open.

If you go to a local shelter, consider these tips:

- (1) Remember to take along your disaster survival kit with food, water, and bedding. Don't forget entertainment for the kids. Medical care will not be available at most shelters. If you anticipate a need for medical care, arrange to evacuate to a medical facility instead. In any case, don't forget to take all prescription drugs with you.
- (2) Don't bring alcohol or weapons.
- (3) Pets are not allowed at any shelter. Consider leaving your pet in an interior room of your home with plenty of food and water. Most animals in such situations follow their natural instincts and survive quite well.

9. TRAVEL REIMBURSEMENT PROCESS OVERVIEW

A. Process:

- (1) Appropriate Authority issues a mandatory evacuation order.
- (2) Evacuation Travel Orders issued by Command (Cmd Admin or PSSU) – lists evac time period, safe haven, all eligible dependents.
- (3) Draw Advance Travel – Once orders issued, cash travel advances can be drawn and/or a Govt Travel Charge Card can be used.
- (4) Conclusion of Evacuation – Once travel complete, prepare Travel Claim to liquidate travel expenses & travel advances.

B. Claiming Reimbursement:

- (1) Receipts for expenses of \$75.00 or greater are required.
- (2) Receipts for lodging in **any amount** are required.
- (3) Receipts for meals, food, misc., are not required in lieu of the “flat rate per diem” provided for meals and incidental expenses (M&IE).

C. Travel Claim Processing Assistance:

Command SPO will assist all claimants when they initially create their evacuation travel claim.

10. MEMBER RESPONSIBILITY

Members must ensure that have a clear understanding of their command's guidance and plans in the event of a hurricane. If you have any questions or concerns, notify your supervisor immediately.

2012 MEMBER EMERGENCY EVACUATION INFORMATION FORM

INFORMATION REQUIRED BY THE PRIVACY ACT OF 1974

AUTHORITY: Title 5, U.S.C. 5701-5742; Title 37, U.S.C. 404 – 427 and E.O.9397
PRINCIPAL PURPOSE: Reviewing, approving, accounting and disbursing for official travel.
ROUTINE: To substantiate claims for reimbursement for official travel or emergency dependent evacuation.
DISCLOSURE: Voluntary Failure to furnish information requested may result in a delay in creating Evacuation Orders.

Complete the following relating to your intentions in case of an ordered emergency evacuation:

DATE FORM COMPLETED: _____

MEMBER NAME: _____ EMPLID # required: _____

DUTY STATION: _____ Rank/Rate/GS: _____

HOME ADDRESS: _____ CITY: _____ ST/Zip: _____

My HOME Phone: (____) _____ MAIN Contact Phone Number: (____) _____

I reside in the following (check one):
 Privately-Owned Home; Rent on Economy;
 DoD Family Housing; Leased Housing;
 UEPH (Barracks)

DEPENDENT INFORMATION -- Number of Dependents excluding spouse residing with you:

• Are you married? Yes or No. Name of Spouse is: _____

<u>NAME</u>	<u>AGE/DoB</u>	<u>SEX</u>	<u>Reside with you?</u> If no, provide address, City, ST, Zip
_____	___/___	<u>M or F</u>	Yes or No: _____
_____	___/___	<u>M or F</u>	Yes or No: _____
_____	___/___	<u>M or F</u>	Yes or No: _____
_____	___/___	<u>M or F</u>	Yes or No: _____

DO YOU OR YOUR DEPENDENTS HAVE ANY SPECIAL NEEDS, SUCH AS WHEELCHAIR ACCESS, SPECIAL MEDICAL EQUIPMENT? If so, please identify WHO requires WHAT Special Need:

IN THE CASE OF AN EVACUATION ORDER, WILL YOU BE RELOCATING YOUR DEPENDENTS TO THE COAST GUARD IDENTIFIED SAFE HAVEN?

YES NO

Please Note: If you choose to send your dependents to a site not selected by the Evacuation Authority, you may be waiving evacuation entitlements unless approved prior to departure.

EVAC ADDRESS: _____ CITY: _____ ST/Zip: _____

EVAC Contact Phone: (____) _____ MAIN Contact EVAC Number: (____) _____

Provide a Friend or Relative **NAME** and **CONTACT NUMBER** who would know your evacuation whereabouts:

Return this form to:

DOL MST submit to: Director, CG DOL, 300 East Main St, Ste. 1100, Norfolk, VA 23510 Assistance: (757) 628-4862

Enclosure (4)