



3006
1 June 2010

Dear Coast Guard Family Member:

The 2010 hurricane season commences on 1 June and will last until 30 November. Historically, hurricanes occur most often in New England in September and October, although last year the District was impacted by both a hurricane and a tropical storm in August. **Be prepared for severe weather!** This letter provides you with information and guidance for your use in planning ahead and for acting when severe weather or a hurricane strikes.

Create an Action Plan to protect your family and personal property. Know what to do when a storm approaches and what to do to be safe. Have emergency supplies on hand should you lose power and have a means of covering living expenses, such as food and lodging, should you need to evacuate. **If an evacuation is ordered**, the Coast Guard will provide reimbursement for travel (to a designated safe haven area), lodging, and food expenses (see enclosure (1)); however, you must pay these costs up front. When a limited or full evacuation is ordered and authorized, each member/employee/dependent must make their own travel and lodging arrangements.

You must keep your command (your supervisor) informed **when you evacuate and report-in DAILY** providing your status, contact number, whereabouts, and need for assistance (if any).

The Coast Guard has severe weather plans and their execution may depend on you. If you are on active duty, a civilian employee, or a reservist, you can greatly assist your command in achieving the Commandant's mandated 100% personnel accountability after the passage of a storm by ensuring that your emergency contact information is up-to-date in Direct Access.

Each storm is different, and no plan can cover every circumstance. Having a plan, however, and the necessary supplies on hand will aid you in taking timely and appropriate action. Enclosures (1) through (4) are for you to use in planning and preparing for severe weather. Look them over, take the actions outlined within, and keep them handy. Visit the web sites listed. Think ahead!

Taking action now will go a long way toward ensuring your safety should severe weather or a hurricane strike the First District this year. Semper Paratus!

Sincerely,

A handwritten signature in blue ink, appearing to read "D. A. Neptun".

D. A. NEPTUN

- Encl: (1) Evacuation Action Plan
(2) Evacuation Planning
(3) Hurricane Planning Tips
(4) Basic Disaster Supplies Kit

EVACUATION ACTION PLAN

In the case of an authorized evacuation (explained in detail further below),

FOLLOW THESE DIRECTIONS

With rare exceptions, if a 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 District Commander will follow State & County Mandatory Evacuations. The Chain of Command will pass this information.

EVACUEE REPORTING-IN REQUIREMENT: Members, employees must check in **check-in daily** to:

1. Their supervisor or

Unit Supervisor/phone contact is: _____

Unit Division Chief/phone contact is: _____

2. The command's watch desk or OOD: _____

3. If neither of the above can be reached, personnel from units within the First District may call 617-223-8082 and leave a message containing your name, command, status, location and a number where they can be reached.

IMT, Support Staff or Administrative staff will track member and dependent evacuee information [Location, phone number, unit, intentions, and special needs] and will provide instructions or status updates, as necessary.

EVACUTION TO THE DESIGNATED SAFE HAVEN: The designated safe haven will be selected at the time the evacuation order is given. Its location will depend on the severity of the weather and the area(s) of potential damage.

The Stages of Coast Guard Readiness for Severe Weather (WX) Conditions

Hours Prior to a Storm's Arrival	WHAT THE COAST GUARD DOES ...
N/A	<ul style="list-style-type: none"> ▪ USCG units set Hurricane Condition Five. ▪ Review and update severe weather planning guides. ▪ Review plans & preparations for new severe weather/hurricane season. ▪ Collect emergency evacuation personnel information from members/employees.
72	<ul style="list-style-type: none"> ▪ Identified storm tracking toward the First District. USCG units set Hurricane Condition Four ▪ USCG units begin tracking the storm. ▪ Inform members/employees to get their severe weather action plan ready. ▪ <u>Unit commanders review the evacuation process and brief the crew.</u>
48	<ul style="list-style-type: none"> ▪ USCG units set Hurricane Condition Three. ▪ USCG units continue tracking the storm. ▪ Military/employees briefed on storm; preparing USCG property for severe weather. <u>Civil Authorities may recommend that residents voluntarily leave the area.</u> ▪ Military personnel will be expected to be at their duty stations. ▪ The District Commander will determine the likelihood an evacuation of dependents will be ordered. ▪ Member & dependents should prepare personal property for the expected weather and get ready for a possible evacuation. Command may place reserve personnel on "alert." ▪ Dependents may depart voluntarily; however, <u>reimbursement will not be authorized until the District Commander approves evacuation.</u> ▪ Personnel whose dependents voluntarily leave the area should report their departure to their supervisor or other command representative within 12 hours or when reaching a destination, whichever is sooner. ▪ If evacuation is authorized personnel will be provided with TONOs in advance as personnel and dependents check in to their Administration Division of other specified point of contact.
24	<ul style="list-style-type: none"> ▪ USCG units set Hurricane Condition Two. ▪ USCG units continue tracking the storm ▪ Military personnel will be expected to be at their duty stations. Non-essential personnel may be allowed to depart as the command directs. ▪ The District Commander will determine whether dependent evacuations are required and when they will be authorized. If authorized TONOs will be acquired by District Admin for distribution to requesting units.
12	<ul style="list-style-type: none"> ▪ USCG units set Hurricane Condition One. ▪ Only essential military personnel expected to be at duty stations.
N/A	<ul style="list-style-type: none"> ▪ USCG units assume Post Hurricane Condition, ▪ Military personnel are expected to return to their duty station to assess damage, and resume operations.

Note: Complete Hurricane Condition checklists are found in the Severe Weather Appendix (21) to the First District Contingency Response Plan, OPLAN 9710-06

EVACUATION PLANNING

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) Go to friends/relatives/elsewhere (your own safe haven)
- (2) Go to a location within Coast Guard designated safe haven (if designated)
- (3) Go to a local community/state shelter

Do you know what you may need? Review the list of **Basic Disaster Supplies, Enclosure (4)**

1. 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).

2. **If you choose to go to a hotel in the safe haven area, you must make your own hotel reservation.** Likewise, evacuee's can choose to stay at a friend or relative's residence. Recognize there are two types of evacuations: Full and Limited:

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.

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.).

3. **Ensure your government credit card is activated.** If you have not used your government credit card within a year it may have been placed on hold (actually, the credit limit is reduced to \$1) by JPMorgan Chase. To check this, or to have your card reactivated, call the 800 number on the back of the card. JPMorgan Chase will then contact the Coast Guard coordinator for the account and reactivate the card by increasing the credit limit.

4. **Consider using the buddy system to travel to the 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 may be slow and very stressful.**

5. **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 coast guard safe haven.** If an area affecting Coast Guard families is declared a mandatory evacuation zone by local authorities, the District Commander is authorized to designate a "safe haven" evacuation site for Coast Guard dependents, non-essential civilian and military employees. If you evacuate (actually travel) and the Coast Guard declares 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 *for the safe haven location*. Remember, if the District Commander does not order an evacuation, your travel will not be reimbursed.

- 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).
- Each authorized evacuee is entitled to a daily per diem rate (actual Lodging cost + M&IE), however, dependents under age 12 get 50% of the daily M&IE rate.
- The full per diem rate for evacuations can only be paid 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.

National Hotel Chains:

- ✓ 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/>
Including: Clarion Inn, Comfort Inn, Comfort Suites, Econo Lodge, MainStay Suites, Quality Inn, Quality Inn and Suites and Sleep Inn.
- ✓ Marriott (1-888-236-2427) <http://www.marriott.com/>
Including: Marriott, Renaissance, Courtyard, Residence Inn, Fairfield and SpringHill Suites
- ✓ Hilton (1-800-774-1500) <http://www.hiltonworldwide.com/>
Including: Hilton, Doubletree, Embassy Suites, Hampton Inn, Hampton Inn and Suites and Homewood Suites.
- ✓ 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. Travel Reimbursement Process Overview

- (1) A mandatory evacuation order is issued by appropriate authority.
- (2) Evacuation Travel Orders issued by Command (Logistics Department or) – lists evacuation time period, safe haven location, and eligible dependents.
- (3) Draw Advance Travel – once orders issued, cash travel advances can be drawn and/or a Government Travel Charge Card can be used.
- (4) Conclusion of Evacuation - Complete travel – prep Travel Claim to liquidate travel expenses & travel advances.

Claiming Reimbursement: Travel claims will be processed in accordance with the standing claim reimbursement process.

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

8. **Evacuate to Friends/Relatives/Elsewhere (your own safe haven):** 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 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.

Note: Evacuations pertain to specified geographic areas; you have to reside in that area to be reimbursed for the evacuation! If you evacuate 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.

9. **Evacuate to Local Community/State Shelters.** If you cannot find transportation or do not wish to be too far away from your home during an evacuation, you may choose to evacuate to a local shelter if a mandatory evacuation is ordered. Shelter information changes routinely, therefore it is best to monitor local and state emergency broadcasts for current shelter information.

If you go to a local shelter:

- 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, and don't forget to take all prescription drugs with you. If you anticipate a need for medical care, arrange to evacuate to a medical facility instead.
- Don't bring alcohol or weapons.
- If you bring a pet, be prepared for its care.

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Hurricane Preparedness Planning Tips

ENSURE YOUR PLAN IS AS THOROUGH AS POSSIBLE. Make sure your family can subsist without you as you may be needed for response operations. Plan ahead and tell other family members what the plan is.

YOUR FAMILY'S HURRICANE PLAN SHOULD INCLUDE:

- 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 ceiling of \$40,000, 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. Take care of your insurance needs early.
- A thorough property inventory (a videotape 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.
- Ensure your vehicle is operating properly. Authorities suggest keeping gas tanks at least $\frac{3}{4}$ full at all times throughout the hurricane season.
- Sufficient cash on hand during the hurricane season - enough small bills for at least three days' worth of meals for your family (recommend at least \$200.00). 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 during hurricane season.
- **Plans for pregnant women in their eighth month between June and November;** register at the hospital where delivery is planned and inquire early to confirm plans on where to go, should delivery occur during a hurricane.
- 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.
- Watch the news and prepare.

- **Get instructions from your unit or SUPERVISOR.** Follow evacuation instructions, if any, for your area.
- 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.

Watch the Weather 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.

General Information/Weather/Government Sites

Vermont: <http://www.dps.state.vt.us/vem/>

Maine: <http://www.maine.gov/mema/>

New Hampshire: <http://www.nh.gov/safety/divisions/bem/>

Massachusetts:

<http://www.mass.gov/?pageID=eopsagencylanding&L=3&sid=Eeops&L0=Home&L1=Public+Safety+Agencies&L2=Massachusetts+Emergency+Management+Agency>

Rhode Island: <http://www.riema.ri.gov/>

Connecticut: <http://www.ct.gov/demhs/site/default.asp>

New York: <http://www.semo.state.ny.us/>

New Jersey: <http://www.state.nj.us/njoem/>

Hurricane Hunter: <http://www.hurricanehunter.com/>

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>

Basic Disaster Supplies Kit (Page 1 of 2 Pages)

There are six basics you should stock for your home: 1) water, 2) food, 3) first aid supplies, 4) clothing and bedding, 5) tools and emergency supplies and 6) special items. Keep the items that you would most likely need during an evacuation in an easy-to-carry container.

Essentials

_____ Battery-operated radio and extra batteries
_____ Flashlight and extra batteries (do not include candles—candles cause more fires after a disaster than anything else)

Water

Store water in plastic containers, such as large soft drink bottles. Avoid using containers that will decompose or break, such as milk cartons or glass bottles. A person who is generally active needs to drink at least two quarts of water each day. Hot environments and intense physical activity can double that amount. Children, nursing mothers and ill people will need to drink even more. Store three gallons of water per person (one gallon for each day, for each person). Keep at least a three-day supply of water (two quarts for drinking, two quarts for food preparation and sanitation) for each person in the household.

Food

Store at least a three-day supply of nonperishable food. Select foods that require no refrigeration, preparation, or cooking and little or no water.

If you must heat food, pack a can of Sterno and matches. Select food items that are compact and lightweight. Include a selection of the following foods in your disaster supplies kit:

_____ Ready-to-eat canned meats
_____ Canned fruits, dried fruits and nuts
_____ Canned vegetables

First Aid Kit

Assemble a first aid kit for your home and one for each car. A first aid kit should include the following:

_____ Sterile, adhesive bandages in assorted sizes
_____ Assorted sizes of safety pins
_____ Cleansing agent/soap
_____ Latex gloves (2 pairs)
_____ Sunscreen
_____ 2-inch sterile gauze pads (4-6)
_____ 4-inch sterile gauze pads (4-6)
_____ Triangular bandages (3)
_____ 2-inch sterile roller bandages (3 rolls)
_____ 3-inch sterile roller bandages (3 rolls)
_____ Scissors
_____ Adhesive tape
_____ Tweezers
_____ Needle
_____ Moistened towelettes
_____ Antiseptic
_____ Rubbing alcohol
_____ Thermometer
_____ Tongue blades (2)
_____ Tube of petroleum jelly or other lubricant
_____ Extra eye glasses

Nonprescription Drugs

_____ Aspirin or nonaspirin pain reliever
_____ Antidiarrheal medication
_____ Antacid (for stomach upset)
_____ Syrup of Ipecac (use to induce vomiting if advised by the Poison Control Center)
_____ Laxative
_____ Activated charcoal (use if advised by the Poison Control Center)

Medical Needs

_____ Heart and high blood pressure medication
_____ Insulin
_____ Prescription drugs
_____ Denture supplies
_____ Contact lenses and supplies

Sanitation

_____ Toilet paper, towelettes
_____ Soap, liquid detergent
_____ Feminine hygiene supplies
_____ Personal hygiene items
_____ Plastic garbage bags, ties
(for personal sanitation uses)
_____ Plastic bucket with tight lid
_____ Disinfectant
_____ Household chlorine bleach
_____ Facial tissues

Clothing and Bedding

_____ One complete change of clothing and footwear per person
_____ Sturdy shoes or work boots
_____ Rain gear
_____ Blankets or sleeping bags
_____ Hat and gloves
_____ Thermal underwear
_____ Sunglasses

Tools and Supplies

_____ Mess kits or paper cups; plates and plastic utensils
_____ Cash or traveler's checks, coins
_____ Nonelectric can opener, utility knife
_____ Pliers, screwdriver, hammer, crowbar, assorted nails, wood screws
_____ Shutoff wrench to turn off household gas & water
_____ Tape, such as duct tape
_____ Compass
_____ Matches in a waterproof container
_____ Aluminum foil
_____ Plastic storage containers
_____ Signal flare
_____ Paper, pencil
_____ Needles, thread
_____ Medicine dropper
_____ Adhesive labels
_____ Safety goggles
_____ Heavy work gloves
_____ Whistle
_____ Heavy cotton or hemp rope
_____ Patch kit and can of seal-in-air
_____ Videocassettes
_____ Disposable dust masks
_____ Plastic sheeting
_____ Map of the area for locating shelters

Basic Disaster Supplies Kit (Page 2 of 2 Pages)

For Baby

- _____ Formula
- _____ Diapers/wipes
- _____ Bottles
- _____ Powdered formula, milk or baby food
- _____ Medications

Important Family Documents

Keep these records in a waterproof, portable container:

- _____ Copy of will, insurance policies, contracts, deeds, stocks, bonds
- _____ Copy of passports, Social Security cards, immunization records
- _____ Record of credit card accounts
- _____ Record of bank account numbers, names and phone numbers
- _____ Inventory of valuable household goods, important telephone numbers
- _____ Family records (birth, marriage, death certificates)
- _____ Copy of Supplemental Security Income award letter

Items for Service Animals/Pets & supplies

- _____ Food
- _____ Additional water
- _____ Collar, Leash/harness
- _____ Identification tags
- _____ Medications and medical records
- _____ Litter/pan

Entertainment

- _____ Games and books

Other Disaster Supplies

Assemble the supplies below in addition to your basic disaster supplies kit. Combine these with your disaster supplies kit as you need them, and store them somewhere that is easy for you to get to.

These items are IMPORTANT!

- _____ Medications, which ones and when they should be taken

Portable Disaster Supplies Kit

- _____ Emergency information list/other lists
- _____ Small flashlight
- _____ Whistle/other noisemaker
- _____ Water
- _____ Extra medication
- _____ Copies of prescriptions
- _____ Extra pair of glasses
- _____ Hearing aid
- _____ Sanitary supplies
- _____ Pad and pencil or other writing device

Car Supplies

- _____ Several blankets
- _____ Extra set of mittens or gloves, wool socks, wool cap
- _____ Jumper cables and instructions
- _____ Small sack of sand or kitty litter for traction
- _____ Small shovel
- _____ Set of tire chains or traction mats
- _____ Red cloth to use as a flag
- _____ CB radio or cellular telephone

WEB SITES that can you help you get STORM RELATED Financial Assistance or Settle Claims [Caution: Never divulge your personal financial information to an unknown source!]

Government:

- Federal: <http://www.floodsmart.gov/floodsmart/pages/index.jsp>
- Federal: <http://www.floodsmart.gov/floodsmart/pages/purchaseinsurance.jsp>

Commercial (not endorsed for use, but provided for informational purposes):

- First – Contact your Insurance Agent (and possibly your attorney!)
- <http://www.allwestadjusters.com/billofrights.asp>
- <http://www.howtosettleyourclaim.com/hurricane.html>