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COMDT COGARD WASHINGTON DC//WPM-4//  
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SUBJ: HURRICANE EVACUATION POLICY

- A. CCGD SEVEN OPLAN 9770-95
- B. COGARD PSC TOPEKA KS 271334Z APR 99
- C. JOINT FEDERAL TRAVEL REGULATIONS (JFTR)

1. THIS MESSAGE SETS FORTH D7 HURRICANE EVACUATION POLICY, PROCEDURES, AND PREDESIGNATED SAFE HAVEN SITES WITHIN THE D7 AOR. ADDITIONALLY, THIS MESSAGE PROMULGATES HURRICANE EVACUATION ENTITLEMENT GUIDANCE FOR CG MILITARY AND CIVILIAN EMPLOYEES, AS WELL AS THEIR DEPENDENTS, AND OUTLINES THE FUNCTION OF THE HURRICANE EVACUATION ASSISTANCE TEAM (HEAT) AND THE POST-STORM HURRICANE ASSISTANCE TEAM (HAT).

2. EVACUATION POLICY AND PROCEDURES:

A. ORDERING AUTHORITY: IN GENERAL, ONLY THE DISTRICT COMMANDER OR HIGHER CG/DHS AUTHORITY MAY ORDER EVACUATION OF DEPENDENTS FOR THE PURPOSE OF AUTHORIZING ENTITLEMENTS.

(1) OUT-CONUS: FOR PERMANENT PARTY OPBAT MEMBERS AND OUT-CONUS CG LIAISON OFFICERS, THE ORDERING AUTHORITY IS THE STATE DEPARTMENT. IN THE ABSENCE OF STATE DEPARTMENT PRESENCE, THE SENIOR MILITARY COMMANDER IN-COUNTRY SERVES AS THE ORDERING AUTHORITY. THE DISTRICT COMMANDER IN THE ABSENCE OF A STATE DEPARTMENT ORDER, MAY ORDER THE EVACUATION OF DEPENDENTS.

(2) DOD INSTALLATIONS: THE ORDERING AUTHORITY FOR CG FAMILIES RESIDING IN DOD HOUSING IS THE DOD INSTALLATION COMMANDER. CG FAMILIES IN DOD HOUSING SHALL EVACUATE WHEN ORDERED BY THE INSTALLATION COMMANDER. FOR EVACUATION ENTITLEMENTS, THE DOD COMMANDER ORDER WILL BE FOLLOWED BY A DISTRICT COMMANDER ORDER TO AUTHORIZE CG FAMILIES TO RECEIVE EVACUATION ENTITLEMENTS.

B. EVACUATION AUTHORIZATION ORDER PROCEDURES: ALL OF THE FOLLOWING CONDITIONS MUST BE MET BEFORE AN EVACUATION ORDER IS AUTHORIZED FOR ENTITLEMENT PURPOSES.

(1) A MANDATORY EVACUATION ORDER IS ISSUED BY CIVIL EMERGENCY AUTHORITIES OR DOD BASE COMMANDERS;

(2) LOCAL HOUSING AUTHORITIES (LHA) OR UNIT COMMANDING OFFICERS NOTIFY THE D7 CRISIS ACTION CENTER (CAC), AT 305-415-6793/94, OF

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THE MANDATORY CIVIL OR DOD EVACUATION ORDER; AND  
(3) THE DISTRICT COMMANDER AUTHORIZES AN EVACUATION AND THE CAC SENDS AN EVACUATION AUTHORIZATION MESSAGE.

C. EVACUEE REPORTING-IN REQUIREMENT: EVACUEES ARE REQUIRED BY D7 POLICY TO REPORT THEIR EVACUATION INTENTIONS AND TO REPORT-IN DAILY TO THEIR SUPERVISORS OR TO THE EMERGENCY INFORMATION TEAM (EIT), 800-USCG-WLS, EXT D07 (800-872-4957, EXT 307). SUPERVISORS AND THE EIT WILL TRACK EVACUEE INFORMATION (LOCATION, PHONE NUMBER, UNIT, INTENTIONS, SPECIAL NEEDS) AND WILL PROVIDE INSTRUCTIONS OR STATUS UPDATES, AS NECESSARY.

3. PREDESIGNATED SAFE HAVEN SITES: THE ISC MIAMI AREA HOUSING OFFICER AND THE HURRICANE EVACUEE ASSIST TEAM (HEAT) WILL COORDINATE WITH THE LHA AND VISITOR BUREAUS IN ORLANDO, FL AND/OR ATLANTA, GA TO DETERMINE ROOM AVAILABILITY WITHIN THOSE COMMUNITIES AT THE TIME OF AN EVACUATION AFFECTING THE AOR. COMMANDER GROUP MAYPORT AS THE LHA WORKING IN CONCERT WITH AHO WILL ACTIVATE THE CAMP BLANDING SITE WHEN APPROPRIATE. EVACUATION SAFE HAVENS AND ORDERING LHA ARE LISTED BELOW BY GROUP AOR:

| AOR            | LHA            | SAFE HAVEN        |
|----------------|----------------|-------------------|
| GREATER MIAMI  | ISC MIAMI      | ORLANDO/KISSIMMEE |
| KEY WEST       | ISC MIAMI      | ORLANDO/KISSIMMEE |
| ST PETERSBURG  | A/S CLEARWATER | ORLANDO/KISSIMMEE |
| MAYPORT        | GP MAYPORT     | CAMP BLANDING FL  |
| SAVANNAH       | A/S SAVANN     | ATLANTA, GA       |
| CHARLESTON     | GP CHARLESTON  | ATLANTA, GA       |
| GEORGETOWN, SC | GP CHARLESTON  | GREENVILLE, SC    |

NOTE 1: US VIRGIN ISLANDS EVACUATES TO BORINQUEN VIA C-130. GANTSEC AND AIRSTA BORINQUEN DO NOT EVACUATE.

4. EVACUATION SAFE HAVENS AND ENTITLEMENTS:

A. THE EVACUATION AUTHORIZATION ORDER ISSUED BY THE DISTRICT COMMANDER WILL SPECIFY THE AREAS TO BE EVACUATED AS WELL AS THE DESIGNATED SAFE HAVEN. CG ACTIVE DUTY, RESERVISTS ON ACTIVE DUTY, CIVILIAN EMPLOYEES AND ALL DEPENDENTS ARE ENCOURAGED TO MAKE THEIR OWN HOTEL RESERVATIONS AT THE SAFE HAVEN SITE AND BE PREPARED TO INCUR AT LEAST SEVERAL DAYS WORTH OF LODGING AND MEALS WITHOUT REIMBURSEMENT FROM EVACUATION ENTITLEMENTS. ONCE AN EVACUATION ORDER HAS BEEN ISSUED BY THE DISTRICT COMMANDER, MEMBERS HAVING GOVERNMENT TRAVEL CARDS MAY USE THEM TO SECURE LODGING. RESIDENTS IN MANDATORY EVACUATION AREAS WILL BE REIMBURSED ONLY TO THE EXTENT OF ROUND-TRIP TRAVEL FROM HOME TO A DESIGNATED SAFE HAVEN. SIMILARLY, FOOD AND LODGING COSTS WILL BE REIMBURSED ONLY AT THE PUBLISHED PER DIEM RATE FOR THE DESIGNATED SAFE HAVEN SITE FOR THE TIME THE EVACUATION ORDER IS IN EFFECT. COSTS INCURRED BEYOND THOSE MENTIONED ABOVE WILL NOT BE REIMBURSED.

B. VOLUNTARY EVACUATION: WHILE THE DISTRICT COMMANDER'S EVACUATION ORDER WILL NORMALLY BE ISSUED ONLY AFTER MANDATORY EVACUATION AREAS ARE ESTABLISHED, DEPENDENTS AND NON-ESSENTIAL CG EMPLOYEES, WITH THE CONCURRENCE OF THEIR COMMANDS, MAY CHOOSE TO EVACUATE PRIOR TO

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THE ISSUANCE OF THE ORDER. THOSE WHO CHOOSE TO VOLUNTARILY EVACUATE THEIR HOMES IN ADVANCE OF A HURRICANE WILL BE ELIGIBLE FOR REIMBURSEMENT ONLY FOR ENTITLEMENTS AUTHORIZED DURING THE PERIOD OF TIME THAT A CG EVACUATION ORDER IS IN EFFECT FOR THE AREA IN WHICH THEIR HOME IS LOCATED.

5. ACCOUNTING FOR EVACUATION ENTITLEMENTS:

A. ENTITLEMENTS BEGIN WHEN EVACUATION ORDERS ARE ISSUED AND WILL CEASE WHEN EVACUEES RETURN TO HABITABLE DWELLINGS AT, OR NEAR, THEIR DUTY STATION AND WHEN THE DISTRICT COMMANDER ISSUES A TERMINATION ORDER. ORDERS FOR DEPENDENTS AND TAD ORDERS FOR MEMBERS WILL BE PREPARED AFTER STORM PASSAGE.

B. DEPENDENT TONO WILL UTILIZE THE D7 ACCOUNTING STRING: 2/7/401/107/30/0/CP; COST CENTER 79872; OBJECT CODE 2107. THE DOC ID# WILL BE ASSIGNED BY ISC MIAMI (PS), THE HURRICANE EVACUEE ASSIST TEAM OR THE HURRICANE ASSISTANCE TEAM (POST-STORM). WHEN THE HURRICANE EVACUATION ASSISTANCE TEAM OR THE HURRICANE ASSISTANCE TEAM ISSUES ORDERS FOR DEPENDENTS, THE D7 ACCOUNTING STRING AND COST CENTER 78972 WILL BE UTILIZED WITH THE DOC ID# BEING ASSIGNED BY ISC MIAMI.

C. ACTIVE DUTY PERSONNEL, RESERVISTS ON ACTIVE DUTY, AND CIVILIAN EMPLOYEES WILL BE ISSUED TAD ORDERS UTILIZING THE SAME ACCOUNTING STRING ABOVE. THE DOC ID# WILL BE ASSIGNED BY THE UNIT EXCEPT WHEN CIRCUMSTANCES DICTATE THAT THE HURRICANE EVACUATION ASSISTANCE TEAM OR THE HURRICANE ASSISTANCE TEAM PREPARES THE ORDERS UTILIZING A BLOCK OF NUMBERS PROVIDED BY D7(RF).

D. PER DIEM WILL BE PAID REGARDLESS OF WHETHER OR NOT MEMBERS CHOOSE TO USE A CG SELECTED SAFE HAVEN. HOWEVER, MEMBERS WILL NOT BE PAID BEYOND THE PUBLISHED PER DIEM RATE FOR THE CG-SELECTED SAFE HAVEN. IN ALL SITUATIONS, EVACUEES WILL BE REQUIRED TO PROVIDE DETAILED RECEIPTS FOR LODGING IN ORDER TO RECEIVE LODGING EXPENSES REIMBURSEMENT.

6. PETS ARE NOT ALLOWED ON COAST GUARD AIRCRAFT, IN COMMUNITY SHELTERS OR DOD INSTALLATIONS. MEMBERS MUST MAKE ALTERNATE PLANS FOR THEIR PETS.

7. EVACUATIONS MAY BE ORDERED BEFORE AND, IN RARE CIRCUMSTANCES, AFTER A HURRICANE. POST-STORM EVACUATIONS MAY BE ORDERED WHEN CONDITIONS ARE SUCH THAT PEOPLE CANNOT RETURN TO SAFE AND HABITABLE DWELLINGS IN A REASONABLE PERIOD OF TIME.

8. HURRICANE EVACUEE ASSISTANCE TEAM (HEAT): THIS TEAM WILL BE SENT TO THE DESIGNATED SAFE HAVEN SITE TO ASSIST EVACUEES. ASSISTANCE INCLUDES WORKING WITH DEPENDENTS AND CG MEMBERS WHO ARE HAVING DIFFICULTY IN LOCATING LODGING IN THE DESIGNATED SAFE HAVEN. THE TEAM WILL BE LOCATED IN A CONFERENCE ROOM AT A LOCAL HOTEL WITHIN THE SAFE HAVEN SITE AND/OR SURROUNDING METROPOLITAN AREAS. LOCATION AND TIME OF ARRIVAL WILL BE RELEASED WHEN AN EVACUATION ORDER IS GIVEN.

9. HURRICANE ASSIST TEAM (HAT): THE HAT WILL STAND UP WHEN ORDERED BY THE D7 CAC FOR POST-HURRICANE RECOVERY. THE TEAM WILL ASSESS

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HOUSING OCCUPIED BY CG PERSONNEL, IDENTIFY DAMAGE TO GOVT-OWNED/LEASED HOUSING, NEGOTIATE REPAIRS WITH LESSORS, RELOCATE AFFECTED FAMILIES, DISTRIBUTE INFORMATION TO RETURNING RESIDENTS, PROCESS HOUSEHOLD GOODS DAMAGE CLAIMS FOR MEMBERS IN GOVT HOUSING, PREPARE ORDERS, ASSIST IN TRAVEL CLAIM SUBMISSION, PROVIDE CASH ADVANCES, PROCESS CG MUTUAL ASSISTANCE APPLICATIONS, AND PROVIDE WORK-LIFE SUPPORT.

10. POC: JEANNE KOONTZ (HAT LEADER) AT 305-216-8037 OR CWO TAMERA WELLS (HEAT LEADER) AT 305-535-4591. MORE INFORMATION CAN ALSO BE OBTAINED AT THE D7 WEBSITE:

[HTTP://WWW.USCG.MIL/D7/D7O/OPX/OPERATIONS/D7P&E.HTM](http://www.uscg.mil/d7/d7o/opx/operations/d7p&e.htm), OR THE ISC MIAMI WEBSITE: [HTTP://CGWEB.LANT.USCG.MIL/ISCMAMI/HURRICANES.HTM](http://cgweb.lant.uscg.mil/iscmiami/hurricanes.htm)

11. THIS IS A D7/ISC MIAMI COORDINATED MSG.

12. CAPT W. JUSTICE, D7 CHIEF OF STAFF, SENDS.

BT

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pmg  
0900-1130*

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