

U.S. Department of
Homeland Security

United States
Coast Guard



Commander
United States Coast Guard
Sector Key West

100 Trumbo Point
Key West, FL 33040-6655
Staff Symbol: s
Phone: 305-295-1442
Fax: 305-292-8701

1700

MAY 8 2015

Dear Coast Guard Family Member,

Welcome to Paradise. One of the biggest challenges of living in the Keys is dealing with Hurricanes! A hurricane is one of the most dramatic, damaging and potentially deadly weather events that can occur in the Keys. As you are aware, we are entering the 2015 hurricane season. In October 2005, the Florida Keys, Homestead, Miami and Fort Lauderdale, Florida suffered substantial damage from Hurricane Wilma. The Keys suffered significant damage due to tidal surge which rendered homes of 136 Coast Guard families and members uninhabitable, forcing our members and families into temporary quarters such as barracks, trailers, and Bachelor Officer Quarters for an extended period of time. The last few years were relatively quiet seasons, yet the thought of another major hurricane like Wilma striking the Keys should give all of us cause for concern. As you know, there is only one road out of the Keys, and you absolutely must have plans to be on it when an evacuation is directed (well before a major storm gets near the Keys).

There were many lessons learned from previous hurricanes, and we further refined our Hurricane plan to be even better prepared. In the event an evacuation is ordered, military personnel **will be required** to evacuate to the safe haven which will be designated by the Commander, Seventh Coast Guard District. Although not required, dependents are strongly encouraged to evacuate to the same designated safe haven to better account for personnel and to provide assistance such as medical, lodging, and other logistical challenges which may arise.

Hurricane Season runs from 1 June – 30 November. Please review and use the Hurricane Plan Checklists provided, as they will assist you when a sheltering or evacuation order is given.

All active duty personnel should automatically be contacted through their registered phone by our automated Alert Warning System "AWS", which will notify and update members on current weather conditions and any possibilities of sheltering or evacuating. It is extremely important to maintain up-to-date contact information throughout the year. In addition, each unit has a designated hurricane point of contact to provide information and training. This person will be your main point of contact for all hurricane related matters.

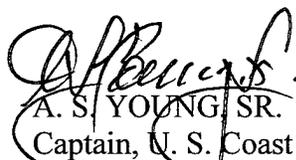
I want everyone to be fully prepared for a hurricane. Take this matter very seriously and please exercise all necessary steps now to protect your family in the event of a disaster. The steps you take now are extremely important. Let's all be SEMPER PARATUS - ALWAYS READY!

On 28 May at 1330-1430, the Fleet and Family Support Center will have its annual Hurricane Preparedness presentation at the Sigsbee Community Center. Newly reported personnel and family members are welcome and highly encouraged to attend this meeting. They will discuss the importance of hurricane preparedness, the specifics of hurricane sheltering and execution.

The enclosures to this letter are intended to provide you with the information you will need to prepare your family for the 2015 hurricane season. Please keep this letter and enclosures to use as a checklist for impending storms.

If you have any questions or concerns, please contact our Servicing Personnel Office at 305-292-8787.

Sincerely,



A. S. YOUNG SR.
Captain, U. S. Coast Guard

Commander, Coast Guard Sector Key West

- Enclosures: (1) Hurricane Conditions and Categories – Special Needs
(2) Hurricane Preparation Checklist
(3) Mandated Sheltering Information and Checklist
(4) Mandatory Evacuation Checklist
(5) After Hurricane Passes Checklist
(6) Orlando Hotels, Dog Kennels and Medical Providers
(7) 2015 Travel Entitlements
(8) Hurricane Check-in Sheet
(9) Hotel Tax Exempt Form

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HURRICANE CONDITIONS & CATEGORIES:

Be careful not to confuse Hurricane Categories with Hurricane Conditions. **Hurricane Categories** are set by the National Hurricane Center and indicate the strength of the storm, with Category 5 being the most catastrophic.

Hurricane Conditions are Navy and Coast Guard readiness steps that indicate how long before destructive winds are forecasted to arrive. Conditions 4 and 5 are different for the Navy and Coast Guard. The Navy's normal readiness posture during hurricane season (June 1 to November 30) is Condition 5, while the Coast Guard's normal readiness posture is Condition 4.

- Condition 4 = destructive winds expected within 72 hours
- Condition 3 = destructive winds expected within 48 hours
- Condition 2 = destructive winds expected within 24 hours
- Condition 1 = destructive winds expected within 12 hours

BASICS YOU NEED TO KNOW ABOUT EVACUATIONS:

Category 1 Hurricanes (74 – 95 MPH winds): Depending upon the storm's direction, Sigsbee Park Housing may be evacuated. See enclosure (3) for housing assignments.

Category 2 Hurricanes (96 – 110 MPH winds): Sigsbee Park Housing may be evacuated because the causeway will flood, cutting off the island. All other housing areas may be evacuated depending upon the storm's direction. See enclosure (3) for housing assignments.

Category 3, 4, or 5 Hurricanes (greater than 111 MPH winds): As directed by State Law, EVERYONE must evacuate to the mainland except a few core Sector and cutter personnel, regardless of whether you live in Navy housing or not.

Evacuations from housing areas are ordered by the Naval Air Station Commanding Officer. The order will be communicated to all units and will be broadcast on AM Radio 530 and TV Channel 16, as well as via the automated phone-based Alert Warning System "AWS".

Note: For Category 1 or 2 storms, Coast Guard families living within the boundaries of the Navy Base may be directed to evacuate and offered shelter facilities. You have several options: you may remain with friends or family locally, stay at a hotel at your expense or use sheltering facilities provided by the Navy. There is sufficient space reserved for all Coast Guard dependents at the shelters.

NOTIFICATIONS

All active duty personnel and their dependents should automatically be contacted with our automated phone system which notifies and updates members on current weather conditions and any possibilities of sheltering or evacuating to be ordered. Sector Key West also has a **Hurricane Hot Line number (305) 292-8700, option 2**, which will provide the same information as the automated phone system.

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HURRICANE PREPARATION CHECKLIST:

Items	June 1 st or upon arrival to Key West	Check off
1.	Attend a "Hurricane Preparedness" training session which are regularly scheduled at Fleet & Family Services on Sigsbee and/or see your unit Hurricane point of contact.	
2.	Government Travel Charge Card is required for all military members. If you do not have one, please see Sector Key West Servicing Personnel Office.	
3.	Special Needs: Women who are pregnant (3 rd trimester or high risk) or any member with special needs is required to register with the Navy and Coast Guard Clinics. Contact the CG Health Services Branch at 305-292-8736 during hurricane season for instructions should we have to evacuate.	
4.	Keep at least a two-week supply of medications on-hand at all times.	
5.	Ensure your vehicle is operating properly (check fluids, tires, spare tire and jack) or arrange transportation with another Coast Guard Family.	
6.	Keep gas tank at ¾ full during hurricane season.	
7.	Keep sufficient cash on hand. Have enough small bills to last 3 days in the event of power surges as electronic devices may not be working properly.	
8.	Inventory your property: Video Tape, take pictures (take them with you).	
9.	Store all important papers in a safe place, such as a file folder for easy access to carry with you (birth certificates, insurance papers, shot records, bank information, etc.).	
10.	Obtain/continue renters insurance: You have 60 days upon reporting to obtain or change your insurance to be covered in the state of Florida. <ul style="list-style-type: none"> • In Navy Quarters (single/geo bachelor) covered up to \$40,000 • Balfour Beaty housing - \$20,000 coverage with \$250 deductible (depreciated value) 	
11.	Members that have boats and trailers stored in permanent storage, these are insured through the Navy (depreciated value). Depreciation is the difference between the cost required to actually repair or replace something and its value before it was destroyed.	
	Home Preparations Tips When Watches or Warnings are issued	
1.	Store valuables/irreplaceable treasures in empty appliances (washer, dryers, and dishwasher, oven and microwave or waterproof containers).	
2.	Put plastic bags over TVs, lamps, computers, etc.	
3.	Pack some dry clothes in a plastic bag.	
4.	Fill garbage cans with water for flushing, bathing, washing clothes, etc.	
5.	Fill plastic gallon bottles with water and place in freezer. Turn freezer to coldest setting.	
6.	Clean out refrigerator of "sure to spoil" items (dairy products, produce). Turn refrigerators to coldest settings.	
7.	Bring in outdoor objects (lawn furniture, toys, etc.).	
8.	Secure home by closing or installing shutters.	
9.	Elevate as much of your belongings as possible.	

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MANDATED SHELTERING INFORMATION AND CHECKLIST

1. The Coast Guard uses Naval Air Station (NAS) Key West hurricane shelters. Sheltering assignments are **based on your government residence** (see hurricane shelter assignments below). These shelters will only be opened during hurricane conditions Category 1 or 2 and only if government housing is evacuated due to possible water surge levels. These are small hotel rooms with TV, microwave and a small refrigerator. These rooms have two single beds with bedding, but may not be large enough if you have children.

Hurricane Shelter Assignment

If You Live:	Your Shelter Assignment is:
On Trumbo Point	Truman Annex Bldg 437
On Peary Court	Truman Annex Bldg 438
All Residents of Truman, JIATF Watch Standers, those on PCS orders in temporary lodging with MWR or NGIS	Truman Annex Bldg 439
Sigsbee Streets: Bowfish Court and Batfish Courts	Boca Chica Bldg 638
Sigsbee Streets: Seahorse Court, Salmon Court, Sealion Court, Spadefish Court, Tang Court, Trout Court, Tinoso Court, Tunney Court	Boca Chica Bldg 639
Sigsbee Streets: Stephen Mallory Road, Matthew Peary Road, David Porter Road.	Boca Chica Bldg 648
Sigsbee Streets: Dewey Road, Truxton Road, Farragut Road	Boca Chica Bldg 649
Sigsbee: Gilmore Drive	Boca Chica Bldg 727

2. No medical care will be provided at the shelters. If you suspect medical care will be needed, contact your command and Sector Key West’s Health Services Branch at 305-292-8736 in advance to seek medical treatment on the main land.
3. **Pets are NOT allowed at any Navy or Monroe County shelter.** If sheltering in Key West, you will need to plan ahead to find kennel space in Key West or NAS Boca Chica. A pet shelter is available in building A-931 at NAS Boca Chica.
 - When dropping off your pet you must have them contained in a cage or kennel suitable for their size and you must provide food and water, along with bowls. Please do not forget to leave your pet some type of toy or blanket for security.
4. Cooking devices, alcohol, weapons and flammable liquids are prohibited.
5. Smoking is prohibited in all shelters.
6. Limit your vehicles to one per family, if possible, as parking is limited. Absolutely no boats, jet skis or trailers will be allowed at the shelter areas.

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	Sheltering	Check off
1.	All personnel must register immediately upon entering the shelter and cooperate with the sheltering officers.	
2.	Survival Kit to include enough food, water, medications for 3-4 days.	
3.	Formula, diapers, extra garbage bags for members with small children.	
4.	Additional bedding and pillows as there are only 2 single beds in each room.	
5.	Clothing to cover at least 3-4 days.	
6.	Entertainment for the children.	
7.	Bring a non-electrical can opener to open canned items.	
8.	Plates, bowls and cups and silverware as these are not provided at the shelter.	
9.	Toiletries. Toilet Paper, towels, washcloths to last 3-4 days.	
10.	Flashlight, battery operated radio with extra batteries.	

If you choose to leave the Keys, even though a mandatory evacuation order has not been issued, you will **NOT** be entitled to reimbursement for incurred expenses.

No one shall leave the hurricane shelter without the permission of the Emergency Manager.

NOTE: After the **ALL CLEAR** is given, each room must be cleaned and inspected prior to members departing the shelter. Sheltering personnel may not remove items (i.e., TVs, VCRs, furniture, remotes) from the shelter. After release, members that have pets at NAS Boca Chica's shelter must retrieve them immediately.

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MANDATORY EVACUATION CHECKLIST:

1.	Review your hurricane plan check-off sheet.	
2.	Ensure supervisor or ombudsman has a contact number to reach you while traveling to safe haven.	
3.	Active duty personnel and reservist on active duty are required to go to the safe haven of Orlando unless annual leave is taken, which is subject to the approval of the appropriate supervisor and the Sector Key West's Logistics Officer.	
4.	Military personnel must have an ODU uniform available. There will be watches that will be maintained and possible community service in the Orlando area which will require the uniform.	
5.	If dependents required travel advances prior to departure, evacuation travel advances will be available one day prior to departing the Keys from 0900 – 1200. [Location - Coast Guard Sector Key West Servicing Personnel Office]	
6.	Make hotel reservations – Active Duty must stay at a hotel within the International Drive, Orlando area (hotel listing attached). Dependents are encouraged to stay in the same area.	
7.	Leave early enough as travel on US 1 will be slow and stressful. Use the buddy system when travelling.	
8.	Dependents not relocating to Orlando must contact the Hurricane Evacuation Assistance Team by phone <u>upon arrival to their alternate safe haven</u> . This will generate orders for reimbursement. Phone: (786) 229-2931 (travel entitlements attached).	
9.	The PST Team will be in place at the Rosen Plaza (9700 International Drive) in advance. Active duty members and dependents arriving in Orlando are required to physically check-in upon arrival. Have your attached check-in sheet filled out for a quicker check-in process. No orders will be issued without physically checking in. Uniforms are not required at check-in.	
10.	Know who your unit hurricane point of contact (POC) is. If you do not know ask your supervisor. Active duty members and dependents must check-in once daily by 1030 each morning with their Hurricane POC for accountability purposes.	
11.	If you have a pet, it is highly encouraged you bring a cage or kennel to put them in when you leave the hotel room. Some hotels require pet deposits.	
12.	If travel advances are required at the evacuation site, evacuation travel advances will be available daily from 0900-1200 at the Rosen Plaza.	

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AFTER HURRICANE PASSES CHECKLIST		
1.	It is imperative that members not return to the Keys until the <u>ALL CLEAR</u> has been given by the Sector Commander. A damage assessment must be completed before the “All Clear” can be given. This gives members an idea of what to expect upon return.	
2.	Return using the buddy system and ensure you contact your unit Hurricane POC upon arrival to the Keys.	
3.	Enter your home with caution. If you have electrical, gas or sewage damage, contact authorities immediately.	
4.	If you have damages, take pictures for insurance claims.	
5.	<p>Travel Claims – Travel Claim processing will be conducted by each individual unit. A schedule will be posted and each unit and ombudsman will receive a copy. If members are unable to arrive on the scheduled date, make up dates will be scheduled.</p> <p>Hotel Receipts are required for reimbursement. For those families sharing vacation rentals, each family must have a receipt in their name to obtain reimbursement.</p>	

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Orlando Hotels, Dog Kennels and Medical Providers

The following is a list of hotels and phone numbers in the Rosen Plaza vicinity. Coast Guard personnel must stay in the vicinity of International Drive. **You must check-into the Rosen Plaza (Official location of the Emergency Housing Response Team (EHRT) upon arrival to Orlando.**

Business Name	Address	Ph#	PETS ACCEPTED
Rosen Plaza	9700 International Dr.	(800) 627-8258	N
Quality Inn Plaza	9000 International Dr.	(800)999-8585	Y
Sheraton Studio City Hotel (pet deposit)	5905 International Dr	(407) 351-2100	Y – < 10 lbs
Travelodge American Way	5859 American Way	(407) 345-8880	Y
Super 8 Universal	5900 American Way	(407) 352-8383	Y
Motel 6	5909 American Way	(407) 351-6500	Y
Hotel Universal/Best Western	7299 Universal Blvd	(407) 351-5009	Y
Hampton Inn	7110 S Kirkman Rd	(407) 345-1112	N
Continental Plaza Hotel	6825 Visitor Circle	(407) 352-8211	N
Monumental Movieland	6233 International Dr	(407) 351-3900	Y
Holiday Inn Express	6323 International Dr	(407) 351-4430	N
International Drive			
Roadway Inn	6327 International Dr	(407) 996-4444	Y
Westgate Palace	6145 Carrier Drive	(407) 996-6000	Y
Ramada Inn	6500 International Dr	(407) 345-5340	N
Holiday Inn Intern't'l Dr Resort	6515 International Dr	(407) 351-3500	Y
Hilton Garden Inn	6624 Hospitality Way	(407) 363-9332	N
Howard Johnson	6603 International Dr.	(407) 351-2900	Y
Days Inn	7200 International Dr	(407) 351-1200	N
Holiday Inn Hotel & Suites	5905 S. Kirkman Rd	(407) 351-3333	Y
Orlando Grand Plaza Hotel/Sts	7400 International Dr	(407) 996-7400	N
Hampton Inn	7448 International Dr.	(407) 313-3030	N
Residence Inn Int'l Dr	7975 Canada Ave	(407) 345-0117	Y
Amerisuites Universal	5895 Caravan Ct	(407) 351-0627	Y
Universal Royal Pacific	6300 Hollywood Way	(407) 503-3000	Y
Resort at Universal			
Stay bridge Suites	8480 International Drive	(407) 352-2400	Y Pet deposit required

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Dog Kennels

Business Name	Address	City	Phone	Miles
V. I. Pet Resort Inc.	6600 Kingspointe PKWY	Orlando, FL	407-355-3594	3.83
Whisker Watchers	7618 Pissarro Dr. #307	Orlando, FL	407-903-0621	4.25
Sand Lake Animal Clinic	8932 S Apopka Vineland Rd	Orlando, FL	407-876-4461	5.05
A Pet's Palace	11709 S. Orange Blossom Tr	Orlando, FL	(407) 857-0705	6.83
Absolute Heaven Pet Spa	6877 W. Colonial Dr	Orlando, FL	(407) 532-8851	10.18
Pine Castle Animal Hospital	5250 S Orange Ave	Orlando, FL	(407) 855-5010	10.79
Kirkman Road Veterinary Clinic	38 S Kirkman Rd	Orlando, FL	(407) 297-7528	10.89
Tomar Kennels	100 Kelsey Rd	Orlando, FL	(407) 851-7910	11.35
Sally Sue Campbell Pet Sitting	7649 Pacific Heights Cir	Orlando, FL	(407) 291-2629	11.83

Medical Providers

Sand Lake/ Dr. Phillips Hospital:
Turkey Lake Road
Orlando, FL

Ph: 407-351-8500

Osceola Regional Medical Center:
700 W. Oak St
Kissimmee, FL

Ph: 407-846-2266

Maternity Hospital:
Winnie Palmer Hospital
Orlando, FL
Labor and Delivery

Ph: 321-843-2030

2015 Travel Entitlements

Mileage to Safe Haven (Orlando): The official distance to Orlando is 394 miles. You will be reimbursed .56 cents per mile roundtrip if you drive your personal vehicle. Only one vehicle will be authorized for reimbursement. **Member will be reimbursed for tolls.**

Lodging at Safe Haven (Orlando): Maximum reimbursement for lodging is \$115.00 per day (lodging receipts required for reimbursement).

Depending on your family size and age of your dependents you may be authorized reimbursement for a larger room (suite) or two rooms. See the EHRT representative at the evacuation site (Rosen Plaza), if you think this applies to you.

Per Diem at Safe Haven (Orlando): Members are entitled to Local Meals and Incidentals:

- \$56.00 per day for dependents 12 years of age and over.
- \$28.00 per day for dependents under age 12.

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Dependents going to other than designated Safe Haven

Mileage: Only one vehicle authorized for reimbursement. Travel reimbursement of .56 cents per mile not to exceed the official distance of 394 miles to Orlando.

Dependents using alternate safe haven locations must provide PST with contact information and location.

- Max Lodging reimbursement will depend on the safe haven location not to exceed the Orlando rate (lodging receipts required for reimbursement).
- Meals and incidentals will depend on the safe haven location not to exceed the Orlando rate.

Members on leave prior to Evacuation Order

Per JFTR U6054-D-5, members with families on leave and out of the area when an evacuation is ordered, safe haven allowances for the dependents location are authorized beginning on the date return travel to the PDS would have begun had return not been prevented by the evacuation.

Local travel Allowances

Local travel allowances are authorized when a dependent is receiving safe haven allowances and does not have a personal vehicle at the safe haven or designated place. When unable to drive a personal vehicle to the safe haven location, a flat transportation allowance of \$25.00 per day is paid to assist with unexpected local transportation costs, regardless of the number of dependents. No receipts are required.

Toll Reimbursement

The estimated toll amount from Orlando (International Drive) to Homestead Extension (last exit) is \$14.65 with a SunPass transponder and \$18.70 TOLL-BY-PLATE. For members without a SunPass, a one-time administrative fee will be reimbursed up to \$2.50. To prevent late fees, make certain your vehicle's registration address is up-to-date.

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HURRICANE CHECK-IN SHEET

Military Member or Government Employee Information:

Last Name First Name MI Rank/Civilian Grade

Military or Government Employees Unit _____

Military or Government Employees SSN or EMPLID _____

Did the military member evacuate? Yes _____ No _____

Military or Government Employee TONO: _____

Dependent Information:

Spouse's Name: _____ Date of Marriage: _____

Children's Names:

- 1. _____ Date of Birth: _____
- 2. _____ Date of Birth: _____
- 3. _____ Date of Birth: _____
- 4. _____ Date of Birth: _____

Complete Home Address: _____

Phone Number: _____ Cell Phone: _____

Hotel where you are staying (include city/state): _____

Misc Info: Number of pets/special needs, etc.

Hurricane POC Name: _____

(Ensure member contacts Hurricane POC NLT 1030 each day)

Dependent TONO issued: _____

Reviewed By: _____ Date/Time: _____

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U.S. Department of
Homeland Security



United States
Coast Guard

Commanding Officer
United States Coast Guard
Base Miami Beach

100 MacArthur Causeway
Miami Beach, FL 33139-5101
Phone: (305) 535-4598
Fax: (305) 535 4397

7595

MEMORANDUM

From: CG Base Miami Beach

To: Designated Evacuation Hotel

Subj: TAX EMEMPTION CERTIFICATE ON OCCUPANCY OF HOTEL ROOMS

Name of Hotel, Apartment or Lodging House

Date

Address

This is to certify that I, the undersigned, am a representative of the United States Government. The Department of Homeland Security certifies that the charges for the occupancy at the above establishment and such charges are incurred in the performance of my official duties as a representative of such government unit.

Dates of Occupancy

Signature

Government Unit

DISPOSITION: To be retained by operators of hotels, motels, and similar accommodations as evidence of exempt occupancy.

NOTE: A separate exemption certificate is required for each occupancy and for each representative or employee.

Enclosure 9