

2016 HURRICANE EVACUATION POLICY, SAFE HAVEN INFORMATION, AND FINANCIAL GUIDANCE FOR D7 AOR

1. This message sets forth the 2016 hurricane evacuation policy, financial guidance, and the pre-designated safe haven sites within the D7 AOR. Additionally, this message promulgates hurricane evacuation entitlement guidance for CG military on active duty orders, their dependents, and civilian employees, and outlines the function of the Personnel Support Team (PST). Unit commanders shall ensure all members and dependents fully understand this policy, their responsibilities and evacuation entitlements. All Coast Guard families must properly plan for an evacuation and execute the plan. For the most up to date information and to stay informed during an evacuation, members may go to <http://www.uscg.mil/BaseMiamiBeach/Hurricane.asp> for PST and evacuation information as well as <http://cglink.uscg.mil/13441f09> for additional financial guidance. Unit commanders should hold training to ensure that all members and dependents fully understand these entitlements. Ombudsmen should be provided a copy of this message.

2. Evacuation policy and procedures:

a. Ordering authority. Only the District Commander or higher CG or DHS authority may order evacuation of dependents for the purpose of authorizing entitlements. Military members and civilian employees may be placed on TDY orders. All members on active duty orders and their dependents including CGHQ, DCMS, LANTAREA, PACAREA, FORECOM, JIATF-S, and all other CG units located within the D7 AOR are provided support during an incident and will follow the District Commander's evacuation orders. Sector Commanders remain the Incident Commander for their designated AORs during a hurricane evacuation.

(1) OCONUS. For permanent party OPBAT members and OCONUS 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. For all other OCONUS locations, the District Commander may order evacuation of military members and their dependents, for the purpose of authorizing entitlements.

(2) DOD installations. The ordering authority for CG families residing in DOD housing is normally the DOD installation commander. CG families in DOD housing shall evacuate when ordered by the installation commander. For evacuation entitlements, the District Commander will send a message authorizing entitlements for CG families, to be effective upon the DOD order to evacuate.

b. Evacuation authorization order procedures.

(1) Sector Commanders and Air Station Commanding Officers shall notify the D7 Area Command (AC) IMT, at 305-415-7097 or 800-582-5943, of any mandatory civil or DOD evacuation order affecting their AORs.

(2) The District Commander authorizes an evacuation for specified geographic areas or evacuation zones and the D7 AC sends an evacuation authorization message. A Sector Commander or AIRSTA CO may request to evacuate based on local experience and as conditions dictate. However, this must be authorized by the District Commander for entitlement purposes, and an evacuation authorization must be generated by the D7 AC IMT. In all cases, the evacuation order and entitlements only apply to those families who reside within the geographic areas or evacuation zones specified in the evacuation order.

3. Pre-designated safe haven sites:

AOR	Safe haven
Greater Miami	Orlando/Kissimmee
Key West	Orlando/Kissimmee
St. Petersburg	Orlando/Kissimmee
JAX/Mayport	Atlanta, GA
(units north of and including STA Ponce de Leon Inlet)	
JAX/Mayport	Orlando/Kissimmee
(units south of Sta Ponce de Leon Inlet)	
Savannah	Atlanta, GA
Charleston	Atlanta, GA
Georgetown, SC	Greenville, SC

Note 1: The U.S. Virgin Islands will evacuate to Puerto Rico. Sector San Juan and Air Station 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, reserves on active duty, civilian employees, and all dependents are encouraged to make their hotel reservations prior to arrival at the safe haven site. Personnel should be prepared to incur several days worth of lodging and meals without reimbursement from evacuation entitlements. Dependents should ensure that they have enough cash/personal credit cards available to secure several days worth of lodging. Once an evacuation order has been issued by the District Commander, members with Government Travel Charge Cards (GTCC) may use them to secure lodging. Dependent expenses: Members SHALL NOT use their GTCC for dependent expenses. Transportation tickets for dependents must be charged to the Centrally Billed Account (CBA). Lodging and meals other than for the

actual cardholder shall be procured using authorized travel advances. Commands should review their dependent evacuation procedures to ensure they are aligned with this policy. Use of travel advances and personal credit cards or the debit card program contained in chapter 3 of Government Travel Charge Card (GTCC) Program Policies and Procedures, COMDTINST M4600.18 should be employed to facilitate the timely and safe evacuation of dependents during emergency situations. The list of the current 10 commands with debit card accounts is available at <http://www.uscg.mil/psc/bops/govtrvl/> under the debit card tab.

b. Pre-designated safe haven sites are not mandatory, but highly encouraged. The decision to mandate active military personnel to utilize pre-designated safe haven sites rests with Sector Commanders or Air Station CO's. For personnel accountability, reconstitution, and support to CG members and their families, there are distinct advantages to ensuring all military personnel are evacuated to pre-designated safe havens.

c. Unless directed otherwise, military members may elect to evacuate to a non-designated safe haven area (i.e., family, friends) but will be reimbursed only to the extent of round-trip travel from home to a designated safe haven area and per diem allowances. Similarly, food and lodging costs will be reimbursed not to exceed 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. Member/employee TDY orders must reflect a TDY site. The travel claim will be returned by PPC (tv1) when the member travels to an alternate location not within the vicinity (50 miles) of the TDY site. Travel cannot be paid if the member traveled to a location not listed on the orders. If the order is amended, the member will receive the locality per diem rate for the amended order location.

d. 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 may choose to evacuate sooner. If the District Commander subsequently issues a mandatory evacuation order, expenses will only be reimbursed for the period of time that a mandatory CG evacuation order is in effect for the area in which their home is located.

5. Financial 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. Habitable dwelling is defined as no major damage to structure, basement, foundation, roof, no flooding or previous flooding, no collapsed walls or walls penetrated by large objects, and the following utilities in good working order: electricity, potable water, and heating source in winter months. Affected members and their dependents should check in with the PST to obtain travel orders which will authorize reimbursement for travel entitlements as authorized in the evacuation order. Affected members who evacuate to an alternate location should also check in with the PST at 305-290-3848. Location and time of arrival for the PST will be released when an evacuation order is given and included in the evacuation message along with an initial list of hotels with room availability. Information and contact numbers for evacuees will be available at <http://www.uscg.mil/BaseMiamiBeach/Hurricane.asp>. In most cases, evacuation orders are issued at the designated safe haven by the PST and provided directly to the evacuees to expedite travel claim submission. Evacuation orders for dependents are typically prepared by the BMB PST and all other TDY orders can be prepared before, during, and after storm passage by designated POCs located at each unit. Please refer to the D7 IMT Finance Job-Aid at <http://cglink.uscg.mil/4aa5bb45> as well as the POCs tab within the D7 IMT Finance Tracker excel spreadsheet at <http://cglink.uscg.mil/59501aab> for more information.

b. In all situations, evacuees will be required to provide detailed receipts for lodging in order to receive lodging expenses reimbursement. In the case that evacuees do not report to the safe haven and instead choose an alternate location, it is incumbent upon them to check in with the PST at 305-290-3848 for assistance with the CG Personnel Accountability and Assessment System (CGPAAS) and their travel orders. If a spouse and/or dependents do not travel to the authorized safe haven but travel elsewhere without prior written authorization for an alternate safe haven location, the standard CONUS per diem rate applies, even if travel is OCONUS.

c. Safe havens are not pre-designated for OCONUS units with the exception of the U.S. Virgin Islands which normally evacuates to Puerto Rico. If an evacuation order is authorized for OCONUS command and CONUS is listed as the safe haven (versus a specific locality), members will be paid the published per diem rate for the location they are evacuated to. In most cases, the evacuation destination is pre-determined based on C-130 mission assignment or soonest available commercial air transportation. Again, evacuees will be required to provide detailed receipts for lodging in order to receive lodging expenses reimbursement.

d. Evacuation orders will annotate specific accounting data to utilize for each individual storm for evacuation entitlements only.

e. Specific financial guidance for each storm shall be promulgated by the D7 Area Command Finance Section Chief (FSC) under SEPCOR based on storm trajectory and projected affected areas. The District will fund all evacuation/TDY orders when all of the conditions outlined in paragraph 2 have been met. The District will also fund costs to re-deploy aviation and small boat assets and crews for hurricane response, rescue and recovery operations and reconstitution of field commands. All other hurricane related costs, including repairs, rebuild, storm damage recovery, advance movement of assets before a storm, hurricane supplies, equipment, and

services not covered by the CEU or other funding sources require FSC approval for reimbursement. Please refer to the D7 IMT Finance Job-Aid at <http://cglink.uscg.mil/4aa5bb45> as well as the procurements tab within the D7 IMT Finance Tracker excel spreadsheet at <http://cglink.uscg.mil/59501aab> for more information.

f. After storm passage, all CG personnel shall report their status to their command via CGPAAS at <https://cgpaas.uscg.mil>. The PST can assist members to report their status. Members should also contact their local chain of command for their recall status.

g. CG active duty personnel, CG reserves on active duty, and CG civilian employees will be issued TDY orders to cover authorized evacuation entitlements. These orders should be prepared by the D7 PST at the safe haven. It is imperative that evacuated personnel contact the PST once they have arrived at their safe haven, and check in daily by 1100 for updates. Travel claims shall be filed as soon as practicable. If the damage is significant, the PST will be deployed to the affected area and will assist authorized evacuees with their TDY claim.

6. Pets are not normally allowed on Coast Guard aircraft, in community shelters, most hotels or DOD installations. Members must make alternate plans for their pets. Pet friendly hotels fill quickly. You are encouraged to make your plan now, know what is available should you need to evacuate, and make reservations in advance of your arrival.

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. Personnel Support Team (PST): The PST is the team which will provide a wide range of personnel support services for personnel displaced by emergency evacuation order issued by the D7 District Commander. The PST provides the following services at the safe haven facility: starts travel entitlement process and issues TDY orders, coordinates employee assistance programs, provides personnel accountability assistance using CGPAAS, provides daily informational briefs, and in exceptional cases issues debit cards and assists with locating lodging. The PST has established relationships with the visitors bureau and local hotels near the designated safe haven and maintains a listing of hotels with availability. An initial list of hotels with availability will be included in the evacuation order. When deployed to the affected area, the PST can provide travel claim submissions, Coast Guard Mutual Assistance applications and Work-Life support. Depending on severity of damage, additional personnel may be sent to assess damages to government owned/leased housing, assist with relocating displaced families from government housing, and assist with household good damage claims for members in government housing or PPV.

9. POC information:

D7 Personnel Accountability Unit (PAU) Leader: CWO4 Michael Talley until 17 June) and CWO2 Barbie Ogo (after 17 June) (305) 415-6705

D7 Resources: CDR Erik Jensen (305) 415-6702

D7 Finance: LCDR Chad Brick (305) 415-6710

D7/BMB Logistics: LCDR Bill Wickline (305) 535-4414.

10. More information can also be obtained at the USCG Base Miami Beach website:

<http://www.uscg.mil/BaseMiamiBeach/Hurricane.asp> .

11. Internet release authorized.

12. RADM Scott Buschman, Seventh Coast Guard District Commander, sends