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MAY 09 2017

Dear Sector North Carolina Family:

The 2017 severe weather/hurricane season starts on June 1<sup>st</sup> and ends on November 30<sup>th</sup>. Given the hurricanes and evacuations we have had the past years it is critical that we remain vigilant and be prepared this hurricane season. I urge you to implement a family action plan now so you are ready to go when an evacuation is ordered.

Sector North Carolina is here to support you and your family if an evacuation is ordered, and the information provided in this packet is the first step. In the event of an evacuation, the following information applies:

- Reimbursement of expenses is available to active duty military members and civilian employees, and their dependents, only if the evacuation is authorized for your locale by the Fifth District Commander in Portsmouth, VA. The most significant impact on the District Commander's decision is whether state or local officials have determined that an evacuation is appropriate; however, the Sector Commander may request an evacuation order from the District based on local experience and as conditions dictate, even if state and local officials have not ordered an evacuation.
- If the District does authorize an evacuation for your locale, the following expenses will be covered within certain specific limits: travel to and from the designated safe haven site; lodging while at the safe haven site; meals and incidental expenses while at the safe haven site. The maximum dollar amount for reimbursement of each of the above items will be based on the location of the Coast Guard-designated safe haven. Evacuating to locations other than the designated safe haven site may increase your out-of-pocket expenses.
- Please be aware that travel advances may not be immediately available when an evacuation order is given, and Coast Guard members are prohibited from paying for dependent evacuation expenses on their government travel charge cards. Therefore, you should plan on using cash, checks or personal credit/debit cards to pay for dependent evacuation expenses, subject to reimbursement after travel claims are correctly filed and paid (with receipts submitted). Information will be provided to evacuating members when the evacuation order is issued by Fifth District.

Please carefully review the attached enclosures and our Family Guide to Hurricane Preparedness posted on the Sector Web Page (<http://www.uscg.mil/d5/sectnorthcarolina/>) for detailed severe weather/hurricane evacuation entitlement guidance. Everyone should be fully prepared. Please take this matter seriously, and take the steps now to protect your family in the event of a natural disaster. We will hope for the best, but must prepare for the worst.

Sincerely,

A handwritten signature in blue ink that reads "J. R. Barnes".

J. R. BARNES

Enclosure: (1) Severe Weather/Hurricane Evacuation Entitlement Guidance  
(2) Personnel Accountability and Communication Systems  
(3) CG Sector North Carolina Emergency Evacuation Card



## 2017 SEVERE WEATHER/HURRICANE EVACUATION ENTITLEMENT GUIDANCE

The 2017 Severe Weather/Hurricane Season runs 01 June 17 – 30 November 17.

The designated “safe haven” evacuation site for Coast Guard personnel and families within Sector North Carolina is Raleigh, NC. This potentially comprises Carteret, Craven, Pamlico, Jones, Onslow, Pender, New Hanover, Brunswick, Dare, and Perquimans counties, as well as all units located or home ported in Wilmington, Fort Macon and the Outer Banks: Sector North Carolina, SFO Fort Macon, SFO Cape Hatteras, ESD Outer Banks, ESD Fort Macon, Station Oregon Inlet, Station Hatteras Inlet, ANT Wanchese, ANT Fort Macon, ANT Oak Island, Station Elizabeth City, MSD Nags Head (DD-Inspections), ESD Southport, Station Wrightsville Beach, Station Oak Island, Station Emerald Isle, Station Hobucken, SMTC, Base Elizabeth City, CGC DILIGENCE, CGC BAYBERRY, CGC ELM, CGC SMILAX, CGC CUSHING, CGC NANTUCKET, IPD Fort Macon, DUINS, and MAT Fort Macon.

Those military members stationed at the units located or home ported within Sector North Carolina who are not required to deploy on cutters or stand watch at shore units will be ordered to evacuate to Raleigh or an alternate safe haven. A military member may evacuate elsewhere if he/she takes annual leave, which is subject to the approval of their supervisor.

In Raleigh, all Coast Guard members and dependents will be lodged in hotels and reimbursed by the Coast Guard for lodging, meals and transportation. You will be reimbursed for mileage, per diem, and lodging expenses for traveling to the designated safe haven. For those traveling with pets, please ensure they have identification collars, a travel kennel, and shot records. Many hotels do not allow pets so consider making plans to lodge your pet elsewhere. When you call to make hotel reservations, ask the hotel if they allow pets. You will not be reimbursed for any pet fees.

Many highways departing coastal North Carolina communities will become congested very quickly once the evacuation order is given (often before the order is given); therefore, you should consider leaving early. However, reimbursement is not authorized until the evacuation order is given, so you will have to weigh the convenience of getting out of town ahead of the crowds against the possibility that you may not receive reimbursement. In any case, fill up your gas tank, pack your bags, and be ready to go.

You are strongly encouraged to use the buddy system to travel to Raleigh or other safe haven. Drive in tandem with another Coast Guard family – do not trust your evacuation to just one car. Leave as early as you can, as travel will be slow and stressful.

Some families choose to make separate evacuation arrangements and stay with family or friends. Please understand that these options may increase your expenses that cannot be reimbursed. If you stay with relatives or friends, whether in Raleigh or another location, you cannot be reimbursed for lodging, but you can be reimbursed for meals and mileage.

Reimbursement for mileage will only be provided for travel from your home to Raleigh, NC and from Raleigh, NC to your home. If you evacuate to somewhere other than Raleigh, you will be reimbursed for mileage (limited to the total number of miles from your home to Raleigh and back), meals, and lodging. However, understand that if the area you go to has higher lodging and meals costs than the rates of Raleigh, you will receive the standard CONUS rate. The maximum reimbursement you can receive for lodging and meals cannot exceed the daily rates for Raleigh, NC - the designated safe haven. Remember to save all your hotel and toll receipts.

A Hurricane Evacuation Assistance Team (HEAT) will be in place at the Hilton Hotel North Raleigh – Midtown to assist you with the administrative details after an evacuation order is given. Contact the hotel at (919) 872-2323 and ask to speak with the Coast Guard representative to reach the HEAT.

The Hilton Raleigh – Midtown is located at: 3415 Wake Forest Road, Raleigh, North Carolina, USA 27609.

The website for the hotel is: <http://www3.hilton.com/en/hotels/north-carolina/hilton-north-raleigh-midtown-RDUNHHF/index.html>

You may, but are not required to, stay at the Hilton Raleigh – Midtown if rooms are available. The Hilton Raleigh – Midtown has agreed to provide rooms at the per diem rate.

The Greater Raleigh Visitors and Convention Bureau can also assist with locating lodging in Raleigh during an evacuation. They are open from 8:30 am – 5:00 pm, and the phone number is (919) 834-5900. Please be advised that you will only be reimbursed up to the maximum federal government per diem rate in Raleigh for your room. If you choose to stay at a hotel that charges more than the federal government per diem rate in Raleigh, you will not be reimbursed for the difference.

Your safety is extremely important. If at any time you feel unsafe or you are in danger, call 911. If you are uncertain about what you should do, or need help, contact the Hurricane Evacuation Assistance Team (HEAT). You can also contact the Sector Command Center at (910) 362-4015 in the evening hours or in the event of an emergency. Additionally, you can call the Sector North Carolina Severe Weather Hotline at (252) 247-4548.

## Personnel Accountability and Communication Systems

The Coast Guard uses multiple personnel accountability and notification methods to notify personnel and family members of a severe weather event.

In the event of severe weather, Sector North Carolina will send a warning message through the Alert Warning System (AWS) to all personnel affected.

When necessary, all personnel, including dependents, will be notified by the Coast Guard Personnel Accountability and Assessment System (CGPAAS). Coast Guard personnel, dependents, and civilian employees can login at <https://cgpaas.uscg.mil> to update contact information and report status. A Common Access Card (CAC) can be used to login on a Coast Guard standard workstation. Those who do not possess a Common Access Card (CAC) or Coast Guard standard workstation may login using their Coast Guard sponsor's Social Security number (SSN), date of birth, and last name. A CGPAAS Order to Account is a lawful order and you are required to respond. When responding to the alert, only type the appropriate number. Do not add any periods or other symbols with the number, as the system is only able to read numbers and may not record your response correctly.

Personnel affected by severe weather can also call the Sector North Carolina Severe Weather Hotline at (252) 247-4548, which will be updated each day of the severe weather event.

## CG Personnel Accountability and Assessment System (CGPAAS)

<https://cgpaas.uscg.mil>

The screenshot shows the CGPAAS website in a browser window. The browser's address bar displays <https://cgpaas.uscg.mil/cas/login/service>. The page title is "Coast Guard Personnel Accountability and Assessment System (CGPAAS) - UNCLASSIFIED". The main content area features the CGPAAS logo and the text "Coast Guard Personnel Accountability & Assessment System". Below the logo, there are two main sections: "CGPAAS Login Page" for "Coast Guard Military, Civilians, and Active Duty Dependents" and "CGPAAS CORS and Administrators". Each section has a "Click Here" button. A "What is CGPAAS?" sidebar on the right explains the system's purpose. At the bottom, there is a "Login Problems" section and a "Contact CGPAAS Support" link. The footer includes a privacy notice and a link to the "508 Accessibility Statement".

## Pre-Storm Checklist

## Sector NC Emergency Evacuation Card

**Sector NC Command Center**  
(910) 362-4015  
(252) 247-4548 – Weather Hotline  
(910) 343-3882– Emergencies Only  
<https://homeport.uscg.mil/northcarolina>

**LANT AREA/D5 Command Center**  
(800) 334-8377  
(757) 398-6441 – Weather Hotline

**CGHQ Command Center**  
(800) 323-7233  
(202) 372-2100

**Emergencies**  
911

**USCG HEAT Location**  
Hilton Hotel North Raleigh  
3415 Wake Forest Road,  
Raleigh, NC 27609  
(919) 872-2323— Hotel  
(252) 723-2584— HEAT  
heatteam@outlook.com

**Lodging Assistance**  
Visitors and Convention Bureau  
(919) 834-5900

Hurricane	Wind	Storm Surge
CAT 1	74 MPH	4-5 FT
CAT 2	96 MPH	6-8 FT
CAT 3	111 MPH	9-12 FT
CAT 4	131 MPH	13-18 FT
CAT 5	150 MPH	18 or Greater

### Hurricane Readiness Conditions

V	Seasonal Alert set 1 Jun thru 30 Nov
IV	Hurricane force winds possible within 72 hrs
III	Hurricane force winds possible within 48 hrs
II	Hurricane force winds possible within 24 hrs
I	Hurricane force winds possible within 12 hrs

## USEFUL WEBSITES

Visit the following websites to find emergency planning resources and hazard information:

- ◇ Ready Coast Guard  
<http://www.uscg.mil/hr/cg111/ready.asp>
- ◇ Coast Guard Office of Work-Life  
[www.uscg.mil/worklife](http://www.uscg.mil/worklife)
- ◇ American Red Cross  
[www.redcross.org](http://www.redcross.org)
- ◇ Federal Emergency Management Agency  
[www.fema.gov/plan-prepare-mitigate](http://www.fema.gov/plan-prepare-mitigate)
- ◇ Lodging for guests with pets in the state of NC  
1. <http://www.carteretcountygov.org/pdfs/ems/2013PETFRIENDLYHOTELS.pdf>  
2. [www.petswelcome.com](http://www.petswelcome.com)



- ◇ Gather non-perishable food & water for at least 3 days.
- ◇ Water: 1 gallon/person/day. Date consumable items.
- ◇ Medications, eye glasses/contacts. Refill prescriptions to ensure 14 day supply.
- ◇ Charge cell phones and collect chargers.
- ◇ Fill all vehicles with gasoline
- ◇ Turn refrigerator and freezer to coldest settings
- ◇ Store water for flushing toilets
- ◇ Wash dirty laundry, it may be days before it can be done again
- ◇ First Aid Kit & Manual can opener
- ◇ Test Flashlight and battery-operated or hand crank NOAA weather radio. Collect extra batteries.
- ◇ Pack belongings in air tight containers
- ◇ Important documents in a watertight bag: personal/financial/insurance.
- ◇ Review insurance policy. Take interior and exterior pictures of your house.
- ◇ Take out cash (at least \$100 in small bills)
- ◇ Test your grill and get propane/charcoal for 72 hrs. DO NOT use grill indoors!
- ◇ Collect sanitation supplies: wipes, disinfectant, trash bags
- ◇ Gather formula, diapers, etc. for infants
- ◇ Gather food, water, bowl, leash, photo, immunization records cage and medications for all pets
- ◇ Brace garage doors, lock windows and doors. Check for loose and clogged gutters and downspouts.
- ◇ Disconnect TV antenna or satellite dish
- ◇ Call utility provider to determine if power/gas will be turned off in your home
- ◇ Back up all data files, pictures, email contacts, etc. Put backup disks in waterproof containers or bags.
- ◇ Cover electronics/computers/etc with plastic bags and tape.
- ◇ Move valuable items to a safe and raised location
- ◇ Keep all hurricane season related documents and receipts
- ◇ ID an out of state contact for friends and family to reach you through

### Generator Checklist

- ◇ Follow the instructions that accompany your generator
- ◇ Test generator and get gasoline for at least 72 hours
- ◇ NEVER use portable generators indoors, even if you have ventilation
- ◇ If you feel sick, dizzy, or weak while using a generator, get fresh air immediately
- ◇ Turn the generator off & let it cool before re-fueling
- ◇ Plug appliances directly into generator or use heavy-duty outdoor rated extension cords
- ◇ Never try to power the house wiring by plugging the generator into a wall outlet
- ◇ Turn off all power to all equipment. It is critical to unplug all devices that carry electricity
- ◇ Turn off battery backup units and disconnect power cords to the wall