

U.S. Department of
Homeland Security

United States
Coast Guard



FIFTH DISTRICT

EVACUATION PROCEDURES



CGDFIVEINST 4600.1A
July 2018

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U.S. Department of
Homeland Security

United States
Coast Guard



Commander
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Fifth District

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CGDFIVEINST 4600.1A

JUL 0 5 2018

FIFTH DISTRICT INSTRUCTION 4600.1A

Subj: FIFTH DISTRICT EVACUATION PROCEDURES

- Ref:
- (a) CCGDFIVE OPLAN 9750-09, Appendix 21 to Annex C
 - (b) LANTAREA/D5 Staff Severe Weather Bill, LANTAREA/D5STFINST 3140.1 (series)
 - (c) Joint Travel Regulations (JTR)
 - (d) Coast Guard Supplement to the Joint Federal Travel Regulations (CGS-JFTR), COMDTINST M4600.17 (series)
 - (e) Federal Travel Regulations (FTR)
 - (f) DCMS Contingency Support Plan 9930-17
 - (g) COMCOGARD PSC Washington DC 25 Oct 16/ALCGPSC 120/16
 - (h) Required-Use-of-TMC-Lodging-FAQs
 - (i) Government Travel Charge Card (GTCC) Program Policies and Procedures, COMDTINST M4600.18 (series)
 - (j) CG Personnel and Pay Procedures Manual, PPCINST 1000.2 (series), Ch. 2
 - (k) Questions and Answers for Civilian Employees Affected by Emergency Situations, CG-121 Publication, November 2017
 - (l) PPC Travel Hurricane / Evacuation Order Guidance 2016
 - (m) Coast Guard Ombudsman Program, COMDTINST 1750.4 (series)

1. PURPOSE. To establish Fifth District (D5) policy and procedures governing the evacuation of Coast Guard active duty members, reservists on active duty, civilian employees (not contractors), and their dependents within the D5 geographic boundary, due to severe weather such as hurricanes and other threats.
2. ACTION. Procedures included in this Instruction are to be followed by Coast Guard units within the D5 geographic boundary. Internet release is authorized.
3. DIRECTIVE AFFECTED. Fifth District Evacuation Guidance, CGDFIVESTAFFINST 4600.1 is cancelled.
4. BACKGROUND. In previous hurricane seasons, D5 released evacuation policy and procedures via official message traffic. Due to the complexity of issues associated with the evacuation of Coast Guard personnel, this Instruction was necessary.
5. DISCLAIMER. This Instruction is not a substitute for applicable legal requirements, nor is it itself a rule. It is intended to provide procedures for Coast Guard personnel and is not intended to nor does it impose legally-binding requirements on any party outside the Coast Guard.
6. MAJOR CHANGES.

- a. Paragraph 11.d.(2) - Removed verbiage of pets not being allowed on CG Aircraft or DoD installations.
- b. Paragraphs 9 through 11 - Reorganized flow of Evacuation Safe Haven/TDY sites and Responsibilities by order of events.
- c. Paragraph 11 – provides additional details on Personnel Support Teams (PSTs) and ICS-213RR requesting process, Evacuation nonfictions, reporting process, Ombudsman.
- d. Removed verbiage of obtaining lodging 50 miles requirements and verbiage requiring approval from D5 (dm) for alternate locations to evacuate to.
- e. Updated travel entitlements to JTR and FTR.
- f. Updated comptroller for D5 cutters.
- g. Added process for dependents living in impacted area if sponsor is outside of the impacted area.
- h. Added enclosures (1) through (5).
- i. Responsibility for this instruction is transferred from D5 (dm) to D5 (da).

7. ENVIRONMENTAL ASPECT AND IMPACT CONSIDERATIONS.

- a. The development of this Instruction and the general policies contained within it have been reviewed by the originating office and are categorically excluded under current USCG categorical exclusion (CATEX) #1 from further environmental analysis, in accordance with Section 2.B.2. and Figure 2-1 of the National Environmental Policy Act Implementing Procedures and Policy for Considering Environmental Impacts, COMDTINST M16475.1 (series).
- b. This Instruction will not have any of the following: significant cumulative impacts on the human environment; substantial controversy or substantial change to existing environmental conditions; or inconsistencies with any Federal, State, or local laws or administrative determinations relating to the environment. All future specific actions resulting from the general policies in this Instruction must be individually evaluated for compliance with the National Environmental Policy Act (NEPA), Council on Environmental Policy NEPA regulations at 40 CFR Parts 1500-1508, DHS and Coast Guard NEPA policy, and compliance with all other environmental mandates.

8. DISTRIBUTION. No paper distribution will be made of this Instruction. An electronic version will be located on the D5 Directives CGPortal page: <http://cglink.uscg.mil/d8994caf>.

9. EVACUATION AUTHORIZATION/TERMINATION AUTHORITY.

- a. Ordering Authority: In accordance with references (a) through (e), in general, only the District Commander or higher CG/DHS authority may authorize evacuation of personnel and dependents for the purpose of authorizing entitlements. All active duty, reservists on active duty, and civilian employees and their dependents from all Coast Guard units located within the D5 geographic

boundary are provided support during an incident and will follow the District Commander's evacuation direction.

- b. The ordering authority for Coast Guard families residing in DoD housing is the DoD installation commander. Coast Guard families in DoD housing shall evacuate when ordered by the installation commander. For evacuation entitlements, the DoD commander order will be followed by the District Commander's order to authorize Coast Guard families to receive evacuation entitlements.
- c. While the District Commander's evacuation authorization will normally be issued only after mandatory evacuation areas are established by civil emergency management authorities or DoD base commanders, dependents and non-essential CG members may voluntarily choose to evacuate prior to the issuance of the authorization. Members who voluntarily evacuate are not eligible for CG reimbursement of expenses. If a CG evacuation is later authorized by the District Commander, those members who chose to voluntarily evacuate may then be eligible for evacuation entitlements, but only for the specific time frame that the CG evacuation authorization is in effect.
- d. Evacuations may be authorized before and, in rare circumstances, after a hurricane or other critical incident. Post-incident evacuations may be authorized when conditions are such that members cannot return to a safe and habitable dwelling in a reasonable period of time.

10. EVACUATION SAFE HAVENS / TDY SITES. While the terms safe haven and TDY site are generally synonymous when referring to a particular evacuation location, there are important distinctions between the two terms relating to authority for reimbursement in accordance with references (c) and (e).

- a. Active duty and reservists on active duty will receive TDY orders which reflect a designated TDY site.
- b. Civilian employees and dependents of active duty, reservists on active duty, and civilian employees will receive a CG-4251 Military/Civilian Temporary Duty (TDY) Travel Order or a memo travel orders, which reflect a safe haven site as defined per 5 CFR §550.402.

11. RESPONSIBILITIES.

- a. Prior to hurricane season.
 - (1) Pre-identified Safe Haven: All commands within the D5 geographic AOR shall pre-identify potential evacuation safe haven locations for use in developing unit and individual member evacuation plans. Sector Commanders shall coordinate evacuation safe haven planning efforts with all units located in their geographic AOR, including their respective support bases, local housing authority and visitor bureaus. Per reference (f), Personnel Support Teams (PSTs) (usually staffed by Bases) assist units with identifying, establishing and annually validating safe haven location and associated commercial and/or military lodging options.
 - (2) For D5 staff, Richmond, VA is pre-designated as the safe haven site. However, depending on the track of the storm and other factors, other safe haven sites may be designated by the

District Commander. D5 staff shall familiarize themselves and their dependents with enclosure (1) which provides details for the Richmond area.

- (3) Personal Evacuation Plan: All commands within the D5 geographic AOR shall annually review their member's personal evacuation plan for dependent evacuation procedures to ensure no conflict with this policy exists. For D5 staff, the Emergency Evacuation Personnel Information Form (enclosure 2) shall be updated before 01 June of each year and a copy provided to D5 Admin. Newly reporting members must complete the form within 30 days of reporting in. Members are responsible for updating contact information on the form with each change regardless of the date. The D5 Emergency Evacuation Personnel Information Form is located on the D5 IMT CGPortal page at: <http://cglink.uscg.mil/d9867a69> and is required for D5 staff.
 - (4) Pets: Members should develop detailed plans for their pets prior to an evacuation. Emergency community shelters may or may not allow pets. Members must research their local and state preparedness plans to locate pet-friendly emergency shelters, and ensure they have required documents such as shot records, etc.
 - (5) Hurricane Preparedness Briefing: Within 30 days of the commencement of hurricane season (01 May-01 July), all commands within the D5 geographic AOR shall conduct an annual hurricane and emergency preparedness briefing. Dependents of all assigned personnel (active duty, reserve, civilians and auxiliary) are highly encouraged to be invited to maximize preparation opportunities. Information should be forwarded to the unit Ombudsman or Regional Ombudsman Coordinator for distribution.
 - (6) FINCEN no longer issues checks for advancements or travel reimbursements. Therefore, units shall ensure dependents of members sign up for Electronic Funds Transfer at <http://www.dcms.uscg.mil/Portals/10/CG-1/PPC/travel/EFTACHMemberEnrollmentForm.pdf> and submit the form to FIN-SMB-VdrMaintTeam@uscg.mil.
- b. Prior to evacuation.
- (1) Sector Commanders, or Deputy Sector Commanders as per the unit's succession of command, shall serve as Incident Commander (IC).
 - (2) IC shall ensure a Safe Haven/TDY Site Coordinator is designated (usually within the IMT Logistics Section).
 - (3) IC should review their pre-identified safe haven locations and provide several safe haven recommendations for District Commander consideration based on the projected storm track, predicted infrastructure damage, or historical flooding in the case of a hurricane or other natural weather events. Alternative locations should also be evaluated in the case of a terrorist attack, hazardous material release, or civil unrest affecting all or a subsection of a Sector's AOR.
 - (4) Evacuation authorization: Upon notification from Civil emergency management authorities or DoD installation commanders of mandatory evacuations, the Local Housing Authority

(LHA) or Sector Commander shall immediately request for evacuation authorization from the District Commander. Sectors shall liaise with local and state emergency operations centers and DoD facilities to maintain awareness of mandatory civil or DoD evacuations. The request for evacuation authorization (enclosure 3) shall be made to the D5 Command Center at 757-398-6390/D05-SMB-D5CC@uscg.mil or, if activated, the D5 Area Command (AC) Incident Management Team (IMT) at 757-398-6591/D05-SMB-D5IMT@USCG.mil SUBJ: "SECTOR NAME – Request for Evacuation Authorization for Hurricane XXXX." Include locations (e.g. city/county/unit) being evacuated and when the evacuation is to be completed. The request shall include safe haven locations, which have been identified based on local experience, weather conditions, safety consideration, travel, security, lodging, services and cost.

- (5) Upon D5 Commander's authorization, D5 IMT shall release an evacuation authorization message (enclosure 4).
- (6) All units within the D5 AOR shall provide a POC and an updated roster for hurricane evacuation to their servicing base and PST, once established.
- (7) In large enough severe weather event, DOL-4 coordinates with PSC-BOPS for pre-deploy PSTs and shall advise D5/Base of the pre-positioned teams locations (as it may be different than the designated safe haven). Sector IMT, however, may request PST(s) to assist with the evacuations and safe havens in accordance with reference (f) via ICS-213RR to D5 IMT to ensure the PST is directed to the safe haven location and is tracked and funded as a resource under the Sector IMT.
 - i. PSTs should only be requested as a backfill when local capacity cannot meet the needs as per Appendix E of reference (f).
 - ii. PSTs are funded by the requesting unit (District/Sector).
 - iii. PSTs would report to the designated Sector IMT Safe Haven/TDY Site Coordinator.
 - iv. When requesting PSTs, consideration should be given for number of anticipated evacuees, anticipated duration of the evacuation, travel logistics, and work space availability at or near safe haven.
 - v. Depending on circumstances, PSTs may be able to better provide support remotely, rather than deploy, as they will typically be sourced from Bases not in the evacuated area. A sample organization chart is depicted in enclosure (5).
- (8) Evacuation Notifications: Commands must ensure all their members and their dependents in the impacted area are expeditiously notified of evacuation authorizations, safe haven locations, and contact information.
 - i. For dependents in the D5 geographic area whose sponsors are outside the D5 geographic area (e.g. geo-bachelor, unaccompanied, college, dependent-restricted) and for members (Active Duty, Reservist on active duty, Civilian) living within an impacted unit's AOR, but whose Permanent Duty Station (PDS)/TDY is outside the impacted AOR, the Sector IMT/PST shall ensure the sponsor, dependents, and sponsor's permanent command are notified of the evacuation authorization and safe haven location and contact information.

Notifications may be made via AWS, unit Ombudsman or other Coast Guard authorized means.

- ii. The D5 Commanding Officer Representative (COR) will generate a report of Coast Guard Personnel Accountability & Assessment System (CGPAAS) that includes all Active Duty, Reservists, civilians, and dependents in the evacuated areas. D5 COR shall provide the list to the MACOM CORs and PSTs. This list does not include NAF employees or Auxiliary members. Unit Admin may also generate a unit roster out of Direct Access to ensure all personnel and their dependents in the evacuated areas are notified and accounted for.
- (9) Units who identify members with Special Needs (registered or unregistered in the Special Needs Program, or families who request early evacuation consideration due to special circumstances (i.e. 3rd trimester or high risk pregnancy, elderly or immobile dependents, etc.) shall forward those concerns up through the appropriate communications chain to be considered for authorized early evacuation. Such cases will be determined and forwarded on a case-by-case basis.
- (10) Active Duty, Reservists on orders, and civilian employee evacuees are responsible for securing their own lodging arrangements by using ADTRAV at (855)576-4781 and using their Government Travel Charge Card (GTCC) to secure the reservations. If ADTRAV is unable to find suitable lodging, evacuees may make lodging arrangements by contacting hotels directly. In these cases, the evacuee should request ADTRAV provide an email to document that they were unable to secure the required lodging. Only the actual card holder is authorized to use the GTCC (e.g. dependents cannot use the GTCC). Dependents and active duty evacuees who do not hold a Government Travel Charge Card are not required to use ADTRAV.
- c. During evacuations.
- (1) Safe Haven Check-in/Out Procedures: Safe Haven/TDY Site Coordinator shall coordinate with the PSTs for reporting and check-in procedures. The procedures shall address how members and their dependents are checked in/out and their status reported, including independent duty personnel (e.g. DUINS), reservists, civilians, and their dependents. Evacuees shall report their intents and check in daily with their respective PST and supervisor. See also DCMS Contingency Operations CGPortal site for PST Support Reporting requirements at: <http://cglink.uscg.mil/260252ae>.
 - (2) Unless otherwise directed, reports shall be provided to D5 IMT at 757-398-6591 or D05-SMB-D5IMT@USCG.mil at least once a day per enclosure (4). At a minimum, reports shall include: number of evacuees by category (Active Duty, Reserve, Civilian, dependents) and their locations.
 - i. For evacuees at safe haven locations with designated PSTs, PSTs shall report to the Sector IMT LSC or their designee. The Sector IMT's shall report to the D5 IMT.

- ii. For evacuees at safe haven locations without designated PSTs, commands shall report via their respective CGPAAS COR hierarchy to the D5 IMT. Unit CGPAAS CORs and PSTs shall deconflict the list of evacuees prior to reporting to the D5 IMT.
- iii. For dependents in the impacted area whose sponsors are outside the impacted area and who did not evacuate to a safe haven location with a PST, the sponsor's command shall report via their respective CGPAAS COR hierarchy to the D5 IMT.
- iv. For members (Active Duty, Reservist on active duty, Civilian) who live within an impacted area, but whose PDS/TDY is outside the impacted area, the members PDS/TDY commands shall report via their respective CGPAAS COR hierarchy to the D5 IMT.

d. Unit Ombudsman.

- (1) As an official point of contact for Coast Guard families and a source of crisis information, ombudsmen fill a vital role during times of emergency/disaster between the command and their families. Commands should consider the role that their ombudsman can play while creating their unit evacuation plan and communicate expectations with the ombudsman. Possible ombudsman responsibilities may include: promoting disaster preparedness to unit families, publicizing evacuation routes and emergency public shelters, providing notice of impending crises and command guidance, providing official evacuation guidance, assisting the command with dependent accountability efforts, serving as the point of contact for evacuated families to obtain information about the crisis, and for Coast Guard members to get information about the status of their families, coordinating with the command and appropriate departments and organizations to provide disaster relief to those affected. Additional information may be found at: <https://www.dcms.uscg.mil/Our-Organization/Assistant-Commandant-for-Human-Resources-CG-1/Health-Safety-and-Work-Life-CG-11/Office-of-Work-Life-CG-111/Ombudsman-Program/>.
- (2) Commands shall ensure the following:
 - i. The unit ombudsman is kept up-to-date on any official and pertinent guidance before, during, and after a disaster scenario, as well as integrated into the official unit emergency preparedness plan. This will ensure that the ombudsman can best support unit members and families with official and timely information and can support the unit in times of crisis/emergency.
 - ii. The unit ombudsman has an updated command roster of unit personnel (active duty and reserve), family member's names, addresses, and phone numbers in accordance with reference (m), paragraph 5.1.15. It is critical that ombudsmen have access to the contact information of unit personnel and families to ensure dependents are notified expeditiously of evacuation authorization and safe havens as dependents would not normally receive AWS notification or see authorization message traffic.
 - iii. Ensure that all current and incoming personnel (including single personnel) and their families know the name of and contact information of the ombudsman and are aware of the services the ombudsman provides.

iv. Ensure members and their families are made aware of CG Work Life resources via the HSWL App by downloading them at the below links:

- (a) Apple: <https://itunes.apple.com/us/app/uscg-hswl/id669218420?mt=8>
- (b) Android:
<https://play.google.com/store/apps/details?id=com.ravensolutions.coastguard&hl=en>

b. After evacuations.

- (1) Evacuation termination: Upon notification from Civil emergency management authorities or DoD base commanders that areas are cleared and the Sector Commander deems it safe for personnel to return, Sector Commander shall request evacuation termination (enclosure 3) to the D5 IMT at 757-398-6591/D05-SMB-D5IMT@USCG.mil SUBJ: "SECTOR NAME – Request for Evacuation Termination for Hurricane XXXX" and include termination dates.
- (2) Upon the D5 Commander's authorization, D5 IMT shall release an evacuation termination message (enclosure 4).

2. EVACUATION ENTITLEMENTS.

- a. Entitlements begin when the District Commander authorizes evacuation and will cease when evacuees return to habitable dwellings and/or when the District Commander authorizes a termination of the evacuation authorization. However, if a dwelling is deemed to be not habitable by the member's insurance adjustor, landlord, and/or local authorities, entitlements may be continued at or near their duty station. Orders for dependents and TDY orders for members may be prepared before, during, and after storm passage. Members and dependents on evacuation orders are required to check in with the safe haven/TDY site coordinator regarding the status of their dwelling on a regular basis as determined by the District or Unit Commander. Entitlements will cease upon individual's private home owner or renter insurance policies being activated to provide lodging.
- b. Active Duty and Reservists on Active Duty.
 - (1) Active duty members and reservists on active duty will receive TDY orders which reflect the designated Safe Haven location. If the members choose to evacuate elsewhere, they will only be reimbursed up to the expenses incurred had they evacuated to the safe haven designated by the District Commander. If circumstances warrant, the safe haven designation may be amended and the member will receive the locality per diem rate for the amended order location.
 - (2) All reasonable efforts should be made to reach the designated safe haven. In the event members cannot reach the designated safe haven, members shall notify their Sector IMT/PST. Sector shall carefully reviewed members circumstances before requesting amendment to safe haven designation from D5 Commander. Reasons to independently seek an alternate safe haven include medical emergency, vehicle breakdown, or other significant safety concerns.
 - (3) Once an evacuation authorization has been issued by the District Commander, members with Government Travel Credit Cards (GTCC) must use ADTRAV to make travel arrangement

IAW references (g) and (h). Members in mandatory evacuation areas will be reimbursed to the extent of round-trip travel from home to the safe haven location. The maximum dollar amount for reimbursement will be based on the safe haven location. Food and lodging costs will be reimbursed only at the published per diem rate for the safe haven location for the duration that the orders are in effect. Costs incurred outside of the authorized evacuation dates will not be reimbursed. Reference (i) provides further procedures on the usage of the GTCCs for members.

- (4) IAW reference (i), Coast Guard members requires to keep receipts for lodging and expenses while TDY to ensure timely reimbursement post event.
- (5) Members issued orders as an escort may list the minor child or incapacitated person on their travel claim.

c. Dependents of Active Duty and Reservists on Active Duty.

- (1) IAW reference (c), chapter 6, if dependents do not travel to one of the authorized safe havens 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. A dependent directed to go to a safe haven, which instead goes somewhere that is not authorized or approved, is limited to reimbursement for the cost of transportation from the origin to the authorized safe haven location.
- (2) IAW reference (c), chapter 6, designated safe haven per diem rates are paid at the rate of 100% for each dependent age 12 or older and 50% for each dependent under age 12 for the first 30 days. Effective day 31, those percentages are reduced to 60% and 30% respectively. Adjustments may be considered on a case-by-case basis.
- (3) IAW reference (i), expenses for individuals other than the name of the individual embossed on the face of the GTCC are prohibited. Lodging and meals for dependents shall be procured using personal funds, personal credit card, or issued travel advances.
- (4) IAW reference (i), authorized dependent transportation expenses shall not be charged to the member's travel card, but may be charged to the Central Billing Account (CBA). The use of the CBA must be authorized on the dependent evacuation orders for the use of a commercial carrier.
- (5) Coast Guard members and their dependents should bring sufficient cash to cover their travel expenses during an evacuation as ATM/Banks may not be available during a mass evacuations. If Coast Guard members or their dependents are not able to cover their travel expenses, travel advances may be requested. Coast Guard members and dependents submit a SF-1038 to their units servicing Administration Office/PST (if established). For D5 staff, SF-1038 should be emailed to D05-DG-D5Evac@uscg.mil. FINCEN pays the travel advancement via EFT and it may take several days before the travel advancement is received (see paragraph 11.a.6 of this Instruction for EFT requests). Travel Advancement are funded by the unit's AFC-30 (see paragraph 14 of this Instruction). Advances for transportation are provided only for necessary expenses incurred by dependents or civilian employees for travel to and while at the safe haven/designated place or escort travel to and from the safe haven/designated place. Advances may not exceed the estimated amount for 30 days at the

safe haven/designated place. It is recommended to request advances no more than 80% of the travel entitlements; this will help in reducing potential overpayments.

- (6) Military members may not sign travel orders or travel claims on behalf of spouses or adult dependents that were issued separate TONOs. The TONO and travel claim must be signed by the spouse or adult dependent. If these are signed by the service member on behalf of the spouse or adult dependent, they will be returned for correct signatures unless a power of attorney authorizing the signing of official travel documents was provided with the documents. Paper based travel claim submissions shall be signed by the traveler in blue ink.

d. Civilian Employees.

- (1) IAW references (k) and (l), CG civilian employees and their dependents are entitled to certain benefits when an evacuation authorization is issued. Civilian employees and their dependents must be aware that if they do not travel to the authorized safe haven but travel elsewhere without prior written authorization for an alternate safe haven location, claims will not be paid. Civilian employees who were issued orders as an escort may list the minor child or incapacitated person on their travel claim.

e. Dependents of Civilian Employees.

- (1) Dependents of civilian employees are required to file their own travel claims. The Pay and Personnel Center (PPC) only accepts paper travel claims for dependents. Paper based travel claim submissions shall be signed by the traveler in blue ink. The travel claim must be signed by the spouse or adult dependent.
- (2) IAW reference (k), designated safe haven per diem rates are paid at the rate of 100% for each dependent age 12 or older and 50% for each dependent under age 12 for the first 30 days. Effective day 31, those percentages are reduced to 60% and 30% respectively.

f. Civilian Employees with Continuity of Operations Plan (COOP) responsibilities.

- (1) Employees, who have COOP responsibilities documented in their position description, or other watchstanders, who cannot report to the safe haven location, shall follow the guidance published during the incident regarding travel.

13. COMMUNICATIONS.

- a. Any D5 or non-D5 unit within the D5 AOR with questions or concerns regarding evacuation authorization, evacuation entitlements, or safe haven/TDY site coordination should first contact the respective Sector in whose AOR they are geographically located. If the respective Sector is not available, contact D5 IMT at (757) 398-6591 or email D05-DG-D5Evac@uscg.mil.
- b. D5 evacuation authorizations, safe haven/TDY site activation and related matters shall be communicated via the Command and Control Official Information Exchange (C2OIX) under Address Indicating Group (AIG) 8910 and AIG 8912. In addition, the message will be sent to District Major Commands (MACOMs) (which include Sectors, Air Stations, and District Cutters) as well as Atlantic Area, Bases, Training Center (TRACEN), PPC (CMD-SMB-CG-PPC) and

impacted commands via Admin OIX shared mailboxes to ensure widespread distribution to all units within the D5 geographic boundary. See enclosures (3) through (4) for template requests and D5 authorization messages. D5 IMT shall use D05-DG-D5Evac@uscg.mil when notifying units of evacuation authorizations, updates, and terminations.

14. FINANCIAL ACCOUNTING AND ISSUANCE OF TRAVEL ORDERS.

a. D5 MACOMs and D5 Staff:

- (1) All D5 MACOMs will coordinate issuance of TONOs for their subordinate units members/employees and dependents. In coordination with PSTs (if established), Base/TRACEN Comptrollers are responsible for developing procedures for mass TONO issuance for supported D5 units during an evacuation in accordance with the Service Level Agreements (SLA). The Bases/TRACEN/PST will create TONOs using the MACOM local program element, incident cost center, and incident project code provided via separate correspondence from D5 (dm) in preparation for each storm or other incident requiring evacuation. Funding for all associated expenses from local AFC-30 accounts will utilize the designated disaster cost center.
- (2) In order to ensure TONOs are entered into the Finance and Procurement Desktop (FPD) application to enable reimbursement of evacuation costs, MACOMs are assigned to Base/TRACEN Comptrollers as outlined in the Table 1.

Table 1 D5 MACOM/Comptroller Assignment

D5 MACOMs	Comptroller
Sector Hampton Roads	Base Portsmouth Comptroller
Sector North Carolina	Base Elizabeth City Comptroller
Air Station Elizabeth City	Base Elizabeth City Comptroller
Sector Maryland-National Capital Region	Base National Capital Region Comptroller
Sector Delaware Bay	Training Center Cape May Comptroller
Air Station Atlantic City	Training Center Cape May Comptroller
CGC Elm	CGC Elm SK/ Base Elizabeth City Comptroller
CGC Frank Drew	CGC Frank Drew SK /Base Portsmouth Comptroller
CGC James Rankin	CGC James Rankin SK /Base National Capital Region Comptroller
CGC Kennebec	CGC Kennebec SK /Base Portsmouth Comptroller
CGC Sledge	CGC Sledge SK /Base National Capital Region Comptroller
CGC Smilax	CGC Smilax SK/ Base Elizabeth City Comptroller
CGC William Tate	CGC William Tate SK/ Training Center Cape May Comptroller
CGC Nathan Bruckenthal	Base Elizabeth City Comptroller
CGC Richard Snyder	Base Elizabeth City Comptroller
CGC Rollin Fritch	Training Center Cape May Comptroller
CGC Lawrence Lawson	Training Center Cape May Comptroller
D5 Staff	Base Portsmouth

- (3) Units/PST (if established) are responsible for the issuance and tracking of travel orders and shall ensure prudent execution of issued orders and settlements. This also includes orders for dependents in the impact AOR whose sponsor is outside the impacted area (e.g. geo-bachelor, unaccompanied, dependent-restricted) and for members living within an impacted unit's AOR, but whose PDS/TDY is outside the impacted area.
- b. Non-D5 CG units in the D5 geographic boundary:
 - (1) Non-D5 CG commands in the D5 geographic boundary should coordinate with their corresponding Sector IMT/PST after state or local agencies issue mandatory evacuations. Once the District Commander issues an evacuation authorization, the unit will then issue their orders/TONOs using their line of accounting with the incident cost center and incident project code provided. Units are responsible for the issuance and tracking of travel orders for their members and dependents, and shall ensure prudent execution of issued orders and settlements.
 - (2) Atlantic Area (LANTAREA) staff should coordinate with LANTAREA-1 to facilitate for developing procedures for mass TONO issuance.
- c. For dependents living within an impacted area whose sponsor is outside the impacted area (e.g. geo-bachelor, unaccompanied, dependent-restricted) and for members (Active Duty, Reservist on active duty, Civilian) living within an impacted area, but whose PDS/TDY outside the impacted area, the supporting Base/TRACEN Comptroller of the impacted Sector AOR would cut a TONO from the impacted Sector's AFC-30 account under the established cost center for the event and provide the TONO to the sponsor's command/PDS/TDY unit for orders creation.
- d. D5 (dm) will submit a single request for reimbursement for the dependent travel expenses thru LANT-83 to CG-832 within 30 days of the termination of the evacuation order. Impacted field units will provide and fund their own TDY travel expenses for their military personnel and evacuation orders for their dependents out of their AFC-30 accounts using the designated disaster cost center and may be reimbursed at a later date.
15. PROGRAM MANAGEMENT. D5 (da) will be responsible to ensure this Instruction is verified and updated annually in April.
16. RECORDS MANAGEMENT CONSIDERATIONS. This Instruction has been reviewed during the D5 Instruction clearance process, and it has been determined there are no further records scheduling requirements, in accordance with Federal Records Act, 44 U.S.C 3101 et seq., NARA requirements, and Information and Life Cycle Management Manual, COMDTINST M5212.12 (series). This Instruction does not have any significant or substantial change to existing records management requirements.
17. FORMS/REPORTS. The D5 Emergency Evacuation Personnel Information Form is available at the D5 CGPortal site (<http://cglink.uscg.mil/d9867a69>).
18. REQUEST FOR CHANGES. Point of Contact: Fifth District Administrative Staff (da). Submit recommended changes to: Commander, U.S. Coast Guard Fifth District (da), 431 Crawford Street, Portsmouth, VA 23704.



M. L. AUSTIN

Rear Admiral, U.S. Coast Guard

Commander, Fifth Coast Guard District

- Encl: (1) D5 Staff Evacuation Preparedness Guide
(2) D5 Emergency Evacuation Personnel Information Form
(3) Sector Request for Evacuation Authorization/Termination Message
(4) District Authorization/Termination for Evacuation Message
(5) Sample ICP/AC Organizational Charts – PST incorporated

COAST GUARD FIFTH DISTRICT STAFF EVACUATION PREPAREDNESS GUIDE



05 July 2018

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EVACUATION INFORMATION FOR FIFTH DISTRICT STAFF AND THEIR DEPENDENTS

While there are a number of reasons that might call for an evacuation, a hurricane is the most likely event that would trigger one. Hurricane season runs from June 1 through November 30. This is the most likely time for hurricanes to develop in the Atlantic Ocean. Virginia is most at risk later in the season when the waters off the coast have warmed up sufficiently to support a hurricane. However, hurricanes have been seen here as early as early June and as late as December. Coast Guard units are required to increase readiness and practice for hurricanes by June 1 of each year.

Hurricanes are dangerous storms. The impact of each storm is unique and dependent, on wind speed, direction and speed of movement, height of tide at impact, location of impact, and countless other contributing factors. Flooding may be sporadic, based not only on the storm itself, but also any storms that may have preceded a hurricane that could have saturated the soil. Typically, wind and flood damage is more dangerous on the northeast quadrant of a storm than on the southwest quadrant of the same storm.

The safety and protection of Coast Guard members and their families is of paramount concern during preparations for an approaching hurricane. This guide provides numerous resources and recommendations for emergency preparedness and other information that might be helpful during an evacuation.

PLEASE KEEP THIS GUIDE FOR REFERENCE THROUGHOUT THE HURRICANE SEASON!

PREPARE AHEAD OF TIME

There are several steps that you can accomplish immediately to help you prepare for the hurricane season, and ease the burden on your family in the event of an evacuation. For more information, visit the Federal Emergency Management Agency's website: www.ready.gov.

CALL YOUR INSURANCE COMPANY. Flood insurance, homeowners insurance, and renters insurance differ from state to state. Call your insurance provider to discuss your coverage annually. **IF YOU DON'T HAVE INSURANCE, GET IT!** If you are a renter, the homeowner's insurance plan probably does not cover your belongings; look into renter's insurance to cover your belongings. Don't wait until a hurricane warning is already active: it will be too late to get a policy that will be effective by the time the storm hits. Also, inventory your property and take pictures of valuables to ease the claim process in the event of loss or damages.

GET A BUDDY. Find a companion who will be able to evacuate with you. Travel companions help to maintain accountability in the event of telephone and power failures and can assist with the little emergencies that arise during evacuations. You can

always drive separately, but traveling together and staying in the same hotel will alleviate any number of problems.

HAVE A PLAN. Determine where you are going to go in the event of an evacuation **ahead of time**. This is critical if you have children or pets. At this time, the single designated “safe haven” evacuation location for D5 staff and dependents is Richmond, VA, although this may change according to a particular storm’s characteristics. There are a number of hotels in the area from which you might select. Think about:

- How are you getting to the evacuation hotel?
- Do they accept pets?
- Who else can reach you in case your cell phone dies?
- How are you going to pay for expenses until you are reimbursed?
- What are you going to take with you?
- How will you secure your home?

Be sure to discuss the plan with family members so everyone knows the plan!

SAVE SOME MONEY. Later in this guide, reimbursement for evacuation expenses will be reviewed, **however you will need to be able to pay these costs up-front**. Be sure you have some room in your budget or on your credit card to pay for a few nights in a hotel and a few days of meals. Additionally, keep sufficient cash on hand for in the event ATMs/Credit Card machines go down.

PREPARE A DISASTER KIT. Go to www.ready.gov for information on how to prepare a disaster kit. Not all emergencies provide advance notice like a hurricane, so make sure you have a ready kit with flashlights, water, and other critical supplies.

READ THIS GUIDE. There is some great information in this guide to help you through an evacuation. Become familiar with what is in it, and keep it handy for reference.

FILL OUT THE EMERGENCY EVACUATION PERSONNEL INFORMATION FORM. The D5 (da) administration office maintains emergency contact data for D5 staff personnel. Make sure all contact information in Direct Access, DEERS, and CGPAAS is up-to-date. If unsure, contact the following to verify:

- DEERS – Base Portsmouth ID Card Office: (757) 686-4002 or any RAPIDS facility
- Direct Access – D5 (da): (757) 398-6778
- CGPAAS – D5 (da): (757) 398-7759 | (757) 398-6636

THE APPROACHING STORM

You have a limited amount of time to prepare as a storm approaches. When you learn of an impending storm, begin making the following preparations in advance to assist in a quick evacuation situation:

1. Tune into the TV or Radio for more information. Call the Portsmouth Federal Building (PFB) Weather Delay / Emergency Info Line (757)-398-6441 for updated information on evacuations.
2. Review the disaster plan with all family members. Prioritize a list of likely hotels or shelters for evacuation.
3. Plan your evacuation route. Know the roads in your local area; some of the roads around you may be prone to flooding. Likewise, normal traffic flow will likely be altered on the main arteries due to lane reversal (see Appendix (1)).
4. Ensure your disaster kit is fully stocked.
5. Secure your home:
 - Close storm shutters and secure outdoor objects or bring them inside.
 - Protect windows and glass by shutting drapes and boarding-up windows.
 - Move boats and trailers closer to the house.
 - Store valuables in watertight containers, if possible.
6. Get a supply of water and food ready, particularly if you have children and pets.
7. Fill your car(s) with gas.
8. Be ready to evacuate if directed by local authorities.

EVACUATION ELIGIBILITY

Although unit evacuations and cost reimbursement occur at the direction of the Coast Guard District Commander, it is paramount that you heed the warnings of local emergency management officials for the safety of yourself and family. An evacuation authorized by local authorities is highly likely to be supported by the District Commander, and therefore subject to cost reimbursement. If an evacuation is authorized, the District Five (D5) Incident Management Team (IMT) or, if established, Personnel Support Teams (PSTs) may assist in facilitating the evacuation of Coast Guard members and dependents.

The following personnel are eligible for the evacuation entitlement in the event of an evacuation:

- Active duty personnel (includes Reservists performing active duty),
- Civilian employees (including NAF, PHS, and NOA, but not contractors),

- Dependents of Active Duty, Reservists performing active duty, and Civilian Employees as validated on DEERS.

IMPORTANT NUMBERS AND OTHER CONTACT INFORMATION

COAST GUARD EMERGENCY CONTACT INFORMATION:

Be sure to save these important numbers in your phone:

- D5 Command Center Situation Unit (for emergencies only): (757) 398-6390
- D5 Incident Management Team (IMT): (757) 398-6591
- PFB Weather Delay / Emergency Info Line: (757)-398-6441
- D5 (da) for personnel or travel issues: (757) 398-6778 (work)/(757) 334-2001 (cell)
- D5 (da) for GTCC issues: (757) 398-7759 (work)/(757) 334-2001 (cell)
- D5 (da) Admin Officer for Decedent Affairs (or other emergent issues): (757) 398-6636 (work)/(757) 334-2001 (cell)
- Personnel Support (PST) and Cashier (CASH) Team: provided during evacuation
- ADTRAV (INCONUS 24x7 number): (855) 576-4781
- ADTRAV (OCONUS collect call): (205) 403-2068

To download a PDF of the storm surge map and zoom in to look at your neighborhood, go to www.pilotonline.com/weather/.

LOCAL EMERGENCY CONTACT INFORMATION:

Area	Phone	Radio
Chesapeake	(757) 382-6504 (757) 382-2489 (EOC)	www.cityofchesapeake.net public@cityofchesapeake.net WFOS 88.7FM WCTV – Channel 48 (Cox) Channel 43 (Verizon)
Hampton	311 (757) 727-8311	www.hampton.gov WHOV 88.1FM WLRT 1490 AM Hampton TV – Channel 47
Norfolk	(757) 664-7200	www.norfolk.gov/Emergency/ http://www.norfolk.gov/alertcenter.aspx WTAR 850AM WFOG 1050AM WNIS 790AM WGH 1013AM Norfolk TV-48 (Cox) WTKR – Channel 3 WVEC – Channel 13 WHRO – Channel 15

Area	Phone	Radio
Portsmouth	(757) 393-8338/8551	https://www.portsmouthva.gov/247/Emergency-Management
Suffolk	(757) 514-4536 (757) 514-4570 (EOC*)	https://www.suffolkva.us/607/Emergency-Management https://suffolk.onthealert.com **
Virginia Beach	311 (757) 385-3111	https://www.vbgov.com/residents/emergency-preparedness/Pages/default.aspx ECCSAdmin@VBgov.com VBTV – Channels 46, 47, 48 (Cox) Channels 45, 46, 47 (Verizon)
Williamsburg	(757) 220-6100 (757) 259-7200 (EOC*)	http://www.williamsburgva.gov/government/departments-a-h/fire/emergency-management fire@williamsburgva.gov Tide 92.3FM WMBG 740AM WBACH 107.9FM TV Channel 48
Yorktown	(757) 890-3621	https://www.yorkcounty.gov/231/Emergency-Management https://www.yorkcounty.gov/378/Register-for-York-Alert flsafety@yorkcounty.gov

*EOC – Emergency Operations Center

** Suffolk on the Alert Link will not work from a standard workstation

For more city and county information, or if your area is not listed above, visit:

<http://www.readyhamptonroads.org/communities/>.

DESIGNATED SAFE HAVEN EMERGENCY CONTACT INFORMATION:

Area	Phone	Radio
Richmond	(804) 646-HELP	WRIR 97.3FM

EVACUATING

A mandatory evacuation authorized by local authorities triggers a series of events, including road closures and the alteration of normal traffic patterns. Once you leave your residence, you may not be permitted to return. Make sure you take everything you need with you. When you are given the order to evacuate:

1. Coast Guard members (active duty, reserve on active duty, and civilian employees) with a Government Travel Credit Card (GTCC) must ensure that the credit limit has been increased prior to making travel arrangements. See unit GTCC Coordinator.

2. Coast Guard members with GTCC must contact ADTRAV to obtain lodging. Dependents traveling separately are authorized to make lodging arrangements through personal funds, personal credit card, or issued travel advances.
3. Know where you are going and leave early. Evacuate in daylight, if possible, with a full tank of gas. Take only your most valuable possessions with you otherwise place them in high points away from potential flooding within your home. Listen to your car radio for additional emergency information or evacuation routing problems.
4. Secure your home by unplugging appliances, turning off electricity, and locking all doors.
5. If time permits, elevate furniture to protect it from flooding or move it to a higher floor.
6. Tell someone outside of the storm area where you are going **and maintain communications with them, as possible, with updates as to your welfare.**
7. Bring pre-assembled emergency supplies and warm, protective clothing. Take blankets and sleeping bags to a shelter.
8. **Check in with the Personnel Support Team (PST)/Ombudsman (if activated).** The PST will maintain accountability on family members during an evacuation, provide information on evacuations, and can assist with numerous issues that arise. PST location and contact information will be provided during evacuation authorization. PST will work with the unit Ombudsmen to assist notifying evacuees.

HOTELS

Hotels will book quickly in the event of an evacuation. CG personnel must contact ADTRAV to book your lodging accommodations. Be sure to call well in advance to reserve a room. Appendix (2) contains a list of hotels in Richmond and the surrounding area to get you started. This is not a comprehensive list of all of the hotels in the area. Conduct an internet search for more options and to view amenities offered by each. Some hotels change their policies (for example, the pet policy) in the event of an emergency. Be sure to call the hotel directly for any updated information.

GTCC holders are required to make lodging arrangements through ADTRAV.

EMERGENCY SHELTERS

Another option is to evacuate to a local shelter. If you have to evacuate, but don't want to (or can't) drive out of the area, there may be shelters in the area that will open in the event of a hurricane. Shelters may be used when large-scale evacuations are not officially ordered, or as an alternative to evacuation. It is important to note that shelters do not open or close at the same time. Monitor TV, Radio, and County web sites for locations of local shelters that will be open in the event of a hurricane.

If you choose to evacuate to a shelter, be sure to take an adequate supply of prescribed medications, blankets, sleeping bags, flashlights, special dietary foods, infant needs, lightweight folding chairs, games, and water. **Do not take pets, alcoholic beverages or weapons of any kind to the shelter.** Be prepared to offer assistance to shelter workers if necessary. Remember, everyone is obligated to keep the shelter clean and orderly.

Emergency shelters will be opened as needed and in coordination with the local school system, the American Red Cross, and the local government. Red Cross and other emergency shelters are intended to provide temporary mass housing for those displaced due to disaster. Selected shelters will be those most appropriate depending on the impending or occurring event. The intent is to return evacuees to their normal living arrangements as soon as possible. All facilities utilized as Red Cross pre-landfall hurricane shelters must meet certain guidelines.

GENERAL SHELTER RULES:

- Evacuees must sign in before being officially admitted to any shelter.
- Evacuees are responsible for their belongings. Valuables should be locked in cars, or kept with the evacuees at all times. The shelter is not responsible for lost, stolen or damaged items.
- No weapons are permitted in the shelter except those that may be carried by security personnel.
- No alcohol or illegal drugs are permitted in the shelter.
- Parents are responsible for controlling the actions and whereabouts of their children. Children should not be left unattended.
- Noise levels should be kept to a minimum during all hours of the day. Quiet hours are observed between 11:00 p.m. and 7:00 a.m.
- "Shelter Hopping" is not permitted.
- Please notify the shelter registrar for referral to the paramedic for any medical condition or medications.

Note: Assistance in keeping the shelter neat and orderly is greatly appreciated.

PETS

The single most important thing you can do to protect your pets is to make appropriate plans for them when you evacuate. Animals left behind in a disaster can easily be injured, lost, or killed. Your pets should be wearing up-to-date identification at all times. It's a good idea to have a tag with the phone number of a friend or relative outside your immediate area - if your pet is lost, you'll want to provide a number that will be answered if you're out of your home.

Evacuation shelters generally don't accept pets (except for service animals), be sure to plan ahead to ensure that your family and pets will have a safe place to stay. Don't wait until disaster strikes to do your research.

Contact hotels and motels outside your immediate area to check policies on accepting pets. Ask about any restrictions on number, size, and species. Ask if "no pet" policies would be waived in an emergency. Make a list of animal-friendly places and keep it handy. Call ahead for a reservation as soon as you think you might have to leave your home.

ALWAYS ASK ABOUT THE PET FEE BEFORE BOOKING! Fees can range anywhere between \$5 to over \$100. Most hotels charge pet fees; you are **NOT** authorized to claim this fee on your evacuation travel claim, so be prudent when shopping for a hotel that allows pets.

Many internet search engines can be used to determine which hotels accept pets, including:

www.officialpethotels.com/Pets	www.tripswithpets.com
www.pet-friendly-hotels.net	www.petswelcome.com
www.bringfido.com/lodging/	www.petfriendlytravel.com

You can also call ADTRAV. **GTCC holders are required to make lodging arrangements through ADTRAV.**

Check with friends, relatives, or others outside your immediate area. Ask if they would be able to shelter you and your animals or just your animals, if necessary. If you have more than one pet, you may have to be prepared to house them separately.

Make a list of boarding facilities and veterinary offices that might be able to shelter animals in emergencies; include 24-hour telephone numbers. Be sure your pet is up-to-date on all vaccinations and keep a copy of their immunization record with you when traveling.

If you have a pet, you may want to find a kennel instead of keeping them with you. It is important that you don't forget to make special arrangements and plans for a place that will safely house, feed, and care for your pets.

STAYING HOME

You may not be directed to evacuate, but there are still precautions you should take if you stay home during a hurricane. For guidance, visit www.Ready.gov and stay informed with local television and radio. You should also:

- Stay indoors within an inner room on the lowest level away from doors and windows. Do not go out in the brief calm during the passage of the hurricane eye. The lull sometimes ends suddenly and winds return from the opposite direction. Winds can increase in seconds to 75 mph or more.
- Keep a supply of flashlights and extra batteries handy. Avoid open flames, such as candles and kerosene lamps, as a source of light.

- If power is lost, turn off major appliances to reduce power "surge" when electricity is restored.
- Protect your property from damage without taking unnecessary risks. Temporary repairs may reduce further losses from wind and water, but be careful!
- Stay away from windows and glass doors; move furniture away from exposed doors and windows.
- Keep a continuous communications watch: keep radio or television tuned to receive information from official sources. Unexpected changes can sometimes call for last minute relocations.
- Remain calm! Your ability to cope with emergencies will help other members of your family. Stay calm, reassuring, and use common sense. Use the telephone or cellular phones only in the event of an emergency or life-threatening situation.
- In an emergency, call 911.

LIVING IN GOVERNMENT OWNED/LEASED HOUSING

Families residing in Government owned or leased housing will be required to evacuate if the order is issued. Military members (not in Government owned or leased housing) can also be ordered to evacuate. A military member may evacuate elsewhere if he/she takes annual leave, which is subject to the approval of the Fifth District Commander.

For those occupying government owned or leased housing, the lessor is responsible for the structure and any of his/her owned items within. A damage claim may be submitted thru the CG Legal Office (D5) at (757) 295-2308 if damage is suffered to the property.

This coverage is ONLY available for those families either in Coast Guard owned or leased housing. Please remember that your possessions might be worth more than that amount and it is still wise to have renter's insurance to cover damage above that amount or under other circumstances.

REIMBURSEMENT AFTER THE STORM

Coast Guard members¹ and dependents will be eligible for reimbursement for the expenses associated with an evacuation (e.g. travel, lodging, and per diem). The Coast Guard will reimburse dependents for expenses related to an evacuation **IF** the following conditions exist:

1. The evacuation was caused by an unusual or emergency circumstances such as a natural or national disaster; *and*,
2. The Fifth District Commander authorized the evacuation.

That said, you are strongly advised to follow the directions of local emergency officials, even if not specifically directed by the Coast Guard. If the above listed conditions for a Coast Guard-reimbursed evacuation are eventually met, you will be reimbursed.

¹ Members refers to civilian employees, active duty, and reservists performing active duty.

Whether the member evacuates with their dependents is dependent upon the Command requirements. Members are issued TDY orders, while dependents are issued evacuation orders separately. With or without the Coast Guard member, dependents will be reimbursed for travel, lodging and meals. Reimbursement rates can be found at: <http://www.defensetravel.dod.mil/site/perdiemCalc.cfm> or <https://www.gsa.gov/travel/plan-book/per-diem-rates/per-diem-rates-lookup>

TRAVEL ORDERS AND TRAVEL CLAIMS:

Travel orders and travel claims will normally be completed within three days upon your return to the home unit. However, if the duration of the evacuation is longer than a week, the PST may process travel claims prior to the return home to reduce the overall financial burden potentially placed upon member and dependents.

When filing a travel claim, receipts for expenses of \$75 and above are required. Receipts for lodging in any amount are required. Additionally, be sure to save all toll receipts. Receipts for meals are not required.

The travel claim process will be completed in a systematic way. Hard copy travel claims will be sent by D5 Admin (D05-DG-D5-Division-da@uscg.mil) to PPC (travel) for D5 staff and their dependents. Members will file their travel claim electronically in T-PAX. This will ensure 100 % accountability and accuracy.

RETURNING HOME

If you evacuated, do not return earlier than authorized or when recommended by local authorities or Fifth District Commander. Telephone services within the evacuation zone may be overloaded or non-existent for an extended period of time. Listen to the radio or television for information concerning returning to your home or call the staff information line. For further guidance you can call the PFB Weather Delay/Emergency Info Line or contact the D5 IMT/PST.

For information on road conditions contact:

State DOT	Phone	Web Site
Virginia	511 800-367-7623	http://www.virginiadot.org/travel/default.asp
North Carolina	511 (877) 511-4662	https://www.ncdot.gov/travel/

It is recognized that if extensive hurricane damage in the Hampton Roads area takes place, you may be pre-occupied with re-establishing your home and situating your family. It may be difficult, or perhaps impossible, for you to report to work immediately on a full time basis. Guidance for reporting for work will be determined based on an evaluation of area conditions. Frequently check the staff info line and any other information numbers for updated guidance.

If extreme damage has been reported in your area, maintain your safety and:

- Beware of outside hazards: Watch out for loose or dangling power lines.
- Walk or drive cautiously: debris-filled streets are dangerous. Washouts may weaken roads and bridge structures that may collapse under vehicle weight.
- Guard against spoiled food: Food may spoil if refrigerator power is off for more than a few hours.
- Do not use water until safe: Use your emergency supply or boil water before drinking until officials declare the water safe.

APPENDIX 1: EVACUATION ROUTES



Source: www.virginiadot.org/travel/resources/hurricaneEvacuation1.pdf

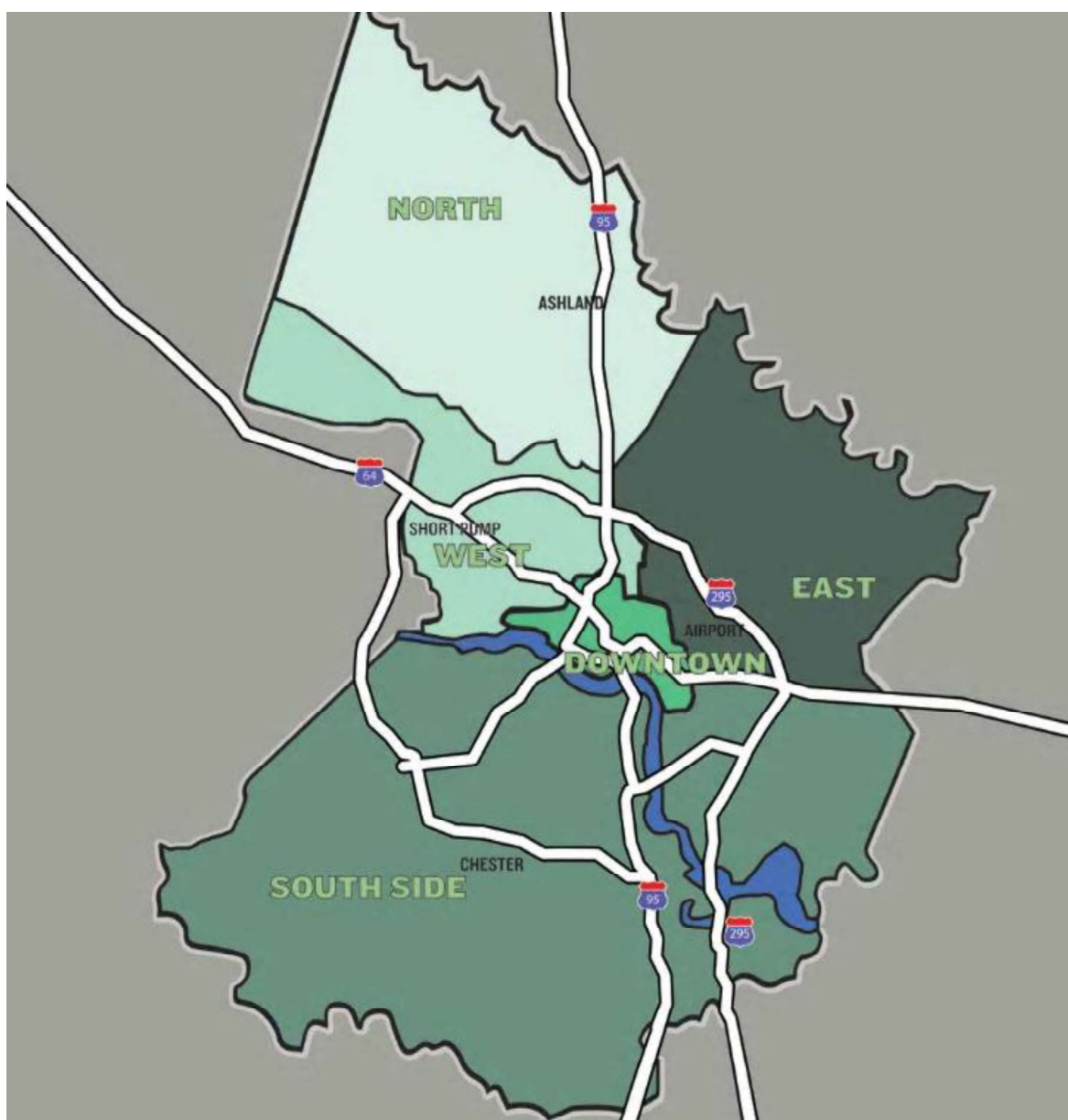
DISCLAIMER: Changes may occur without notification. Member/Family should check directly with VA DOT.

APPENDIX 2: RICHMOND HOTELS

This is not a comprehensive list of all of the hotels in the area, but a small selection to get you started. Conduct an internet search for a more comprehensive list and to review amenities offered by each facility.

Be aware that some of the below listed hotels may be subject to flooding in inclement weather. It is recommended that you conduct proper research prior to booking any of the below listed lodging facilities.

REMINDER: CG personnel with a GTCC must use ADTRAV to make travel arrangements.



Source: <https://www.visitrichmondva.com/hotels/>

DOWNTOWN:

Hotel	Address	Phone
Commonwealth Park Suites	901 Bank Street, 23219	(804) 343-7300
Courtyard by Marriott	1320 East Cary Street, 23219	(804) 754-0007
Crowne Plaza Downtown	555 East Canal Street, 23219	(804) 788-0900 1-800-2-CROWNE
Hampton Inn & Suites	700 East Main Street, 23219	(804) 643-5400
Hilton Downtown	501 East Broad Street, 23219	(804) 344-4300
Homewood Suites	700 East Main Street, 23219	(804) 643-2900
Linden Row Inn	100 East Franklin Street, 23219	(804) 783-7000 1-800-348-7424
Omni Richmond Hotel	100 South 12th Street, 23219	(804) 344-7000
Residence Inn by Marriott	14 South 14 th Street, 23219	(804) 225-5550
Richmond Marriott Hotel	500 East Broad Street, 23219	(804) 643-3400 1-800-228-9290

NORTH RICHMOND:

Hotel	Address	Phone
Candlewood Suites	10609 Telegraph Road, 23059	(804) 262-2240
Country Inn & Suites	11600 Lakeridge Parkway, 23005	(804) 798-7378
Courtyard by Marriott	10077 Brook Road, 23059	(804) 266-6900
Fairfield Inn & Suites	11159 Airpark Road, 23005	(804) 412-4800
Hampton Inn & Suites	1101 Technology Park Drive, 23059	(804) 261-2266
Holiday Inn Express	107 South Carter Road, 23005	(804) 752-7889
Quality Inn & Suites	810 England Street, 23005	(804) 798-4231
Sleep Inn & Suites	80 Cottage Green Drive, 23005	(804) 752-2355
Springhill Suites by Marriott	9701 Brook Road, 23059	(804) 266-9403
Wyndham Virginia Crossings	1000 Virginia Center Parkway, 23059	(804) 727-1400 1-888-444-6553

SOUTH RICHMOND:

Hotel	Address	Phone
Candlewood Suites	15820 Woods Edge Road, 23834	(804) 526-0111
Country Inn & Suites	2406 West Hundred Road, 23831	(804) 751-0080
Courtyard by Marriott	2001 West Hundred Road, 23836	(804) 414-1010
Extended Stay America	241 Arboretum Place, 23236	(804) 272-1800 1-800-EXTSTAY
Fairfield Inn & Suites	150 North Pinetta Drive, 23235	(804) 464-8322
Hampton Inn	800 Research Road, 23236	(804) 897-2800
Hilton Garden Inn	800 Southpark Boulevard, 23834	(804) 520-0600

CGDFIVEINST 4600.1A
Enclosure (1)

Holiday Inn Express	5030 West Village Green Drive, 23113	(804) 744-7303 1-800-HOLIDAY
Homewood Suites	12810 Old Stage Road, 23836	(804) 751-0010
Sleep Inn & Suites	6451 Bayside Lane, 23112	(804) 639-3500

EAST RICHMOND/AIRPORT:

Hotel	Address	Phone
Best Western Plus	5300 Airport Square Lane, 23150	(804) 222-8200
Candlewood Suites	5400 Audubon Drive, 23231	(804) 652-1888
Courtyard by Marriott	5400 Williamsburg Road, 23150	(804) 652-0500 1-800-321-2211
Four Points by Sheraton	4700 South Laburnum Avenue, 23231	(804) 226-4300
Hampton Inn	7433 Bell Creek Road, 23111	(804) 559-0559
Hampton Garden Inn	441 International Center Drive, 23150	(804) 222-3338
Holiday Inn Express	7441 Bell Creek Road, 23111	(804) 559-0022
Homewood Suites	5996 Audubon Drive, 23150	(804) 737-1600
Hyatt Place	4401 South Laburnum Avenue, 23231	(804) 549-4865
Microtel Inn & Suites	6000 Audubon Drive, 23150	(804) 737-3322 1-888-771-7171

WEST RICHMOND:

Hotel	Address	Phone
Best Western Executive	7007 West Broad Street, 23294	(804) 672-7007
Candlewood Suites	2100 Dickens Road, 23230	(804) 324-3900
Comfort Suites	4051 Innslake Drive, 23060	(804) 217-9200 1-888-558-7750
Country Inn & Suites	8010 West Broad Street, 23294	(804) 755-6605
Embassy Suites	2925 Emerywood Parkway, 23294	(804) 672-8585
Extended Stay America	6811 Paragon Place, 23230	(804) 285-2065
Homestead Studio Suites	10961 West Broad Street, 23060	(804) 747-8898
Fairfield Inn & Suites	9937 Mayland Drive, 23233	(804) 545-4200
Hampton Inn & Suites	5406 Glenside Drive, 23228	(804) 756-1777
Springhill Suites by Marriott	9960 Independence Park Drive, 23233	(804) 217-7075

D5 EMERGENCY EVACUATION PERSONNEL INFORMATION FORM**INFORMATION REQUIRED BY THE PRIVACY ACT OF 1974****AUTHORITY:** Title 5, U.S.C. 5701-5742, Title 5 U.S.C. 552a, Title 37 U.S.C. 404 - 427 and E.O.9397**PRINCIPAL PURPOSE:** Evacuation notification, reviewing, approving, accounting and disbursing for official travel in the case of evacuation. EMPLID is used to maintain numerical identification system for individual claims.**ROUTINE:** To substantiate claims for reimbursement for official travel or emergency dependent evacuation.**DISCLOSURE:** Voluntary. Failure to furnish information requested may result in a delay in creating Evacuation Orders

Complete the following concerning your intentions in the event of an ordered evacuation:

Name (Last, First, MI)	EMPLID	Date
Permanent Duty Station (Staff Symbol)	Non-CG-Email:	Cell Phone Number
		Home Phone Number

PHYSICAL home address (where YOU reside) Street City ST ZIP	Marital Status (Check on box only): <input type="checkbox"/> Single <input type="checkbox"/> Married
	Are you Mbr to Mbr: <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
	Number of Dependent residing with you:
	Total number of Dependents:

Spouse/Partner Full Name: _____
 Spouse Cell Phone: _____
 Spouse Email Address: _____

I reside in the following:

☐ Privately owned home
 ☐ Rent on Economy
 ☐ DoD Family Housing
 ☐ Leased Housing
 ☐ UPH (barracks)

Dependents Name (First MI Last)	Age	DoB (mm/dd/yyyy)	Sex	Reside with you?		If "no", Please provide address Street, City, State, Zip
				Yes	No	
				Yes	No	
				Yes	No	
				Yes	No	
				Yes	No	

Do you or your dependents have any special needs, such as a wheelchair access or special medical equipment? If so, please identify Who requires? What special need:

In the case of an Evacuation Order, will you be relocating your dependents and yourself to the Coast Guard identified Safe Haven? (Generally, our Safe Haven area is West of I-95 or specifically Richmond, VA) ☐ Yes ☐ No*

*If "NO", please provide evacuation address below:

Please provide PHYSICAL address, no PO Boxes. Street City ST Zip	Evacuation Contact Phone Number(s)
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Members should also register their dependents with the Ombudsmen Registry to ensure they can be notified in the event of an evacuation: <https://cgombudsmanregistry.org/?m=login>

Member Signature:

Command Name and Signature:

Return this form to CG Fifth District Admin (da)

431 Crawford St, Portsmouth, VA 23704

For assistance, please call: (757) 391 - 8164 or (757) 398 - 6636

Request for Evacuation Authorization/Termination Message

From: CMD-SMB-CG-SECTOR-XXXXX

To: CMD-SMB-CGD-FIVE

Info: CMD-SMB-CG-STA-XXXXX; CMD-SMB-CGC-XXXXXX; CMD-SMB-CG-ESD-XXXXXX;
CMD-SMB-CG-ANT-XXXXXXX; CMD-SMB-CG-RC; CMD-SMB-CG-BASE-XXXXXXX; CMD-SMB-
CG-LANTAREA; CMD-SMB-CG-PPC

SUBJ: INITIAL/UPDATE 001/FINAL: SECTOR XXXX REQUEST FOR EVACUATION
AUTHORIZATION/TERMINATION FOR HURRICANE XXXXXXX

- A. CCGDFIVE Portsmouth VA DTG [D5 Hurricane Season YYYY Preparedness Guidance]
- B. Fifth District Evacuation Guidance, CGDFIVEINST 4600.1 (series)
- C. Joint Travel Regulations (JTR)
- D. Federal Travel Regulations (FTR)

1. Due to the threat of flooding, local authorities have mandated evacuations/authorized return for the following areas:

AREA(S):	MANDATED EVACUATION NLT/AUTHORIZED RETURN:
XXXXXX City/County, ST	TIME DDMMYY/DDMMYY
XXXXXX City/County, ST	TIME DDMMYY/DDMMYY
XXXXXX City/County, ST	TIME DDMMYY/DDMMYY

2. In accordance with references (a) through (d), request evacuation authorization/termination for all CG active duty, reservists on active duty, civilian employees, and their dependents for the units/areas in the impacted areas listed in paragraph 1.

3. The following cities/counties have been identified as the safe haven locations for CG evacuees in the following areas/units:

UNIT/AREA:	SAFE HAVEN/TDY:
XXXXXX City/County, ST	XXXXXX City/County, ST
XXXXXX City/County, ST	XXXXXX City/County, ST
XXXXXX City/County, ST	XXXXXX City/County, ST
CG Unit	XXXXXX City/County, ST
CG Unit	XXXXXX City/County, ST

4. The following POCs have been/will be established to assist evacuees:

POC	PHONE	EMAIL	LOCATION
Sector IMT	(999)999-9999	XXXXXXXXX(at)USCG.MIL	Address, City, ST
PST-01	(999)999-9999	XXXXXXXXX(at)USCG.MIL	Address, City, ST
PST-02	(999)999-9999	XXXXXXXXX(at)USCG.MIL	Address, City, ST
PST-03	(999)999-9999	XXXXXXXXX(at)USCG.MIL	Address, City, ST

5. Sector anticipates requesting the use of CGPAAS for affected units once threat has passed for post accountability.

6. POC(s): Sector IMT Safe Haven/TDY Site Coordinator, RANK FULL NAME (999)999-9999 or email at XXXXXXXX(at)USCG.MIL.

7. Internet release is authorized.

8. CAPT XXXXXXX, Sector Commander, sends.

D5 Authorization for Evacuation/Termination Message

From: CMD-SMB-CGD-FIVE

To: AIG 8910 and AIG 8912

Cc: D05-SMB-D5IMT; D05-SMB-LANTIMT; CMD-SMB-CG-PPC; CMD-SMB-CG-FINCEN; CMD-SMB-CG-SECCEN;
CMD-SMB-CG-CSC; CMD-SMB-CG-LANTAREA; COGARD CSC CHESAPEAKE VA

Info:

SUBJ: INITIAL/UPDATE 001/FINAL: D5 AUTHORIZATION/TERMINATION FOR SECTOR XXXXXXXX EVACUATION
FOR HURRICANE XXXXXX

IF NOT IN THE IMPACTED EVACUATION AREA, THIS MESSAGE IS FOR YOUR SITUATIONAL AWARENESS ONLY.

- A. Sector XXXXXXXX Evacuation Request DTG
- B. Fifth District Evacuation Guidance, CGDFIVEINST 4600.1 (series)
- C. Questions And Answers For Civilian Employees Affected By Emergency Situations Handbook, CG-121 Publication, November 2016
- D. PPC Travel Hurricane / Evacuation Order Guidance 2016
- E. Federal Travel Regulations (FTR)
- F. Joint Travel Regulations (JTR)
- G. CG Personnel and Pay Procedures Manual, PPCINST M1000.2 (series), ch. 2
- H. CGD FIVE Portsmouth, VA DTG [District (D5) Financial Guidance for Hurricane XXXXXXXX]

1. This message supercedes previous messages. This message is intended to expedite the evacuation notification process. All members are required to ensure they meet the requirements of their commands prior to evacuating. IAW reference (a) through (h), Fifth District Commander grants the evacuation authorization/termination for all for all non-essential CG active duty, reservists on active duty, civilian employees, and their dependents who live in the following areas:

AREA(S): MANDATED EVACUATION NLT/AUTHORIZED RETURN:

XXXXXX City/County, ST	TIME DDMMYY/ DDMMYY
XXXXXX City/County, ST	TIME DDMMYY/ DDMMYY
XXXXXX City/County, ST	TIME DDMMYY/ DDMMYY

2.A. Entitlements for evacuations are based on evacuation authority given by the District Commander and is specific to both the evacuation area and to the time period of which evacuation is authorized. Active duty military, reservists on orders, civilian employees, and their dependents must be aware that if they choose to evacuate their homes and are not located within the authorized area, or are evacuating outside of the time period in which the evacuation was authorized, they will not be authorized evacuation entitlements.

2.B. Evacuees are responsible for securing their own lodging arrangements by calling the hotel directly and using their Government Travel Charge Card (GTCC) to secure the reservations being held by the PST. Under this evacuation order, use of the GTCC is authorized and encouraged. Only the actual card holder is authorized to use the GTCC (e.g. dependents cannot use the GTCC).

D5 Authorization for Evacuation/Termination Message

3. Pre-designated safe haven sites: Personnel Support Team (PST) will coordinate with the Area Housing Officer, Local Housing Authorities, and visitor bureaus to determine room availability at the time of an evacuation.

Primary evacuation safe havens are listed below:

UNIT/AREA:	SAFE HAVEN/TDY:
XXXXXX City/County, ST	XXXXXX City/County, ST
XXXXXX City/County, ST	XXXXXX City/County, ST
XXXXXX City/County, ST	XXXXXX City/County, ST
CG Unit	XXXXXX City/County, ST
CG Unit	XXXXXX City/County, ST

4. The following POCs have been/will be available to assist evacuees:

POC	PHONE	EMAIL	LOCATION
D5 IMT	(757)398-6591	<u>D05-DG-D5Evac@uscg.mil</u>	431 Crawford St, Portsmouth, VA
Sector IMT	(999)999-9999	XXXXXXXX(at)USCG.MIL	Address, City, ST
PST-01	(999)999-9999	XXXXXXXX(at)USCG.MIL	Address, City, ST
PST-02	(999)999-9999	XXXXXXXX(at)USCG.MIL	Address, City, ST
PST-03	(999)999-9999	XXXXXXXX(at)USCG.MIL	Address, City, ST

5. Reporting procedures:

5.A. All active duty, reservists on active duty, and civilian employees who evacuate shall report as follows:

5.A.1. Upon departure from unit/evacuated area, evacuees shall notify supervisor/unit Coast Guard Personnel Accountability & Assessment System (CGPAAS) Commanding Officer Representative (COR) with intended destination, number of dependents evacuating and other concerns. All evacuees, regardless of where they chose to evacuate to, and regardless of whether or not they are in a county mandated evacuation zone must check in with their unit's accountability team as well as report any change in status or additional needs. Units shall ensure that all evacuees are provided numbers for their unit's accountability team and the contact numbers in paragraph 4.

5.A.2 Upon arrival at safe haven with a designated PST, evacuees shall check-in with PST. Evacuees unable to contact the PST should check in with the D5 IMT listed in paragraph 4.

5.A.3. Upon arrival at safe haven without a designated PST, evacuees shall check-in with supervisor/unit CGPAAS COR.

5.A.4 While evacuated, evacuees shall check-in with PST or supervisor/unit CGPAAS COR daily.

5.A.5 Upon departure from safe haven, evacuees shall check-out with PST or supervisor/unit CGPAAS COR with intended destination, number of dependents returning and other concerns.

5.A.6 Upon arrival to unit/residence, evacuees shall notify PST and supervisor/unit CGPAAS COR the number of dependents returned and other concerns.

5.B. PSTs or supervisor/unit CGPAAS COR shall track evacuee information (at a minimum - location, phone number, unit, intentions, special needs) and shall provide instruction or status updates as necessary. Reports must be made to D5 IMT at least once a day NLT XXXX. At a minimum, reports shall include: number of evacuees by category (Active Duty, Reserve, Civilian, and dependents), their locations, number arrived/departed since last report, and other pertinent information.

5.B.1. For evacuees at safe haven locations with designated PSTs, PSTs shall report to Sector IMT. Sector IMTs shall report to D5 IMT.

5.B.2. For evacuees at safe haven locations without designated PSTs, commands shall report via their respective CGPAAS COR hierarchy to D5 IMT. Unit CGPAAS CORs and PSTs shall deconflict list of evacuees prior to reporting to D5 IMT.

D5 Authorization for Evacuation/Termination Message

6. CG authorized evacuation from areas impacted by hurricanes will involve reimbursements to the member, but these financial and other support processes take time to materialize post-storm and members may encounter delays. Hence, evacuating members should ensure they have the means to pay for living expenses, such as lodging and food, and be prepared to make their own travel and lodging arrangements.

7. Evacuation entitlements. IAW references (b) through (h), mandatory evacuees will be reimbursed to the extent of round-trip travel from home to the safe haven, lodging and per diem. The maximum dollar amount for reimbursement of each of the items will be based on the designated safe havens in paragraph 2 above. All reasonable efforts should be made to reach the designated safe haven. In the event members cannot reach the designated safe haven, members shall notify the next respective POC in succession listed in paragraph 4. Sector shall carefully review members circumstances before requesting amendment to safe have designation from D5 Commander.

7.A. Evacuation entitlements limitations:

7.A.1. Voluntary evacuees are not eligible for CG evacuation entitlements.

7.A.2. Costs incurred outside of the authorized evacuation dates will not be reimbursed.

7.A.3. If circumstances warrant, the safe haven may be amended by the District Commander. If the order is amended, members will receive the locality per diem rate for the amended order location.

7.A.4. Dependents of active duty and reservists on active duty evacuating to an alternate location from the authorized safe haven without prior written authorization, may only be reimbursed the standard CONUS per diem rate, even if travel is OCONUS.

7.A.5. Civilian employees and their dependents evacuating to an alternate location from the authorized safe haven without prior written authorization will not be eligible for CG reimbursement of expenses.

8. Travel funds. Members with Government Travel Credit Cards (GTCC) must use ADTRAV to make travel arrangement. GTCC may not be used for dependent expenses. Lodging and meals for dependents shall be procured using personal funds, personal credit card, or issued travel advances. Authorized dependent transportation expenses may be charged to the Central Billing Account (CBA).

9. Sector/Bases/TRACEN/PST shall coordinate the issuance and tracking of evacuation TONOs and shall use the following funding information: cost center XXXXX, FPD project code "XXXXXXX" and object class 2108 IAW reference (i).

10. Termination: Sector shall request termination for evacuees to return home once the evacuated areas have been assessed and declared safe. Evacuation entitlements will cease when the D5 Commander authorizes a termination order and/or the evacuees return to habitable dwelling.

11. Sector Commanders and Unit Commanding Officers are responsible for ensuring that all CG Units within their AOR are notified of this evacuation authorization/termination message via Alert Warning System (AWS), CGPAAS, as well as any other Coast Guard authorized means.

12. This order does not constitute or imply the authority to grant administrative absences for civilian employees. Employees must report to work as directed by their command. If an employee's primary place of work is not habitable, employees may be placed on TDY orders to report to a temporary duty location other than their safe haven.

13. POC(s): D5 IMT Safe Haven/TDY Site Coordinator, 757-398-6591 or email D05-SMB-D5Evac@uscg.mil.

14. RADM Austin, Fifth District Commander, sends.

15. Internet release authorized.

1. Incident Name
Hurricane XXXXX

2. Operational Period (Date/Time)
From: To:

INCIDENT ORGANIZATION
CHART ICS 207-CG

3.

Unified/Area Command

PUBLIC INFORMATION OFFICER

SAFETY OFFICER

LIAISON OFFICER

.....

Indicates initial contact point

AGENCY REPS.

FINANCE/ADMIN SECTION

4.

STAGING AREA

OPERATIONS SECTION

PLANNING SECTION

LOGISTICS SECTION

FINANCE/ADMIN SECTION

5.

STAGING AREA

OPERATIONS SECTION

PLANNING SECTION

LOGISTICS SECTION

FINANCE/ADMIN SECTION

6.

STAGING AREA

OPERATIONS SECTION

PLANNING SECTION

LOGISTICS SECTION