



JUN 03 2019
4000

Dear Coast Guard Members and Families:

The **2019 Severe Weather / Hurricane Season** begins June 1st and extends through November 30th, 2019. The National Weather Service (NOAA) will soon publish their predictions for the 2019 season. The predictions and other weather related information can be found at <http://www.noaa.gov/>. Severe weather can cause damage, displace families and become a major event in our lives, so now is the perfect time to prepare no matter what the predictions may be.

Our Service has significant operational mission requirements related to hurricanes, as well as an important ongoing obligation to look out for the safety and welfare of all of our Coast Guard members and families, including Active Duty Military, Civilians, Reservists, and Auxiliarists. In general, Coast Guard responsibilities fall into two broad categories: **Professional Readiness** and **Personal / Family Readiness**.

Professional Readiness means that you and your shipmates have the training, qualifications, assets, equipment and/or reference materials that you need to perform your Coast Guard operational and mission support tasks before, during, and after a hurricane / severe weather. In terms of professional readiness, you must be prepared at all times to carry out your duties, even in the event that your workplace in the Portsmouth Federal Building is no longer accessible.

Personal / Family Readiness means that you have carefully considered all of the available guidance and recommendations related to severe weather – to include what impact the experts project storms of varying intensity will, or may, have in your neighborhood – and then take all reasonable measures to protect your family, pets, and home in the event a hurricane / severe weather impacts the Greater Hampton Roads area. It is important to consider that your professional readiness responsibilities may mean that your family may have to execute some or all of your family readiness plan without you while you stand the watch.

- **Family Emergency Plan**

While every hurricane / severe weather event will present unique challenges that require flexibility on our part in responding, there is much that can be done beforehand. Our advance preparation is vital to achieving the best possible outcomes. If you have not already done so, develop a **Family Emergency Plan** detailing the specific steps you will take to protect your family, home and personal property. For additional resources:

- Virginia residents are encouraged to visit ready.gov or the Virginia Department of Emergency Management website at <http://www.vaemergency.gov/>
- North Carolina residents are encouraged to visit readync.org or the North Carolina Department of Public Safety Emergency Management website at <https://www.ncdps.gov/ncem>.

- **Evacuation Coordination**

A hurricane / severe weather event may trigger mandatory evacuations by State and/or local authorities. Virginia residents of Hampton Roads, the Peninsula, Northern Neck and Eastern Shore should identify their Evacuation Zone at www.KnowYourZoneVA.org. You may download a current Virginia Hurricane Evacuation Guide at <http://www.vaemergency.gov/prepare-recover/threat/hurricanes/>. North Carolina residents may find general evacuation information and recommended evacuation routes at readync.org and <https://www.ncdot.gov/travel-maps/maps/Pages/evacuation-routes.aspx>.

Even if evacuation is not mandatory, it may still be wise to evacuate your family. You should know when to evacuate and what your evacuation options are – bearing in mind that tens of thousands of other people will likely be evacuating at the same time! Generally speaking, your evacuation options include: (a) commercial lodging at a Coast Guard-designated safe haven (if one is declared), (b) a location of your own choosing, (c) a civil shelter in your community, or (d) a military facility. In addition, a **Hurricane Preparedness Kit Checklist** is provided as enclosure (1).

With respect to relocation expenses, the following applies:

- Reimbursement of expenses is available to active-duty military and civilian employees only if the evacuation is authorized for your locale by the District Commander. The most significant input to the District Commander's decision is whether State and/or local officials have determined that evacuation is appropriate.
- If the District Commander does authorize evacuation for your locale, the following expenses will be covered within certain specified limits: travel to and from the evacuation site, lodging while at the evacuation site, and meals and incidental expenses while at the evacuation site.
- The maximum dollar amount for reimbursement of each of the above items will be based on where the Coast Guard-designated safe haven is located. That information will be provided to all evacuating members when the evacuation is authorized by the District Commander.

Evacuating members should ensure that they have the means to pay for living expenses, like lodging and food, and that they are prepared to make their own travel and lodging arrangements. Coast Guard-authorized evacuation from areas impacted by severe weather will involve reimbursement for travel, lodging and food, but these financial and other "support" processes take time to materialize post-storm and there may be delays.

While an evacuation may never be necessary this hurricane season, you must be prepared to conduct one! And if evacuation is necessary, always keep your Coast Guard Supervisor informed: report in daily, providing your status, contact number, whereabouts, and any need for assistance.

There are three additional first steps that you need to take **now** as part of your hurricane preparedness:

- Check in with your administrative support Yeoman to complete your **2019 D5 Emergency Evacuation Personnel Information Form**, enclosure (2). This form helps us determine our eligible population for evacuation benefits and how we can contact you.

- Attend the **2019 Hurricane Training**. All Portsmouth Federal Building (PFB) Command's personnel and family members are invited to attend training on **Tuesday, June 25, 2019 or Wednesday, July 10, 2019**, 1000 in the Multi-Purpose room on the 1st Deck of the Portsmouth Federal Building. Subject matter experts will be there to discuss family planning and evacuation procedures.
- **Ensure that our Ombudsman has your family contact information.** As the official point of contact for unit families and a source of crisis information, our Ombudsman serves as a critical link between the command and Coast Guard families.
 - **Fifth District Staff Ombudsman:** Rachel Conley, D5StaffOmbudsman@gmail.com, cell: 302-883-1424

All of your professional, personal, and family readiness requirements should be completed as soon as possible. Any questions, suggestions, or concerns should be directed to the **Fifth District Administration Division at (757) 398-6636 or Atlantic Area Administration Division at (757) 398-6555.**

Always remember that readiness is a constant duty for all of us. As America's premier maritime service, we must be Semper Paratus - Always Ready to serve and protect our Nation, our shipmates, and our families.

Sincerely,



K. M. Smith
Rear Admiral, U.S. Coast Guard
Commander, Fifth Coast Guard District

Enclosure: (1) Hurricane Preparedness Kit Checklist
(2) D5 Emergency Evacuation Personnel Information Form

D5 HURRICANE PREPAREDNESS CHECKLIST



BASIC HURRICANE KIT

- ☐ Flashlights & extra bulbs
- ☐ Battery-powered or hand-crank radio (NOAA Weather Radio, if possible)
- ☐ Battery-powered lanterns
- ☐ Extra batteries (in different sizes)
- ☐ Matches
- ☐ First Aid Kit
- ☐ Duct Tape
- ☐ Plastic garbage bags
- ☐ Fire extinguisher
- ☐ Scissors
- ☐ Clean clothes and rain gear
- ☐ Extra blankets
- ☐ Heavy gloves
- ☐ Local maps
- ☐ Evacuation plan

HOUSE CHECKLIST

- ☐ Remove outdoor items
- ☐ Trim dead branches from trees
- ☐ Board up windows
- ☐ Fill gas tank and extra containers
- ☐ Move furniture away from windows
- ☐ Store important documents in waterproof containers
- ☐ Extra supply of medicines

FOOD AND WATER

Pack non-perishable food for each person for 3-7 days.

- ☐ Bottled water (1 gallon/person/day)
- ☐ Bottled juice
- ☐ Two coolers: one for drinks and one for food
- ☐ Canned foods
- ☐ Can opener

BABY & CHILDREN'S NEEDS

- ☐ Formula & nonperishable foods
- ☐ Diapers and wipes
- ☐ Medications

PREPARE YOUR PET

- ☐ Water for your pet for 3-7 days
- ☐ Non-perishable food
- ☐ Crate/carrier/tank
- ☐ Leach (non-extendable)
- ☐ Collar and/or harness with tags
- ☐ Clean litter box
- ☐ Updated shots & medical records
- ☐ Microchip with up-to-date contact info
- ☐ Any medications

OTHER IMPORTANT ITEMS TO CONSIDER:

<i>Cash</i>	<i>Toiletries</i>	<i>Bleach</i>	<i>Paper Towels</i>
<i>Cell Phones / Chargers</i>	<i>Insect Repellent</i>	<i>Dust Masks</i>	<i>Paper Plates</i>
<i>Power Cords / Converter</i>	<i>Grill (Gas / Charcoal)</i>	<i>Soap / Shampoo</i>	<i>Paper Cups</i>
<i>Multi-Tool</i>	<i>Lighter Fluid</i>	<i>Saw / Chainsaw</i>	<i>Utensils</i>
<i>Tool Kit</i>	<i>Butane Lighter</i>	<i>Generator</i>	<i>Books / Games / Toys</i>

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 (with Staff Symbol)	Cell Phone Number	Home Phone Number

PHYSICAL home address (where YOU reside) Street City ST ZIP Name of Spouse/Partner: _____ Cell Phone: _____ Email Address: _____	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:

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)
--	---

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) 398 – 6636 or (757) 334-2001