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Important Numbers



Primary

Secondary

	Primary	Secondary
USCG Hurricane Hotline	(305) 292-8700 (option 2)	
USCG Sector Key West	(305) 292-8779	
USCG Sector Key West Emergency	(305) 292-8713	
Sector Key West Officer of the Day	(305) 797-2162	
Sector Key West Hazmat Assist.	(305) 292-8831	305-797-1032
Chaplain	(305) 797-1121	
PST		
USCG Legal (District 7) YNC Kimberly Wizst	(305) 415-6949	(305) 807-7713
Direct Supervisor		
Department Head		

Hurricane Pocket Guide Introduction



This Sector Key West Hurricane Pocket Guide is designed and intended for both members and their dependents. It serves as a informative general resource to assist members and their families during a hurricane. It does not replace the very detailed Sector Key West Severe Weather Plan or any other official U.S. Coast Guard plan. Rather, this pocket guide simply contains some of the key points from these documents and online resources for the “on-the-go” member.

All members are reminded to review the Official U.S. Coast Guard Sector Key West Severe Weather Plan, the Commanding Officer’s Hurricane Letter and Enclosures, their unit’s official hurricane plans and policies, and finally create their own personal family hurricane action plan.

If you or your dependents have any questions, comments, or concerns regarding hurricane preparation, there are many resources available to assist you. Please feel free to reach out to your unit’s command, ombudsman, Sector Command Master Chief and your local Hurricane Preparation organizations for more information.



Commander
United States Coast Guard
Sector Key West

100 Trumbo Road
Key West, FL 33040-6655
Staff Symbol: 3
Phone: 305-295-1442
Fax: 305-292-9701
Email: Francisco.S.Rego@uscg.mil

1700
JUN 10 2018

Dear Coast Guard Family Members,

Welcome to Paradise. One of the biggest challenges of living in the Keys is dealing with Hurricanes! A hurricane is one of the most dramatic, damaging and potentially deadly weather events that can occur in the Keys. As you are aware, we are entering the 2018 hurricane season. In October 2005, the Florida Keys, Homestead, Miami and Fort Lauderdale, suffered substantial damage from Hurricane Wilma. The Keys suffered significant damage due to tidal surge, which rendered homes of 136 Coast Guard families and members uninhabitable, forcing our members and families into temporary quarters such as barracks, trailers, and Bachelor Officer Quarters for an extended period of time. Last year Hurricanes Maria and Irma left a path of destruction as it swept across Houston, TX, Puerto Rico, the U.S. Virgin Islands, the Florida Keys, and the densely populated cities of Miami, Tampa, Orlando, and Jacksonville. The thought of another major hurricane like Irma striking the Keys should give all of us cause for concern. As you know, there is only one road out of the Keys, and you absolutely must have plans to be on it when an evacuation is directed (well before a major storm gets near the Keys).

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

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

All active duty personnel will receive automatic notifications through their registered phone by our Coast Guard Personnel Accountability and Assessment System (CGPAAS). This system will notify and update members on current weather conditions and any possibilities of sheltering or evacuating. It is extremely important to maintain up-to-date contact information throughout the year. You are required to update your contact information at <https://cgpaas.uscg.mil>. In addition, each unit has a designated hurricane point of contact to provide information and training. This person will be your main point of contact for all hurricane related matters.

Naval Fleet and Family Support Center will have its annual Hurricane Preparedness presentation, a date to be determined. Newly reported personnel and family members are welcome and highly encouraged to attend one of these presentations. They will discuss the importance of hurricane preparedness, the specifics of hurricane sheltering and evacuation.

The enclosures to this letter are intended to provide you with the information you will need to prepare your family for the 2018 hurricane season. Please keep this letter and enclosures to use as a checklist for impending storms.

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

If you have any questions or concerns, please contact our Sector Personnel Officer at 305-292-8787 or cell at 305-797-2162.

Sincerely,



F. S. REGO
Captain, U. S. Coast Guard

- Enclosures: (1) Hurricane Conditions and Categories
(2) Hurricane Preparation Checklist
(3) Mandated Sheltering Information and Checklist
(4) Mandatory Evacuation Checklist
(5) After Hurricane Passes Checklist
(6) Orlando Hotels, Dog Kennels and Medical Providers
(7) 2018 Travel Entitlements
(8) Hurricane Check-in Sheet
(9) Hotel Tax Exempt Form

Basic Terminology and Definitions

Hurricane:

A severe tropical storm with torrential rain and extremely strong consistent winds of 74 mph (64 knots) or greater. Usually these storms are accompanied by rain, thunder, lightning, and storm surge. Hurricanes originate in areas of low pressure in equatorial regions of the Atlantic or Caribbean, and then strengthen, traveling northwest, north, or northeast.

Hurricane Season:

The portion of the year having a relatively high incidence of hurricanes. The hurricane season in the Atlantic, Caribbean, and Gulf of Mexico runs from **June 1st to November 30th**.

Tropical Depression:

A tropical depression is an organized system of clouds and thunderstorms with a defined circulation and maximum sustained winds of 38 mph (33 knots) or less.

Tropical Disturbance:

A discrete tropical weather system of apparently organized convection--generally 100 to 300 nautical miles in diameter--originating in the tropics or subtropics, having a non-frontal migratory character, and maintaining its identity for 24 hours or more. It may or may not be associated with a detectable perturbation of the wind field.

Tropical Wave:

A trough or cyclonic curvature maximum in the trade-wind easterlies. The wave may reach maximum amplitude in the lower middle troposphere.

Tropical Storm:

A tropical cyclone in which the maximum sustained surface wind speed (using the U.S. 1-minute average) ranges from 34 kt (39 mph or 63 kph) to 63 kt (73 mph or 118 kph).

Saffir-Simpson Hurricane Scale

The Saffir-Simpson Hurricane Scale is a 1-5 rating based on the hurricane's present intensity. This is used to give an estimate of the potential property damage and flooding expected along the coast from a hurricane landfall. Wind speed is the determining factor in the scale, as storm surge values are highly dependent on the slope of the continental shelf in the landfall region.

Saffir-Simpson scale

- 1** Winds 74-95 mph
Storm surge 4-5 ft

- 2** Winds 96-110 mph
Surge 6-8 ft

- 3** Winds 111-130 mph
Surge 9-12 ft

- 4** Winds 131-155 mph
Surge 13-18 ft

- 5** Winds 155 mph-plus
Surge above 18 ft

Basic Terminology and Definitions (Cont.)

Category One Hurricane:

Winds 74-95 mph. Storm surge generally 4-5 feet above normal. No real damage to building structures. Damage primarily to unanchored mobile homes, shrubbery, and trees. Some damage to poorly constructed signs. Some coastal road flooding and minor pier damage.

Category Two Hurricane:

Winds 96-110 mph. Storm surge generally 6-8 feet above normal. Some roofing material, door, and window damage of buildings. Considerable damage to shrubbery and trees with some trees blown down. Considerable damage to mobile homes, poorly constructed signs, and piers. Coastal and low-lying escape routes flood 2-4 hours before arrival of the hurricane center. Small craft in unprotected anchorages break moorings.

Category Three Hurricane:

Winds 111-130 mph. Storm surge generally 9-12 feet above normal. Some structural damage to small residences and utility buildings with a minor amount of curtainwall failures. Damage to shrubbery and trees with foliage blown off trees and large trees blown down. Mobile homes and poorly constructed signs are destroyed. Low-lying escape routes are cut by rising water 3-5 hours before arrival of the hurricane center. Flooding near the coast destroys smaller structures with larger structures damaged by battering of floating debris. Terrain continuously lower than 5 ft above mean sea level may be flooded inland 8 miles or more. Evacuation of low-lying residences with several blocks of the shoreline may be required.

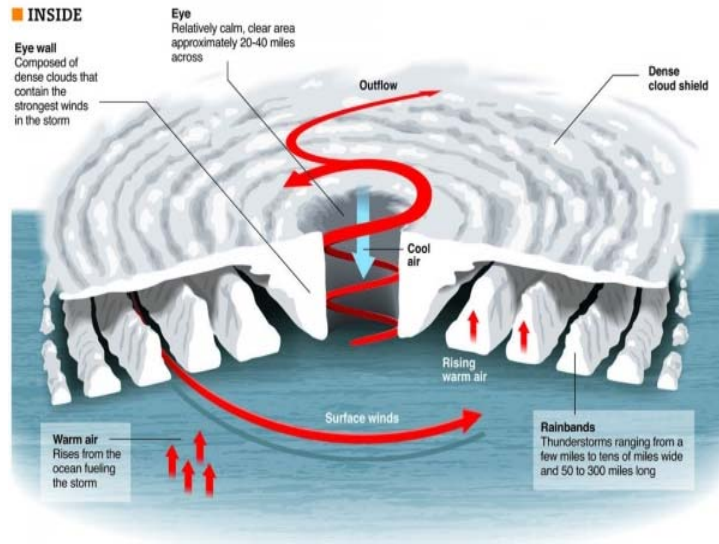
Category Four Hurricane:

Winds 131-155 mph. Storm surge generally 13-18 feet above normal. More extensive curtainwall failures with some complete roof structure failures on small residences. Shrubs, trees, and all signs are blown down. Complete destruction of mobile homes. Extensive damage to doors and windows. Low-lying escape routes may be cut by rising water 3-5 hours before arrival of the hurricane center. Major damage to lower floors of structures near the shore. Terrain lower than 10 feet above sea level may be flooded requiring massive evacuation of residential areas as far inland as 6 miles.

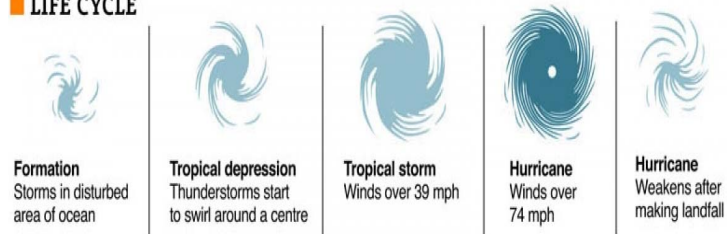
Category Five Hurricane:

Winds greater than 155 mph. Storm surge generally greater than 18 feet above normal. Complete roof failure on many residences and industrial buildings. Some complete building failures with small utility buildings blown over or away. All shrubs, trees, and signs blown down. Complete destruction of mobile homes. Severe and extensive window and door damage. Low-lying escape routes are cut by rising water 3-5 hours before arrival of the hurricane center. Major damage to lower floors of all structures located less than 15 feet above sea level and within 500 yards of the shoreline. Massive evacuation of residential areas on low ground within 5-10 miles of the shoreline may be required.

Anatomy of a Hurricane



LIFE CYCLE



Infographic World/NOAA/USGS

Hurricane Conditions and Categories

HURRICANE CONDITIONS & CATEGORIES:

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

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

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

BASICS YOU NEED TO KNOW ABOUT EVACUATIONS:

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

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

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

Hurricane Conditions and Categories Cont.

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

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

NOTIFICATIONS

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

U.S. Coast Guard's Five Conditions

The U.S. Coast Guard uses a guideline **five conditions** to determine plans and actions. The conditions are set by the District/Sector Commanders and may be moved up or back depending on projections and analysis. CG members are encouraged to use the same conditions in their personal planning since the CG normally is 12-24 hours ahead of the general public.

- Conditions may also be set with modifications (based on storm).
- Condition V - December 1 – May 31 each year
- Condition IV - June 1 – November 30 each year
- Condition III - 48 hours prior to expected impact of higher winds not the projected landfall of the eye. Set by the District Commander and Sector CO.
- Condition II - 24 hours prior to expected impact of higher winds not the projected landfall of the eye. Set by the District Commander and Sector CO.
- Condition I - 12 hours prior to expected impact of higher winds not the projected landfall of the eye. Set by the District Commander and Sector CO.

Credit Cards, Cash, & Saving for Emergency Evacuation

Credit Cards and Cash



All members are required to seek eligibility for a Official Government Travel Charge Card. It is extremely useful in obtaining lodging during an emergency evacuation during a hurricane.

To learn how to apply visit www.dcms.usg.mil and Search GOVERNMENT TRAVEL CHARGE CARD PROGRAM using the DCMS Search function. It is a process that requires training, approval, mailing of a new card and activation. Thus, it is crucial that this processes is completed *prior* to hurricane season, NOT during an actual hurricane.



It is also recommended to have at least one personal credit card with a major credit card company activated for use in the event of an emergency evacuation or hurricane.



It's also recommended that members have cash on hand during an emergency evacuation. There may be instances where you may find yourself having to paying for necessities with cash, due to vendors having their payment systems being out of services during a storm.

Saving for Emergency Evacuation Fuel



Having a few dollars saved prior to a national emergency such as a hurricane is **smart**. Having enough fuel for your vehicle in order to evacuate during a hurricane, is **crucial**.

The average cost of a pack of cigarettes is about \$7.50. If you are a pack-a-day smoker, that is \$52.50 or roughly about **18 gallons** worth of regular unleaded fuel.

If you were able to cut back your smoking habit only half-way, you'd save \$26.25. That's just about **10 gallons** worth of regular unleaded gas.

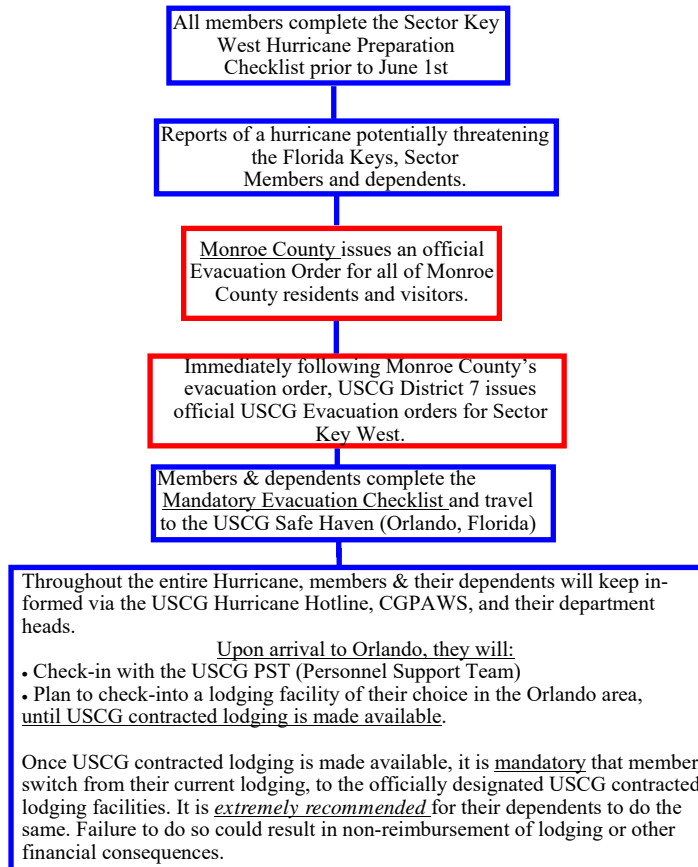
Cutting back on cigarettes, outside coffee vendors, dining out, or wherever you can, will really make a difference in your wallet when you need it most.

To learn about the USCG Smoking Cessation Program, you can visit the USCG Office of Work-Life Programs (CG-111) portal or speak with your local Health Services Clinic.



Evacuation Process & Hurricane Prep Checklist

Quick Glimpse into the Evacuation Process



Hurricane Preparation Checklist

Item	June 1st of upon arrival to Key West	Check off
1.	Attend a "Hurricane Preparedness" training session which are regularly scheduled at Fleet & Family Services on Sigsbee and/or see your unit Hurricane point of contact	
2.	Government Travel Charge Card is required for all military members. If you do not have one, please see Sector Key West Servicing Personnel Office.	
3.	Special Needs: Women who are pregnant (3rd trimester or high risk) or any member with special needs is required to register with the Navy and Coast Guard Clinics. Contact the CG Health Services Branch at 305-292-8736 during hurricane season for instructions should we have to evacuate.	
4.	Keep at least a two-week supply of medications on-hand at all times.	
5.	Ensure your vehicle is operating properly (check fluids, tires, spare tire and jack) or arrange transportation with another Coast Guard Family.	
6.	Keep gas tank at 3/4 full during hurricane season.	
7.	Keep sufficient cash on hand. Have enough small bills to last 3 days in the event of power surges as electronic devices may not be working properly.	
8.	Inventory your property: Video Tape, take pictures (take them with you).	

Hurricane Preparation Checklist Cont.

Item	June 1st of upon arrival to Key West	Check off
9.	Store all important papers in a safe place, such as a file folder for easy access to carry with you (birth certificates, insurance papers, shot records, bank information, etc.).	
10.	Obtain/continue renters insurance: You have 60 days upon reporting to obtain or change your insurance to be covered in the state of Florida.	
11.	Members that have boats and trailers stored in permanent storage, these are insured through the Navy (depreciated value). Depreciation is the difference between the cost required to actually repair or replace something and its value before it was destroyed.	
12.	Obtain a Monroe County Hurricane reentry sticker. These stickers are available at City Hall, 1300 White street. Bring proof of residency with you (driver's license, utility bill, lease, etc.)	

Hurricane Preparation Checklist Cont.

Item	Home Preparations Tips When Watches or Warnings are issued	Check off
1.	Store valuables/irreplaceable treasures in empty appliances (washer, dryers, and dishwasher, oven and microwave or waterproof containers).	
2.	Put plastic bags over TVs , lamps, computers, etc.	
3.	Pack some dry clothes in a plastic bag.	
4.	Fill garbage cans with water for flushing, bathing, washing clothes, etc.	
5.	Fill plastic gallon bottles with water and place in freezer. Turn freezer to coldest setting.	
6.	Clean out refrigerator of "sure to spoil" items (dairy products, produce). Turn refrigerators to coldest settings.	
7.	Bring in outdoor objects (lawn furniture, toys, etc.).	
8.	Secure home by closing or installing shutters.	
9.	Elevate as much of your belongings as possible.	

Mandatory Hurricane Evacuation Checklist

MANDATORY EVACUATION CHECKLIST:

Item		Check off
1.	Review your hurricane plan check-off sheet	
2.	Ensure supervisor or ombudsman has a contact number to reach you while traveling safe haven.	
3.	Active duty personnel and reservist on active duty are required to go to the safe haven of Orlando unless annual leave is taken, which is subject to the approval of the appropriate supervisor and the Sector Key West's Logistics Officer	
4.	Military personnel must have an ODU uniform available. There will be watches that will be maintained and possible community service in the Orlando area which will require the uniform.	
5.	Make hotel reservations -Active Duty must stay at a hotel within the International Drive, Orlando area (hotel listing attached). Dependents are encouraged to stay in the same area.	
6.	Leave early enough as travel on US 1 will be slow and stressful. Use the buddy system when travelling.	
7.	Dependents not relocating to Orlando must contact the Personnel Support Team (PST) by phone upon arrival to their alternate safe haven. This will generate orders for reimbursement. Phone: (786) 229-2931 (travel entitlements attached).	

MANDATORY EVACUATION CHECKLIST:

Item		Check off
8.	Active duty members and dependents arriving in Orlando are required to physically check-in with PST upon arrival. Have your attached check-in sheet filled out for a quicker check-in process. No orders will be issued without physically checking in. Uniforms are not required at check-in.	
9.	Know who your unit hurricane point of contact (POC) is. If you do not know ask your supervisor. Active duty members and dependents must check-in once daily by 1030 each morning with their Hurricane POC for accountability purposes.	
10.	If you have a pet, it is highly encouraged you bring a cage or kennel to put them in when you leave the hotel room. Some hotels require pet deposits.	

Mandated Sheltering Checklist & Shelter Assignment

MANDATED SHELTERING CHECKLIST

MANDATED SHELTERING INFORMATION AND CHECKLIST

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

Hurricane Shelter Assignment

If you Live:	Your Shelter Assignment is:
On Trumbo Point	Truman Annex Bldg. 437
On Peary Court	Truman Annex Bldg. 438
All Residents of Truman, JIATF Watch Standers, those on PCS orders in temporary lodging with MWR or NGIS	Truman Annex Bldg. 439
Sigsbee Streets: Bowfish Court and Batfish Courts	Boca Chica Bldg. 638
Sigsbee Streets: Seahorse Court, Salmon Court, Sealion Court, Spadefish Court, Tang Court, Trout Court, Tinososa Court, Tunney Court	Boca Chica Bldg. 639

Hurricane Shelter Assignment Cont.

If you Live:	Your Shelter Assignment is:
Sigsbee Streets: Stephen Mallory Road, Matthew Peary Road, David Porter Road.	Boca Chica Bldg. 648
Sigsbee Streets: Dewey Road, Truxton Road, Farragut Road	Boca Chica Bldg. 649
Sigsbee: Gilmore Drive	Boca Chica Bldg 727

2. No medical care will be provided at the shelters. If you suspect medical care will be needed, contact your command and Sector Key West's Health Services Branch at 305-292-8736 in advance to seek medical treatment on the main land.

Hurricane Shelter Assignment Cont.

3. Pets are NOT allowed at any Navy or Monroe County shelter, unless ADA certified (see below for further clarification). If sheltering in Key West, you will need to plan ahead to find kennel space in Key West or NAS Boca Chica. A pet shelter is available in building A- 931 at NAS Boca Chica.

- Only ADA Service animals are allowed to stay with their owners when mandated sheltering is implemented. ADA refers to any dog that is individually trained to do work or perform tasks for the benefit of an individual with a disability, including a physical, sensory, psychiatric, intellectual, or other mental disability.

- When dropping off your pet you must have them contained in a cage or kennel suitable for their size and you must provide food and water, along with bowls. Please do not forget to leave your pet some type of toy or blanket for security.

4. Cooking devices, alcohol, weapons and flammable liquids are prohibited.

5. Smoking is prohibited in all shelters.

6. Limit your vehicles to one per family, if possible, as parking is limited. Absolutely no boats, jet skis or trailers will be allowed at the shelter areas.

Hurricane Shelter Assignment Cont.

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

Hurricane Shelter Assignment Cont.

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

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

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

Safe Haven Local Lodging Services

Safe Haven Local Lodging

Orlando Hotels,

The following is a list of hotels and phone numbers in the Orlando vicinity. Coast Guard personnel must stay in the vicinity of International Drive. **You must check-in with the PST upon arrival to Orlando.**

*The information below is subject to change at the vendor's discretion.

Business Name	Address	Ph#	Pets Accepted
Rosen Plaza	9700 International Dr.	(800) 627-8258	Y
Sheraton Studio City Hotel	5905 International Dr.	(407) 313-8888	Y
Super 8 Universal	5900 American Way	(407) 352-8383	Y
Motel 6	5909 American Way	(407) 351-6500	Y
Hotel Universal/ Best Western	7299 Universal Blvd	(407) 351-5009	Y
Hampton Inn	7110 S Kirkman Rd	(407) 345-1112	Y
Continental Plaza Hotel	6825 Visitor Circle	(407) 352-8211	N
Monumental Movieland	6233 International Dr	(407) 351-3900	Y
HolidayInn Express Int'l Dr.	6323 International Dr	(407) 351-4430	N

Safe Haven Local Lodging Cont.

Roadway Inn	6327 International Dr	(407) 996-4444	Y
Westgate Palace	6145 Carrier Drive	(407) 996-6000	Y
Ramada Inn	6500 International Dr	(407) 345-5340	N
Holiday Inn Intern'l Dr Resort	6515 International Dr	(407) 351-3500	Y
Hilton Garden Inn	6624 Hospitality Way	(407) 363-9332	N
Days Inn	5858 International Dr	(407) 536-8949	N
Holiday Inn Hotel & Suites	5905 S. Kirkman Rd	(407) 351-3333	Y
Orlando Grand Plaza Hotel/Sts	7400 International Dr	(407) 996-7400	N
Hampton Inn	7448 International Dr.	(407) 313-3030	N
Residence Inn International Dr	7975 Canada Ave	(407) 345-0117	Y
Hyatt Place	5895 Caravan Ct	(407) 351-0627	Y
Universal Royal Pacific	6300 Hollywood Way	(407) 503-3000	Y
Sonesta Es Suites	8480 International Dr.	(407) 352-2400	Y

Hotel Tax Exempt Form

**U.S. Department of
Homeland Security
United States
Coast Guard**



MEMORANDUM

EXEMPTION CERTIFICATE
FOR GOVERNMENTAL AGENCIES
TAX ON OCCUPANCY OF HOTEL/MOTEL ROOMS

To: _____ Date _____
Name of hotel, motel, or lodging house

This is to certify that I, the undersigned, am a representative of the United States Government Agency indicated below, that the charges for the occupancy at the above establishment on the dates set forth below have been or will be paid for by such governmental agency, and that such charges are incurred in the performance of my official duties as a representative or employee of such U. S. Government Agency.

DATES OF OCCUPANCY

From: _____ To: _____

NAME OF DEPARTMENT AGENCY

Department of Homeland Security
United States Coast Guard

Employee's Name (Print)

TAX EXEMPT CERTIFICATE
#B239641

Note: A separate exemption certification is required for each representative.

** (Operator or rental agency, etc., should not accept this certificate unless the officer or employee presenting it show satisfactory credentials and Temporary Duty orders (TDY)). **

Safe Haven Local Dog Kennels

Business Name	Address	City	Phone	Miles
V.I. Pet Resort Inc	6600 Kingspointe PKWY	Orlando	(407) 355-3594	3.33
Sand Lake Animal Clinic	8932 S Apopka Vineland Rd	Orlando	(407) 876-4461	5.05
A Pet's Palace	11709 S. Orange Blossom Trail	Orlando	(407) 857-0705	6.83
Pine Castle Animal Hospital	5250 S Orange Ave	Orlando	(407) 855-5010	10.79
Kirkman Road Veterinary Clinic	38 S Kirkman Rd	Orlando	(407) 297-7528	10.89

Medical Providers

Medical Providers

Sand Lake/ Dr. Phillips Hospital: Ph: 407-351-8500
Turkey Lake Road
Orlando, FL

Osceola Regional Medical Center: Ph: 407-846-2266
700 W. Oak St
Kissimmee, FL

Maternity Hospital: Ph: 321-843-2030
Winnie Palmer Hospital
Orlando, FL
Labor and Delivery

After Storm Checklist

After Storm Checklist

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

Travel Entitlements

Travel Entitlements

2018 Travel Entitlements

Mileage to Safe Haven (Orlando): The official distance to Orlando is 394 miles. Members will be reimbursed .545 cents per mile and dependents will be reimbursed .18 cents per mile if they drive their own vehicles separately. If they decide to drive together in one vehicle, only the member will be reimbursed .545 cents per mile. Mileage reimbursement for both Members and dependents is roundtrip and will also include reimbursed for tolls.

Lodging at Safe Haven (Orlando): Maximum reimbursement for lodging is as follows per day: June 1st- July 31st \$121 and August 1st- November 30th \$129. Lodging receipts are required for reimbursement.

If a family has more than one dependent, the lodging “cap” increases by the appropriate percentage. (e.g. one dependent over 12 + one dependent under 12 = 150% X lodging locality rate). CONUS tax is paid as a reimbursable expense.

Travel Entitlements Cont.

Per Diem at Safe Haven (Orlando): Members are entitled to Local Meals and Incidentals:
\$59.00 per day for dependents 12 years of age and over.
\$29.50 per day for dependents under age 12.

- Dependents Age 12 and Over are given the same per diem as an Active Duty Member on a TDY at the rate of 100% for the first 30 days. On the 31st day, the per diem rate drops to 60% of the full rate.
- Dependents Under 12 are given an amount limited to one half of what an Active Duty Member traveling on a TDY receives at the rate of 50% for the first 30 days. On the 31st day, the per diem rate drops to 30% of the full rate.

Local Travel and Miscellaneous Expenses:

- Active Duty Member Dependents are authorized local travel allowance paid at a rate of \$25.00 per day, per family only if the dependent has not taken delivery of a POV or did not drive a POV to the safe haven. No receipts are required. This may not be paid for any day reimbursed a rented motor vehicle. There is no provision for local travel allowance reimbursement to Civilian Employees and their dependents.
- Civilian Employees/Dependents and Active Duty Member Dependents are not authorized miscellaneous TDY reimbursable expenses unless specified by regulation as they are in an evacuation status.

Travel Entitlements Cont.

Toll Reimbursement

The estimated toll amount from Orlando (International Drive) to Homestead Extension (last exit) is Trip Cost: \$17.72 with a SunPass toll transponder.

Drivers without a SunPass toll transponder will be charged via the Florida state's TOLL-BY-PLATE (TBP) System. To prevent late fees, make certain your vehicle's registration address is up-to-date.

It is *highly recommended* to obtain a SunPass, especially for members and dependents who will need to travel on Florida Highways.

Please visit the Sun Pass website for more information:

WWW.SUNPASS.COM

Additional information may be found on the PPC Travel website:
<https://www.dcms.uscg.mil/ppc/travel/>

References:

- Joint Travel Regulations (JTR), Chapter 6
<http://www.defensetravel.dod.mil/site/travelreg.cfm>
- Federal Travel Regulations (FTR)
<http://www.gsa.gov/portal/content/104790>

