



DEPARTMENT OF THE NAVY
COMMANDER, NAVY INSTALLATIONS COMMAND
2713 MITSCHER ROAD, SW
ANACOSTIA ANNEX, DC 20373-5802

CNICINST 3440.17 CH-1
N3/N9

JUL 08 2006

CNIC INSTRUCTION 3440.17 CHANGE TRANSMITTAL 1

From: Commander, Navy Installations Command

Subj: ADDITION OF EVACUATION PLANNING PROCEDURES TO THE CNIC
EMERGENCY MANAGEMENT PROGRAM MANUAL

Ref: (a) CNICINST 3440.17

Encl: (1) Appendix U

1. Purpose. To add evacuation planning, accountability, and safe haven procedures to reference (a), based on lessons learned during Hurricanes Katrina, Rita, and Wilma; Exercise Golden Eagle 06-1, and HURREX 06.

2. Action

a. Make the following pen and ink changes to reference (a):

(1) Add the following text to Table of Contents, page 3, as a new line after Appendix T: "Appendix U: Evacuation Planning and Execution."

(2) Add the following text to Section 1, Standard 6, page 101, Non-Combatant Evacuation Operations (NEO), as a new paragraph after paragraph 4: "Appendix U provides specific guidance on evacuation planning and execution."

(3) Add the following text to Section 1, Standard 7, page 169, Non-Combatant Evacuation Operations (NEO) Planning, as a new paragraph after paragraph 3: "Appendix U provides specific guidance on evacuation planning and execution."

(4) In Section 1, Standard 11, Page 247, Evacuation and Shelter, paragraph 2, line 3, after the text reading "Such planning should be based upon...", insert the following text: "Appendix U,". When inserted, text will read "Such planning should be based upon Appendix U, reference (g), ESF #6 of reference (h) and applicable American Red Cross (ARC) guidance detailed within references (i) through (k)."

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(5) Add the following text to Section 2, Regional EM Program Guidance, page 408, Non-Combatant Evacuation Operations (NEO), as a new paragraph after paragraph 4: "Appendix U provides specific guidance on evacuation planning and execution."

- b. Insert enclosure (1) into reference (a) as Appendix U.
- c. Implement the procedures of the new Appendix.


R. T. CONWAY, JR.

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<https://eroom.navair.navy.mil/eRoom/CNI/CNI-Main>

APPENDIX U: EVACUATION PLANNING AND EXECUTION

Purpose. This Appendix provides the Commander, Navy Installations Command's (CNIC's) direction for evacuation, accountability, and safe haven.

References. (a) Joint Federal Travel Regulations, Volume 1, Uniformed Service Members
(b) Joint Travel Regulations, Volume 2, Civilian Personnel
(c) U.S. General Services Administration Website, <http://www.gsa.gov>
(d) NAVADMIN 177/06, Personnel Accountability Policy

Enclosures. (1) Sample Evacuation Order
(2) Sample Hurricane and Destructive Weather Plan
(3) EMP Process Map
(4) Sample Mustering Report

Applicability. These evacuation preparations and procedures primarily apply to severe catastrophic events that can cause extensive damage over large areas. They shall support a response to large-scale man-made or natural disasters with or without notice.

Sections.

1. **Evacuation.** This section addresses evacuation definitions, planning considerations, and policies for CNIC.

2. **Accountability.** This section addresses the rapid accounting of military members, civilian employees, and their dependents.

3. **Safe Haven.** This section provides direction for Regional Commanders (RCs) and Installation Commanding Officers (ICOs) regarding the establishment of and allowances for safe havens.

Section 1: Evacuation

1. Overview. Evacuation decisions greatly impact the installation's personnel welfare and mission readiness. An effective evacuation is dependent upon several factors: the nature of the catastrophic event, number of personnel to be evacuated, amount of warning or notice, availability of transportation, duration of the relocation, and prior planning efforts. It must be realized that an evacuation not only affects those being evacuated, but also those that must receive and provide services to the evacuees.

2. Evacuation Policy

a. Evacuation Authority. Aboard Navy installations, the RC is the primary authority for ordering evacuations. The RC will authorize an evacuation after consulting with the ICO. The ICO will then issue the evacuation order to assigned military and civilian personnel. Per references (a) and (b), other evacuation authorities are as follows:

(1) Foreign OCONUS. The employing command or agency has authority to evacuate military and civilian employees. The decision to evacuate dependents from an OCONUS foreign area rests with the State Department or the Secretary of Defense.

(2) CONUS and Non-foreign OCONUS Areas. The following officials are responsible for authorizing/ordering an evacuation for military and civilian personnel, as well as their dependents:

(a) The Secretary of Defense or designated representative (e.g. the Under Secretary of Defense (Personnel and Readiness)).

(b) The Secretary of the Army, Navy, or Air Force, or the Secretary's designated representative.

(c) The head of a Department of Defense (DOD) component or designated representative.

(d) The commander of a U.S. installation or designated representative.

(e) The commander, director, head, chief, or supervisor of an organization or office.

b. When an evacuation is ordered, the ICO will designate a specific safe haven in order to speed accountability, expedite mission reconstitution, allow more effective provision of assistance for evacuees, and prevent excessive travel and per diem reimbursements.

c. The order to evacuate selected regions or installations pertains to all personnel (i.e., military, military family members, DOD civilian employees, DOD civilian employee family members) who work at or live within the vicinity defined by the evacuation order. However, certain personnel may be required to remain behind to perform mission-essential duties (e.g. security, base operations, command and control, etc) per the installation Emergency Management Plan (EMP).

3. Planning Considerations (Definitions)

a. EM Personnel Categories

(1) Category 1. Emergency-essential personnel who perform Mission Essential Functions (MEFs) supporting the National Military Strategy. These MEFs may be required to continue during the evacuation.

(2) Category 2-4. Non-essential personnel receive Public Awareness training. They will evacuate when directed by the command.

(3) Category 5. Emergency-response personnel who secure the incident site (when a defined incident site exists), protect installation personnel, and manage the consequences of the event. They support the critical operations performed by Category 1 personnel as well as protect Category 2 - 4 personnel during the evacuation.

(a) Damage Assessment Teams. Teams of two or three individuals possessing specialized knowledge and capabilities needed to assess specific damage and operational restoration requirements following a disaster. These individuals are typically allowed on the installation 24 hours after the event.

b. Type of Evacuation

(1) Mandatory/Ordered. An ordered non-elective evacuation. Only designated Categories 1 and 5 personnel are allowed to remain on the installation in order to fulfill specific mission requirements.

(2) Voluntary/Authorized. When danger to personnel is remote but loss of services is possible, a voluntary evacuation may be authorized. Release of DOD civilians must be in accordance with established HRO procedures.

c. Scope of Evacuation.

(1) Localized. A localized portion of an installation and neighboring areas may be affected by the catastrophic event. Evacuation of designated areas within a region or installation is ordered based on specific hazards (i.e., low-lying areas in anticipation of flooding).

(2) Total. A majority of an installation and neighboring areas may be affected by the catastrophic event. Evacuation of entire regions or installations is ordered.

d. Length of Evacuation. The anticipated length of evacuation will determine if military and civilian family members should travel to the nearest available accommodations, a safe haven, or a designated place. This will also determine member and dependent allowances.

(1) Limited. Circumstances making an evacuation necessary are expected to improve to the extent that the evacuated family members can return to their permanent duty station within a short timeframe. CONUS members and their dependents are authorized/ordered to move to the nearest available accommodations (which may be Government quarters).

(2) Safe Haven. Circumstances are not expected to immediately improve to permit family members to return to their permanent duty station within a reasonable timeframe. Family members are entitled to allowances while traveling to and residing in safe haven.

(3) Designated Place. Circumstances are not expected to

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improve to permit family members to return to their permanent duty station. Family members will be permanently assigned to a designated place.

e. Nature of Event. The following risk assessment criteria will determine evacuation preparedness and execution tasks (per paragraph 3):

(1) Terrorism. The following Homeland Security Advisory System (HSAS) defines the current terrorist threat level:

Threat Conditions	Procedures/Guidelines
Green (low), Blue (guarded), Yellow (elevated)	Under Threat Conditions Green through Yellow, the HSOC maintains direct connectivity with the NCTC and the FBI SIOC regarding the terrorist threat and maintains situational awareness through the continued monitoring of reported incidents.
Orange (high)	When threat conditions warrant, DHS activates the IIMG to review the threat information, coordinate interagency activity, and recommend additional precautions needed to prevent, prepare for, or respond to an attack. If the threat is elevated regionally or locally, DHS considers designating a PFO and activating emergency response teams and appropriate RRCC(s) to coordinate with regional, State, and private-sector entities and notify (or activate) regional resources (such as the BRT) as appropriate.
Red (severe)	When threat conditions warrant, DHS fully activates the NRCC, activates the RRCCs in the designated threat locations, implements Continuity of Operations plans, and places other appropriate assets on the highest alert status. If the threat is elevated regionally or locally, the IIMG provides recommendations for the deployment of special teams to the area and establishment of a JFO. In the absence of a JFO, special teams deployed in response to a terrorist threat operate in coordination with the FBI JOC.

(2) Hurricanes. For CFFC geographic regions only (for non-CFFC geographic regions, refer to local COR levels), the following tropical cyclone Conditions of Readiness (COR) are ordered based on the expected onset of destructive winds:

(a) COR 5 - Must be maintained as the minimum state of readiness from 1 June through 30 November.

(b) COR 4 - Destructive force winds are possible within 72 hours.

(c) COR 3 - Destructive force winds are possible within 48 hours.

(d) COR 2 - Destructive force winds are anticipated

within 24 hours.

(e) COR 1 - Destructive force winds are occurring or anticipated within 12 hours.

4. Tasks. (The HSAS and COR levels in parenthesis are merely for reference purposes. Actions are not required based solely on a change in HSAS or COR level.)

a. All RCs and ICOs shall:

(1) Annually. Tasks executed no later than 15 May.
(HSAS Level Green through Yellow or COR 5.)

(a) Identify regional EMS, installation EMOs, personnel accountability points of contact (POCs), and all Categories 1 and 5 personnel. Provide names and contact information of EMS and EMOs to CNIC. Provide accountability POC information to NPC.

(b) Develop region- or installation-wide evacuation notification procedures.

(c) Train all military and civilian personnel assigned to the region or installation on the policies and procedures contained in this annex.

(d) Develop and review muster procedures at each level of command. Provide this information to CNIC and disseminate it to all assigned military and civilian personnel.

(e) Review and pre-designate safe havens for evacuees. Provide this information to CNIC and disseminate it to all assigned military and civilian personnel.

(f) Identify and designate specific evacuation routes. Provide this info to CNIC and disseminate it to all assigned military and civilian personnel.

(g) Coordinate and deconflict evacuation planning with local authorities, service counterparts, and receiving ICOs and regions.

(h) As required, develop or revise mutual aid

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agreements to ensure evacuee support.

(2) Prior to Ordering Evacuation. (HSAS Level Orange or COR 3/4.)

(a) Coordinate with local highway officials (law enforcement, Department of Transportation, etc.) for road status between the installation(s) and safe havens.

(b) Coordinate and deconflict execution of evacuation with local Emergency Management officials and service counterparts to reduce conflict with local populace movements.

(c) Ensure assigned personnel are kept informed of existing conditions of readiness. Instruct them to take preventative measures (e.g. fill prescriptions, top off fuel tanks, stock food and water, make hotel reservations, etc.). Provide evacuees with directions to proposed safe haven (e.g. detailed map), emergency contact numbers, special reporting instructions, etc.

(d) Coordinate with personnel at prospective safe havens regarding preparations for receiving evacuees. Provide a liaison at the receiving area for effective coordination.

(3) Executing Evacuation Order. (HSAS Level Orange/Red or COR 1/2/3.)

(a) Issue region- or installation-wide evacuation notification.

(b) Notify receiving ICO that the evacuation has started and provide projected numbers of personnel and timelines for arrival.

(c) Inform CNIC through RC of intended evacuation and safe haven.

(4) Termination of Evacuation Order. (HSAS Level Green through Yellow or COR 5.)

(a) Coordinate with local highway officials (law)

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enforcement, Department of Transportation, etc.) for road conditions returning to base.

(b) Coordinate and deconflict return movement with local Emergency Management officials and service counterparts to reduce conflict with local populace movements

(c) Use all means available to notify evacuated personnel to return to the base. Advise them of anticipated issues that may impede their return.

(d) Collect lessons learned and forward to CNIC for review.

b. CNIC N1 and N8 shall:

(1) Annually. Tasks executed no later than 15 May. (HSAS Level Green through Yellow or COR 5.) Not applicable.

(2) Prior to Ordering Evacuation. (HSAS Level Orange or COR 3/4.) Not applicable.

(3) Executing Evacuation Order. (HSAS Level Orange/Red or COR 1/2/3.) Based on the scale of the event and status of supplemental funding, the CNIC N1 and N8 may designate a central site to generate and fund all evacuation orders.

(4) Termination of Evacuation Order. (HSAS Level Green through Yellow or COR 5.) Not applicable.

c. Regional Personnel Support Activity (PSA) shall:

(1) Annually. Tasks executed no later than 15 May. (HSAS Level Green through Yellow or COR 5.) Not applicable.

(2) Prior to Ordering Evacuation. (HSAS Level Orange or COR 3/4.)

(a) Consider augmenting regional PSAs and installation Personnel Support Detachments (PSDs) to support processing of increased claims.

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(b) Unless directed by higher headquarters, ensure that initial and subsequent advances for personnel on evacuation TAD orders do not exceed seven days a time.

(3) Executing Evacuation Order. (HSAS Level Orange/Red or COR 1/2/3.) Process incremental claims for evacuation allowances.

(4) Termination of Evacuation Order. (HSAS Level Green through Yellow or COR 5.)

(a) Process final claims for evacuation allowances.

(b) Collect lessons learned and forward to CNIC for review.

d. CNIC EM shall:

(1) Annually. Tasks executed no later than 15 May. (HSAS Level Green through Yellow or COR 5.)

(a) Review and update CNIC EMP based on lessons learned, changes to the National Response Plan, or changes to policy. Disseminate updates to regional EMs.

(b) Consolidate and review list of regional EMs, installation EMOs. Disseminate this info to appropriate personnel.

(c) Maintain copies of all regional emergency management plans.

(d) Ensure proper communications architectures (satellite phones, comm. vans, computers, etc.) are in place to support evacuation operations.

(2) Prior to Ordering Evacuation. (HSAS Level Orange or COR 3/4.) Assist regional EMs' and installation EMOs' coordination efforts with local authorities (CONUS only), service counterparts, and receiving ICOs and regions.

(3) Executing Evacuation Order. (HSAS Level Orange/Red or COR 1/2/3.) Monitor evacuation operation and provide support to regional EMs and installation EMOs, as necessary.

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(4) Termination of Evacuation Order. (HSAS Level Green through Yellow or COR 5.)

(a) Monitor return to base (RTB) operations and provide support to regional EMS and installation EMOs, as necessary.

(b) Collect lessons learned and forward to senior Navy leadership for review.

(c) Update CNIC EMP based on lessons learned. Disseminate updates to regional EMS and installation EMOs, as required.

Section 2: Accountability

1. Overview. In an emergency, a rapid accounting for military members, civilian employees, and their dependents is required to provide disaster relief to them and to restore operational capability to area commands. Personnel accounting will be in accordance with reference (d). Region and Installation Manpower Branches are primarily responsible for accountability.

2. Personnel Accountability Categories. Personnel must be accounted for per the following categories:

- a. Active duty personnel including full time support (FTS).
- b. Reserve personnel on active duty including Annual Training (AT), Active Duty for Training (ADT), Active Duty for Special Work (ADSW), and in a mobilized or recalled status.
- c. Navy civilian employees.
- d. Non-appropriated funds (NAF) employees.
- e. Selected reserve personnel (drilling reservists).
- f. Family members of active duty personnel (in DEERS database).
- g. Family members of selected reserve personnel (in DEERS database).
- h. Family members of Navy civilians and NAF employees who are receiving benefits associated with being evacuated to authorized safe haven.
- i. Dependents of Navy civilian personnel and contractors assigned and living overseas.

3. Personnel Status

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- a. Total assigned. Total personnel assigned to the command in each category above. Accounted for and unaccounted personnel combined will match this total.
- b. Accounted for. Personnel the command has contact with. This category includes personnel in the evacuated and deceased categories below.
- c. Known unaccounted for. Personnel who remain unaccounted for after the initial command muster.
- d. Unreported. No report has been received for the Command.
- e. Evacuated. Personnel the command has positive contact with that have relocated to an area away from the permanent duty station.
- f. Deceased. Personnel who are confirmed deceased. Commands must comply with all Personnel Status (PERSTAT) requirements in addition to this report.
- g. Added. Personnel added to the command after population of the BUPERS Online (BOL) Disaster Muster Tool (DMT).
- h. Subtracted. Personnel subtracted from the command after population of DMT.

4. Roles and responsibilities

a. Personnel. Upon arrival at safe haven, all personnel will muster with their parent command, in accordance with established command reporting procedures. Personnel that are unable to contact their parent command should report directly in to the Naval Personnel Command (NPC) Watch Team at (877) 414-5358 or via the DMT at [HTTPS://WWW.BOL.NAVY.MIL](https://www.bol.navy.mil).

b. On-Base Commands. All commands (including tenant commands, detachments, offices, etc.) located on a Navy installation will muster their personnel (including those TAD to the command) and report personnel accounting summary data (per above category and status) to the local ICO's Emergency Operations Center (EOC) or the alternate EOC as

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soon as practical. Commands should also inform their Immediate Superior in Command (ISIC), as required. Daily updates begin immediately following the incident and will be provided to the EOC no later than 0400 and 1600 (local). Reports are passed to the EOC in the most convenient method available (e.g. in person, phone, email). These reports will be done concurrently with the DMT muster, until directed by ICO to report exclusively via DMT. It is critical that all commands regularly update their respective personnel system with gains and losses through the normal administrative process. This will ensure that DMT can be populated with the most accurate information following an incident.

c. ICOs. The ICOs' EOCs shall collect and report personnel accounting data (per enclosure (4) format) to the Regional Operations Center (ROC) no later than 0500 and 1700 (local).

d. Independent Commands. Commands not located on a Navy installation (e.g. Reserve Centers, recruiting stations, ROTC, etc.) shall muster their personnel and report personnel accounting data to the appropriate ROC (or Sub-Regional Command Center) no later than 0500 and 1700 (local).

e. Sub-Regional Command Centers. Sub-Regional Command Centers shall report personnel accounting data to the ROC no later than 0530 and 1730 (local).

f. Regional Commanders. The ROC will consolidate ICO reports and those from off-installation commands. ROCs will provide results (per enclosure (4) format) to the NPC Watch Team via e-mail at ECC.WATCH.COMMANDER@NAVY.MIL or via phone at (877) 414-5358, at 0600 and 1800 (local). Reports must indicate which tenant commands have not provided the twice daily mustering information. Reports shall be updated daily until all personnel are accounted for or otherwise directed.

g. NPC.

(1) NPC will compile most recent personnel rosters to populate the DMT application and inform all Navy commands when the tool is online. Commands will employ the command muster function of DMT to account for their personnel and

update the DMT personnel roster. These actions will be done concurrently with providing daily muster reports to the EOC until it is determined that DMT is accurately reflecting the status of all personnel. The DMT application will be available for commanding officers, officers in charge, executive officers, and command master chiefs. Detailed instructions to support accounting for all personnel are embedded in the DMT application, including accounting of active duty and selected reserve family members. DMT may take up to 72 hours to be populated and available.

(2) NPC will account for all personnel assigned to duties within the defined area of interest (AI) and forward personnel accounting data to senior leadership and adjacent commands. This includes personnel assigned temporary duty, personnel assigned to detachments, and commands in the impacted area. This report will be the authoritative personnel accounting report.

5. **Planning Considerations.** For personnel accountability COs, OICs, and directors of civilian activities will:

a. Continuously update recall rosters for all personnel and dependents.

b. Develop an evacuation plan that includes unit contact and accountability procedures. Train unit personnel and their families on evacuation procedures.

c. Exercise evacuation and accountability plan. The exercise plan should include a communications plan.

d. Ensure that the evacuation order directs personnel to contact their parent command or NPC at (877)-414-5358, upon reaching safe haven.

e. Use locally produced personnel rosters to validate NPC's DMT database during an evacuation.

f. Maintain awareness of personnel residing in the area that are not associated with any local command (e.g. dependents of geo-bachelors). Communication and public affairs (PA) plans should be designed to reach these personnel and inform them of command contact information.

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g. Develop communication and PA plans to reach non-English speaking personnel.

Section 3: Safe Haven

1. **Overview.** Per references (a) and (b), safe haven is a location anywhere in the world named in the evacuation order/authorization, or subsequent modification to that order/authorization, to which dependents are directed to relocate on a temporary basis to await a decision by competent authority to either return to the Permanent Duty Station (PDS) or proceed to a designated place. Personnel evacuated to a safe haven are entitled to certain allowances. The local PSD or servicing PSA can assist with determining allowances associated with evacuation to safe haven. In addition, the U.S. Army (as the Executive Agent) promulgates a summary message of reference (a) and (b) and applicable funding citations for dependants.

NOTE: This message is typically published on the first working day of the fiscal year and entitled "CONUS Evacuation Entitlements FY XX."

2. **Concept of Operations.** When an evacuation is ordered/authorized, the ordering/authorizing authority will designate a safe haven location for evacuees. The safe haven location may be an exact location (city, state) or a broad region (e.g. CONUS).

a. **ICO-Authorized Evacuation.** In the event that the ICO is the evacuation ordering/authorizing authority (CONUS and non-Foreign OCONUS only):

(1) **ICO.**

(a) The ICO will designate a safe haven and inform the RC. (Where feasible, safe haven location should be within one day's travel and co-located with a Navy installation.)

(b) In the event that an ICO cannot communicate with the RC, the ICO should inform the CNIC EOC of designated safe haven location. ICO will inform the RC of executed safe haven location as soon as contact is re-established.

(c) Determine feasibility of return to base, and establish a designated place, as required.

(d) If return to base will be significantly delayed, recommend tenant commands establish an alternate work place.

(2) RCs.

(a) For an emergency affecting multiple installations within or across regions, RCs will deconflict ICOs' designated safe haven locations to ensure receiving installations or areas are not overburdened.

(b) RCs will inform receiving ICOs (through other RCs, if outside of affected region) of the impending arrival of evacuees.

(3) Receiving ICOs. Receiving ICOs will make every effort to accommodate the needs of evacuees. Receiving ICOs should be prepared to perform the following tasks in support of the evacuees:

(a) Establish and staff a central receiving desk to register evacuees and distribute services. (Central receiving desk is optimally co-located at the Visiting Quarters or Combined Bachelor Quarters. Desk should be manned 24 hours a day for a minimum 72 hours following the emergency.)

(b) Assign temporary housing or shelter, as required. If housing is not available on the installation, ICOs will assist evacuees in obtaining commercial lodging.

(c) Provide access to food and water, as required.

(d) Provide access to commissary and exchange facilities, as authorized.

(e) Provide emergency medical services, as needed.

(f) Provide a venue for exchange of information such as town hall meetings or briefings.

(g) Provide access to Fleet and Family Support Centers (FFSCs). Assess need to expand service through creation of Community Service Center (CSC).

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(h) Accept and distribute donations of food and supplies for evacuee use.

(i) As feasible, provide temporary shelter for pets accompanying evacuees. This service is not an entitlement and is secondary to provision of services in direct support of personnel (human) needs and restoration of mission essential functions.

b. Other Authorization. In the event that the ICO is not the ordering/authorizing authority (e.g. the Secretary of Defense), safe haven will be as ordered. If the ordered safe haven is a broad region (e.g. CONUS), evacuees may establish safe haven anywhere within that region. However, ICOs may recommend a specific safe haven location that would provide centralized support for their personnel. Receiving ICOs will accommodate evacuees in accordance with paragraph 2.a.(3).

3. Safe Haven Per Diem and Allowances:

a. Summary of allowances. Commanders are responsible for consulting references (a) through (c) for the most current regulations; however, the following per diem and allowance information is provided as a summary:

(1) Military. Evacuation per diem and allowances for military and their dependents while in safe haven are governed by Chapter 6 of reference (a). Rates are calculated using reference (c).

(a) Military members in an evacuation status are under TAD or PCS orders and are entitled to per diem and allowances as authorized in the orders.

(b) Dependents of military members are authorized per diem and allowances while in an evacuation status. For the first 30 days after evacuation order, dependents age 12 or older are authorized the full safe haven allowance, while those under age 12 are authorized 50% of the safe haven allowance rate. After the 30-consecutive-day period expires, the safe haven allowance rate is reduced to 60% of the per diem rate for dependents age 12 and older, and 30% of the per diem rate for dependents under age 12 (unless

extension of full safe haven rate is authorized by higher authority).

(c) Designated Place Allowances. When dependents select a designated place or convert their safe haven to a designated place, they must establish a permanent residence as soon as practicable. Per diem is authorized to offset expenses of lodgings, meals, and incidental expenses while establishing this residence. Per diem begins on the day the dependents arrive at the designated place or convert their safe haven to a designated place. Per diem ends at 2400 on the day the dependents first occupy the permanent residence or at 2400 on the 30th day after selecting a designated place, whichever is earlier.

(2) Civilian. Per diem and allowances for civilians and their dependents while at safe haven are governed by Chapter 12 of reference (b). Rates are calculated using reference (c).

(a) CONUS. For the first 30 days after evacuation, employees and dependents age 12 or older are authorized the full safe haven allowance, while those dependents under age 12 are authorized 50% of the safe haven allowance rate. After the 30-consecutive-day period expires, the safe haven allowance rate is reduced to 60% of the per diem rate for employees and dependents age 12 and older, and 30% of the per diem rate for dependents under age 12.

(b) OCONUS.

i. Day 2-30. For the first 30 days after arrival at safe haven, the "first evacuee" will receive up to 100 percent of the lodging per diem rate and 100 percent of the M&IE per diem rate. The first evacuee can be either the civilian employee or a dependant. Remaining dependents over age 18 will receive 100 percent of the M&IE per diem rate. Each additional evacuee under age 18 is entitled to 50 percent of the M&IE per diem rate.

ii. Day 31 through termination of safe haven. The first evacuee will receive up to 100 percent of the lodging per diem rate and 80 percent of the M&IE per diem rate. Each additional evacuee age 18 or older will receive 80 percent of the M&IE per diem rate. Evacuees under age 18 will receive 40 percent of the M&IE per diem rate.

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b. Disbursing policy. Based on the scale of the event and status of supplemental funding, disbursing of evacuation allowances will either be decentralized (i.e. allowances will be disbursed by individual commands) or centralized at CNIC.

(1) Decentralized disbursing. Decentralized disbursing procedures apply when all of the following occur:

(a) An ICO has issued evacuation order.

(b) Emergency supplemental funds have not been authorized/appropriated for the purposes of disaster relief and/or recovery.

(c) CNIC is supporting only those activities under their funding authority and for which CNIC is the Echelon II Command.

(2) Centralized disbursing. Centralized disbursing procedures apply when all of the following occur:

(a) The President issues a National Disaster Notice or a national disaster is otherwise indicated.

(b) Emergency supplemental funds are appropriated for the purposes of disaster relief and/or recovery.

(c) CNIC is designated by Navy to execute these funds.

(3) Execution. Following a catastrophic event, the CNIC Comptroller will designate an emergency headquarters financial POC who will establish CNIC policies and procedures for centralized or decentralized disbursing. All financial questions will be directed to the CNIC financial POC. CNIC regions will be responsible for working all financial issues through the designated HQ POC. Execution will be in compliance with guidance issued by Assistant Secretary of the Navy (Financial Management and Comptroller) and will ensure compliance with fiscal laws and policies.

Enclosure 1: Sample Evacuation Order

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UNCLASS //XXXXX//

MSGID/GENADMIN/(Installation)//

SUBJ/EVACUATION ORDER AND GUIDANCE FOR (catastrophic event name)//

REF/A/(evacuation plan with list of designated category 1-5 personnel)//

AMPN/REF A IS LOCAL EVACUATION PLAN WITH DESIGNATED MISSION ESSENTIAL PERSONNEL WHO REMAIN ON STATION, COOP SITE PERSONNEL, AND OTHER EVACUATION GUIDANCE//

POC/(Last, First)/EMERGENCY MANAGER/CNRXX/TEL: (XXX) XXX-XXXX//

GENTEXT/REMARKS/1. BY ORDER OF (Installation Commanding Officer or other designated authority per JFTR/JTR), ALL MILITARY AND CIVILIAN PERSONNEL ASSIGNED TO (NAVSTA/NAS/etc. XXXXX), INCLUDING TENANT COMMANDS, AND THEIR DEPENDENTS ARE REQUIRED TO EVACUATE THE AREA AND PROCEED TO WITHIN 300 MILES OF (safe haven location, as designated by the Installation Commanding Officer in consultation with the Regional Commander). THERE WILL BE A COOP EMERGENCY OPERATIONS CENTER (EOC) LOCATED AT THE (normally a military facility located at a designated safe haven location). THE TOLL FREE TELEPHONE NUMBER FOR THE COOP EOC IS (XXX) XXX-XXXX AND EMAIL (COOP EOC e-mail)@NAVY.MIL.

2. IN ADDITION TO PERSONNEL ASSIGNED TO (NAVSTA/NAS/etc. XXXXX), PERSONNEL AND DEPENDENTS WHOSE PRIMARY RESIDENCE IS LOCATED IN AN AREA COVERED BY THIS EVACUATION ORDER (OR ITS EQUIVALENCY ISSUED BY COMPETENT CIVILIAN AUTHORITIES) WILL BE AUTHORIZED PER DIEM PER PARA 7.

3. ONLY SPECIFIED CATEGORIES 1 AND 5 PERSONNEL WILL REMAIN AT (NAVSTA/NAS/etc. XXXXX) TO PERFORM ESSENTIAL FUNCTIONS. ALL OTHER CATEGORIES 1 THROUGH 5 PERSONNEL ARE REQUIRED TO EVACUATE.

4. PER REFERENCE A, PRE-DESIGNATED PERSONNEL ARE REQUIRED TO REPORT FOR DUTY AT THE COOP EOC IMMEDIATELY.

5. UPON ARRIVAL AT SAFE HAVEN, ALL PERSONNEL WILL MUSTER AS SOON AS POSSIBLE. PERSONNEL ASSIGNED DIRECTLY TO (NAVSTA/NAS/etc. XXXXX) AND THOSE EVACUATING PURSUANT TO PARAGRAPH 2 MUST MUSTER WITH THE COOP EOC BY TELEPHONE OR IN PERSON UPON ARRIVAL AT THEIR EVACUATION DESTINATION (WITHIN 300 MILES OF THE (safe haven) AREA).

6. ALL PERSONNEL ASSIGNED TO TENANT COMMANDS SHALL MUSTER IAW THEIR COMMAND'S MUSTERING PROCEDURES. TENANT COMMANDS SHALL COMPILE AND FORWARD DAILY MUSTER REPORTS TO THE COOP EOC NLT 0500 AND 1700. THE COOP EOC WILL COMPILE AND FORWARD DAILY MUSTER REPORTS NLT 0600 AND 1800 TO THE CNRXX REGIONAL OPERATIONS CENTER (ROC) AT (XXX) XXX-XXXX, DSN XXX-XXXX. IF UNABLE TO CONTACT THE COOP EOC (OR TENANT COMMAND), PERSONNEL SHALL MUSTER WITH NAVY PERSONNEL COMMAND (NPC) VIA WEB ACCESS AT [HTTPS://WWW.BOL.NAVY.MIL](https://www.bol.navy.mil) OR VIA PHONE AT (877) 414-5358.

7. NPC WILL COMPILE MOST RECENT PERSONNEL ROSTERS FOR THE BUPERS ONLINE (BOL) DISASTER MUSTER TOOL (DMT) APPLICATION AND INFORM ALL NAVY COMMANDS WHEN THE TOOL IS ONLINE. COMMANDS WILL EMPLOY THE COMMAND MUSTER FUNCTION OF DMT TO ACCOUNT FOR THEIR PERSONNEL AND UPDATE THE DMT PERSONNEL ROSTER. THESE ACTIONS WILL BE DONE CONCURRENTLY WITH PROVIDING DAILY MUSTER REPORTS TO THE COOP EOC UNTIL IT IS DETERMINED THAT DMT IS ACCURATELY REFLECTING THE STATUS OF ALL PERSONNEL. THE DMT APPLICATION WILL BE AVAILABLE FOR COMMANDING OFFICERS, OIC'S, EXECUTIVE OFFICERS, AND COMMAND MASTER CHIEFS. DETAILED INSTRUCTIONS TO SUPPORT ACCOUNTING FOR ALL PERSONNEL ARE EMBEDDED IN THE DMT APPLICATION,

INCLUDING ACCOUNTING OF ACTIVE DUTY AND SELECTED RESERVE FAMILY MEMBERS.

8. MILITARY AND DOD CIVILIAN PERSONNEL EVACUATING PURSUANT TO PARAGRAPH 1, 2, OR 4 SHALL BE ISSUED TAD ORDERS BY PARENT COMMAND. MILITARY AND DOD CIVILIAN EMPLOYEE DEPENDENTS EVACUATING PURSUANT TO PARAGRAPH 1, 2, OR 4 SHALL BE ISSUED CERTIFICATES IN LIEU OF ORDERS FROM (local PSD or servicing PSA). ORDERS AND CERTIFICATES WILL DEFINE EVACUATION ALLOWANCES UP TO APPROVED LIMITS PER JFTR/JTR.

9. TENANT COMMANDS SHALL BE RESPONSIBLE FOR PAYING EVACUATION ALLOWANCES TO ASSIGNED PERSONNEL, PER JFTR/JFR.

10. COMMANDING OFFICERS AND OFFICERS-IN-CHARGE SHALL COLLECT PRE-EVACUATION INFORMATION. INFORMATION SHALL INCLUDE EVACUEE'S PLANNED DESTINATION, PHONE/E-MAIL, AND A POC OUTSIDE OF THE AFFECTED AREA.

11. RETURN TO AFFECTED AREA WILL BE DETERMINED BY THE ICO BASED ON THE SITUATION. ANTICIPATED DATE OF RETURN IS (Day/Month/Year).

12. EFFECTIVE TIME OF THIS NOTICE IS (Time/Day/Month/Year).//

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Enclosure 2: Sample Hurricane and Destructive Weather Plan

NOTE: This enclosure is provided as a sample plan for a specific event and should be included in an overall Emergency Management Plan.

NASKWINST 3140.5S

NAVAL AIR STATION KEY WEST INSTRUCTION 3140.5S

Subj: HURRICANE AND DESTRUCTIVE WEATHER PLAN

Ref: (a) OPNAVINST 3140.24F
(b) CINCLANTFLTINST 5400.2M CH3
(c) COMNAVREGION SE 3140.1H

Encl: (1) COMNAVREGSE Tropical Cyclone COR Reporting Sub
Regions
(2) Saffir/Simpson Hurricane Category Definitions
(3) Sample COR Order Message Template
(4) Tropical Cyclone COR Checklist - Public Works
(5) Tropical Cyclone COR Checklist - Security
(6) Tropical Cyclone COR Checklist - Operations
(7) Tropical Cyclone COR Checklist - Port Operations
(8) Tropical Cyclone COR Checklist - NASKW
Departments
(9) Tropical Cyclone COR Checklist - Tenant Commands
(10) NASKW Shelter Guide
(11) Sample Evacuation Order/Evacuation Termination Order
(12) Out-of-Area Evacuation Safe Haven Locations
(13) Essential Personnel List - Category A and B
(14) NASKW Hurricane Key Personnel Roster
(15) Weather Warning Definitions
(16) Emergency Operations Center (EOC) Watchbill

1. Purpose. To publish guidance for destructive weather Conditions of Readiness (COR) for Naval Air Station Key West (NASKW), and establish a plan to mitigate damage to personnel, facilities, and resources assigned to Naval Air Station Key West (NASKW) in the event of a hurricane or other destructive weather phenomena.

2. Cancellation. NASKWINST 3140.5R. This instruction has been completely revised and should be reviewed in its entirety.

3. Discussion

a. General.

(1) References (a) through (c) provide destructive weather guidance and establish tropical cyclone and non-tropical cyclone CORs in anticipation of destructive winds or other destructive weather phenomena. Reference (b) directs Commander, Navy Region Southeast (CNRSE) to provide COR guidance to all CNRSE installations in order to

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facilitate and support preparations for destructive weather events, and safeguard the lives, property and resources within each installation under its Area of Responsibility (AOR). Reference (c), in conjunction with enclosure (1), directs Commanding Officer, Naval Air Station Key West to establish a destructive weather plan and implement procedures for ordering and attaining CORs in response to local destructive weather conditions. Accordingly, this instruction establishes a destructive weather plan for NASKW and assigns responsibility for setting and attaining destructive weather warnings and CORs in response to destructive weather events impacting NASKW.

b. Tropical Cyclones.

(1) A tropical cyclone is a tropical system with destructive winds of fifty (50) knots or greater, and often accompanied with heavy rains, thunderstorms, lightening, tornadoes, storm surge and/or hail. Upon reaching certain wind strength (65 kts or greater), tropical cyclones are categorized as Hurricanes. Enclosure (2) outlines the Hurricane Category definitions commonly used to describe the strength of tropical cyclones affecting the Eastern United States. The Atlantic tropical cyclone season is 1 June to 30 November each year.

(2) Commander, Naval Meteorology and Oceanography Command (CNMOC), provides meteorological and oceanographic support for tropical cyclones. Throughout the tropical cyclone season, NASKW will monitor the Naval Maritime Forecast Activity (NMFA) Norfolk website at <https://www.nlmoc.navy.mil/cgi-bin/main.pl?tropical> for information concerning tropical cyclones which may impact the installation. Additionally, NMFA issues tropical cyclone forecasts via DMS message to CAD HURRIWARNLANT, and will provide detailed information to CNRSE and NASKW regarding the onset of hazardous (sustained 35-49 kts) and destructive (sustained 50 kts or greater) winds in order to assist in COR ordering decisions.

(3) Per reference (c), Commanding Officer, NASKW will order the appropriate COR for NASKW based upon the size and forecast track of an identified tropical cyclone anticipated to impact NASKW. NASKW will notify the CNRSE Regional Operations Center (ROC) of tropical cyclone COR orders and attainment by telephone or e-mail. Telephone: (904) 542-3118, DSN 942. E-mail: cnrseroc@cnrse.navy.mil. DMS messages will not be used to report COR attainment.

(4) Tropical Cyclone Conditions of Readiness (COR) are ordered based on the expected onset of destructive winds. Certain preparatory actions are required within each COR in order to properly secure the installation and prepare personnel. The level of preparation increases with the progression of each COR level (i.e. from picking up loose gear in COR 5, to removing awnings in COR 3, to reporting to shelters in COR 1). Certain NASKW tenant activities and departments (Public Works, Security, Operations, and Port Operations) will have specific responsibilities in attaining each COR. Enclosures (4) through (7) pertain. However, all NASKW departments are responsible for assisting in COR preparations to some degree. Enclosure (8) pertains. Tropical Cyclone CORs are defined as follows:

a. COR 5 - Due to the geographic location of Key West, COR 5 must be maintained as the minimum state of readiness from 01 June through 30 November.

b. COR 4 - Destructive force winds are possible within 72 hours.

c. COR 3 - Destructive force winds are possible within 48 hours.

d. COR 2 - Destructive force winds are anticipated within 24 hours.

e. COR 1 - Destructive force winds are occurring or anticipated within 12 hours.

(5) NASKW Tenant Commands are responsible for preparing and securing their assigned spaces as directed within each COR, and must report COR attainment to NASKW Hurricane Officer. Enclosure (9) pertains.

(6) Depending on the size, strength and forecasted track of a tropical cyclone, Commanding Officer, NASKW may order personnel to report to identified shelters on board the installation. The local shelters will be maintained and operated by Shelter Officers appointed from NASKW departments and tenant commands. Enclosures (4) through (9) pertain. Additionally, enclosure (10) provides general shelter information.

(7) Depending on the size, strength and forecasted track of a tropical cyclone, Commanding Officer, NASKW may order evacuation of personnel to a designated out-of-area safe haven, in order to ensure the safety of life. Evacuation orders will be vetted through CNRSE and coordinated with local city, county and state emergency management teams. Enclosure (11) provides a sample base closure order. Enclosure (12) provides general information concerning out-of-area safe havens.

(8) In the event of an out-of-area evacuation, certain personnel have been identified by name and position to stay in Key West beyond the date of the evacuation order. These essential personnel will ensure all final preparations are made to secure the installation, and will serve as first responders following the hurricane. Enclosure (13) identifies these personnel and will be updated at the beginning of every month during hurricane season.

(9) In the event of an out-of-area evacuation, a designated safe haven will be identified for evacuating personnel. An EOC will be established at the designated safe haven and operated by NASKW personnel throughout the evacuation. The EOC will serve as the primary point of contact for all evacuated personnel during the evacuation. General information concerning the out-of-area safe haven is provided in enclosure (12).

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(10) A roster, including the contact information of the key personnel and departments during a Tropical Cyclone destructive weather event is provided for reference as enclosure (14).

c. Non-tropical Destructive Weather.

(1) Non-tropical destructive weather includes high wind gusts, high-sustained winds, thunderstorms, tornadoes, hail, surge, flooding and/or lightning not associated with a tropical cyclone. Enclosure (15) provides details on a variety of non-tropical destructive weather and associated warnings.

(2) For non-tropical hazardous and destructive weather, both CNMOC and the National Weather Service (NWS) issue appropriate weather warnings to CNRSE and NASKW.

(3) The appropriate COR for destructive weather other than tropical cyclone origin, will be set by Commanding Officer, NASKW as needed, based upon the guidance from CNMOC, NWS, and local weather forecasts. Ordering and attaining non-tropical destructive weather COR is not reported to CNRSE.

4. Action

a. Naval Air Station Key West shall:

(1) Establish Tropical Cyclone Conditions of Readiness (CORs)

(a) Commanding Officer, NASKW will monitor weather conditions and order the appropriate tropical cyclone CORs, when needed, to prepare NASKW for the onset of Tropical Cyclone destructive weather and mitigate damages to assigned personnel, facilities and resources.

(b) The requisite preparatory actions within each COR level is set forth in enclosures (4) through (9). Public Works, Security, Operations, and Port Operations each have COR attainments specific to their departments. See, enclosures (4)-(7). All other NASKW departments have general COR attainments that must be completed as outlined in enclosure (8). Tenant commands must also make preparations within each COR, as established in enclosure (9).

(c) Commanding Officer, NASKW will appoint a Hurricane Officer and Hurricane Shelter Evacuation Officer who will coordinate with NASKW departments and tenant commands concerning COR attainment and completion, hurricane shelters, and evacuation to out-of-area safe havens.

(d) The NASKW Hurricane Officer shall notify all departments and tenant activities of the specific CORs ordered by Commanding Officer, NASKW. Notification may be communicated by telephone and/or email through the NASKW Emergency Operations Center. All NASKW departments and tenant commands will notify NASKW EOC upon completion of COR attainment. NASKW EOC can be notified via telephone at (305) 293-2268 (DSN 483), or email at naskwoc@naskw.navy.mil.

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(e) The NASKW Hurricane Officer will notify the CNRSE ROC when CORs are ordered and attained via e-mail and/or telephone. Telephone: (904) 542-3118, DSN 942. E-mail: cnrseroc@cnrse.navy.mil. DMS messages will not be used to report COR attainment.

(2) Order personnel to shelter.

(a) Commanding Officer, NASKW will order assigned personnel to designated hurricane shelters on board the installation when needed, to ensure their safety. Enclosure (10) outlines the operation, procedures and rules concerning NASKW shelters.

(b) The NASKW Hurricane Shelter and Evacuation Officer shall notify all departments and tenant activities of the Commanding Officer's decision to shelter personnel, and the scope of the sheltering event. Notification may be communicated by telephone and/or email through the NASKW Emergency Operations Center (EOC).

(c) The NASKW Hurricane Shelter and Evacuation Officer will oversee the preparations of the designated hurricane shelters, and coordinate with the Public Works Department to ensure that the buildings identified as shelters meet the necessary engineering criteria for designation as hurricane shelters.

(c) The NASKW Hurricane Shelter and Evacuation Officer will ensure that each NASKW department and tenant command has appointed a Shelter Officer (E-7 or above). The NASKW Hurricane Shelter and Evacuation Officer will assign each Shelter Officer a specific shelter and coordinate with them to ensure that the shelters have fully stocked hurricane lockers and are prepared to accommodate sheltering personnel.

(d) During a sheltering event the NASKW Hurricane Shelter and Evacuation Officer will also coordinate with the Shelter Officers to ensure that all shelter regulations are enforced.

(3) Order personnel to evacuate.

(a) Commanding Officer, NASKW will order assigned personnel to evacuate to an out-of-area safe haven when necessary, to ensure their safety. Evacuation orders will be vetted through CNRSE and coordinated with local city, county and state emergency management teams. Enclosure (11) provides a sample evacuation order.

(b) Evacuation information will be passed via the public announcement system, local radio station, local cable television station, and local command/department telephone trees.

(c) Certain personnel identified as essential to the preparation, security and recovery of NASKW may be required to remain in Key West during the hurricane, or beyond the normal timeframe for safe evacuation by vehicle. These personnel will be specifically identified in enclosure (13) by name and position; and categorized as Category A or Category B personnel. All NASKW departments and tenant commands must provide the names and positions of their "essential

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personnel" to the NASKW Hurricane Officer by the beginning of the hurricane season (1 June) and provide monthly updates through the remainder of the hurricane season. Category A and B personnel are defined as follows:

1. Category A - Personnel identified as extremely critical to command emergency actions and installation security. These individuals will not evacuate and will stay in Key West at a local hurricane shelter designed to withstand severe hurricanes. However, there is limited space in the hurricane shelter and the Category A list cannot exceed seventy (70) personnel.

2. Category B - Personnel identified as necessary in order to maintain traffic safety, operate airfields, ensure public safety, and make final preparations for the onset of destructive weather. These personnel are the last to depart Key West during an evacuation, and will be taken to a safe haven by military airlift. Following the hurricane, these personnel will be available for immediate return to NASKW via airlift (or land transportation) to assist in recovery efforts. The Category B list cannot exceed ninety (90) personnel due to the limited number of seats available on the military airlift.

(d) Commanding Officer, NASKW will remain in Key West during the hurricane as Category A personnel, and will relay information concerning the status of NASKW to the EOC.

(e) The NASKW Executive Officer and NASKW Hurricane Shelter and Evacuation Officer will report to the EOC at the designated out-of-area safe haven during an evacuation. An EOC watchbill (enclosure (16)) will be established at the beginning of hurricane season (June 1) and updated monthly throughout the season. During an evacuation the EOC will maintain contact, when possible, with Commanding Officer, NASKW for updates on the status of conditions on board NASKW. During evacuation the EOC will serve as the primary point of contact and information outlet concerning the status of the installation. All NASKW departments and tenant commands will provide daily musters of their personnel, and will report to the EOC daily for updated status reports during the evacuation.

(f) The designated out-of-area safe haven and location of the EOC will be announced as part of the evacuation order. Typically the designated safe haven is Orlando, Florida, and the EOC is positioned at the Orlando Armed Forces Reserve Center. A list containing the addresses and contract information for the potential safe havens and EOC locations is provided in enclosure (12).

(g) The NASKW Hurricane Shelter and Evacuation Officer will establish a list of potential hotel accommodations in the safe haven area, all hotel information will continually be updated throughout the season. All hotel information can be accessed through the station's website (www.naskw.navy.mil).

(4) Order personnel to return after evacuation.

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(a) Commanding Officer, NASKW will authorize the return of personnel after a survey of the area, especially housing conditions and command buildings has been completed, and COR-5 has been re-established. Enclosure (11) provides a sample evacuation termination order. The decision for personnel to return after the evacuation will be relayed to assigned personnel through the EOC.

(5) Conduct hurricane exercise.

(a) An annual hurricane exercise (HURREX) will be conducted prior to the beginning of hurricane season. This drill may be more effectively accomplished in conjunction with the annual Commander Fleet Forces Command (COMFLTFORCOM) hurricane exercise and/or the state/county hurricane drill. During the exercise the following should occur:

1. Simulated tropical cyclone CORs four through one should be set and attainment should be reported by each department/tenant command.

2. The NASKW Hurricane Officer and Hurricane Shelter and Evacuation Officer should coordinate with the appointed Shelter Officers to establish the readiness of the hurricane shelters.

3. Hurricane shelters should be manned, equipped, and prepared for sheltering event.

4. The NASKW Hurricane Shelter and Evacuation Officer should coordinate with the appointed Shelter Officers to establish the readiness of the hurricane shelters.

5. The public announcement system and other communications systems should be tested to ensure operability.

b. NASKW Department Heads (DH's) shall:

(1) Be familiar with this instruction and review any relevant enclosures, including the COR checklist for his/her department. See, enclosures (4)-(8).

(2) Ensure all COR preparations are completed when ordered and report attainment to NASKW Hurricane Officer.

(3) Ensure that there is an accurate telephone tree for the department and update monthly during hurricane season.

(4) Ensure that all personnel within the department are notified when a COR, sheltering event or evacuation is ordered.

(5) In the event of an evacuation, all department heads should have an accurate muster of their personnel, identifying the location (i.e. hotel location etc.) and telephone point of contact for each person during the evacuation.

(6) In the event of an evacuation, all department heads should ensure that their personnel have made necessary arrangements for the out-of-area evacuation (i.e. hotel accommodations, mode of transportation etc.). Department heads should check with the NASKW Hurricane Shelter and Evacuation Officer for a list of potential hotel accommodations in the safe haven area, and pass the information to their personnel.

(7) Identify personnel within the department that need to be placed on the essential personnel list and provide monthly updates to the NASKW Hurricane Officer.

(8) Appoint a Shelter Officer from your department (E-7 of above) and inform the NASKW Hurricane Shelter and Evacuation Officer.

(9) Review this instruction annually and submit recommended changes to NASKW Hurricane Officer by 15 April.

c. NASKW Tenant Commands shall:

(1) Comply with the CORs and/or sheltering orders issued by Commanding Officer, NASKW. Enclosure (9) provides a COR checklist for tenant commands. Notify NASKW EOC upon completion of COR attainment.

(2) In addition to the COR checklist provided by this instruction, each tenant activity should also prepare and maintain an individual hurricane plan detailing any additional hurricane preparations specific to their activity. The hurricane plan should provide an outline concerning evacuation procedures for their personnel. All tenant activities shall provide an updated copy of their hurricane plan to the NASKW Hurricane Officer at the beginning of each hurricane season (June 1).

(3) During a hurricane evacuation, ensure that the point of contact for the tenant command reports to the NASKW EOC on a daily basis and provides a muster report for the command personnel.

(4) Identify personnel within the command that need to be placed on the essential personnel list and provide monthly updates to the NASKW Hurricane Officer.

(5) Appoint a Shelter Officer from the command (E-7 of above) and inform the NASKW Hurricane Shelter and Evacuation Officer.

(6) Review this instruction annually and submit recommended changes to NASKW Hurricane Officer by 15 April.

I.M. SAILOR

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COMFLTFORCOM
COMNAVAIRLANT
COMNAVREGSE Armed Forces Reserve Center Orlando
PATRICK AFB
MACDILL AFB
Navy and Marine Corps Reserve Center Miami
Navy and Marine Corps Reserve Center West Palm Beach
Naval Recruiting District Miami
NASKW Hurricane Officer
NASKW Shelter/Evacuation Officer

The flowchart is a complex diagram illustrating the system's operational process. It is organized into a grid-like structure with multiple columns and rows, separated by dashed lines. The process begins at the top left with 'System Initialization' and proceeds through various stages of data handling and system management. Key components include:

- Top Section:** Contains boxes for 'System Initialization', 'Data Collection', 'Data Processing', 'Data Analysis', 'Data Reporting', and 'Data Archiving'. It also includes a 'System Shutdown' box at the top right.
- Middle Section:** Features a central column of boxes and decision diamonds. The flow moves from 'Data Collection' through 'Data Processing' and 'Data Analysis' to 'Data Reporting' and 'Data Archiving'. Decision points are marked with diamonds, indicating conditional paths.
- Bottom Section:** Includes boxes for 'System Monitoring', 'System Maintenance', 'System Upgrades', and 'System Shutdown'. It also features a 'System Restart' box at the bottom right.

The flowchart is highly detailed, with many sub-processes and decision points, indicating a complex system architecture. The use of dashed lines and a grid layout suggests a structured and organized process flow.

Enclosure 4: Sample Mustering Report

SAMPLE UNIT PERSONNEL ACCOUNTABILITY REPORT

Personnel Installation Accountability Report - Unit Status Report as of: DATE			ACTIVE MILITARY AND FTS MILITARY PERSONNEL								RESERVE PERSONNEL ON ACTIVE DUTY (AT, ADT, ADSW, MOB)							
UIC	Unit Name	Total Assigned	Accounted For	Known Unaccounted For	Unreported	Evacuated	Deceased	Added	Subtracted	Total Assigned	Accounted For	Known Unaccounted For	Unreported	Evacuated	Deceased	Added	Subtracted	
68844	NOPF WHIDBEY IS																	
65907	NPMOF WHIDBEY IS																	
61048	NAS WHIDBEY ORD																	
55627	COMVAQWINGPAC																	
55569	EOD MOB UN 11																	
55182	COM CVW P D WHID																	
55165	CPWING 10																	
55140	VAQ 142																	
54004	CRPW DET WHIDBEY																	
53873	VQ 2 SEADU DET																	
53807	VAQ 141																	
53806	VAQ 140																	
53281	NIOC WHID IS/CID																	
48709	NAS WHIDBY I FSC																	
48594	IUSS SEA CP WEST																	
47913	RIPO WHIDBEY ISL																	
47445	ECWS W ISL WA																	
	TOTALS																	

		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25
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