



**DEPARTMENT OF THE NAVY**  
COMMANDER, NAVY INSTALLATIONS COMMAND  
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CNICINST 3440.17 CH-3

N3

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CNIC INSTRUCTION 3440.17 CHANGE TRANSMITTAL 3

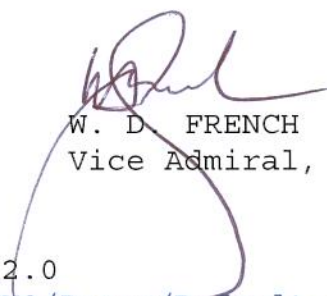
From: Commander, Navy Installations Command

Subj: NAVY INSTALLATION EMERGENCY MANAGEMENT (EM) PROGRAM

Encl: (1) Revised pages 1055-1062a

1. Purpose. To transmit new pages 1055-1062a, which modify evacuation policy to include guidance on evacuation entitlements based on lessons learned from the 2011 Hurricane Irene.

2. Action. Remove pages 1055-1062 of CNICINST 3440.17, Appendix U: Evacuation Planning and Execution, and insert enclosure (1).

  
W. D. FRENCH  
Vice Admiral, U.S. Navy

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(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).

d. Evacuation Entitlements. An evacuation order for a military facility or command applies to all employees, both civilian and military. Military personnel and their family members residing on the base or within a specific geographic area surrounding the base as identified in the evacuation order, and any civilian personnel and their family members residing on the base, are eligible for reimbursement based on the evacuation order issued by the military authority.

(1) The decision of local civil officials to evacuate an area is not sufficient justification for reimbursement. The appropriate military official must authorize or order an evacuation, as local civil officials cannot obligate the expenditure of DoD funds.

(2) For DoD civilian employees and their family members residing off base, reimbursement may be authorized, if they are required by order of the appropriate military authority to evacuate the installation to a safe haven or designated place outside the normal commuting area. However, if the commander sends employees home and the local civil authorities order the evacuation of an area, then the evacuation payments are not authorized. Just having an evacuation order from local civilian authorities is not good enough because, as noted above, local civilian officials have no authority to obligate DoD funds.

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(3) Reimbursement for travel, lodging, and per diem is only authorized for evacuation to the designated safe haven (this is the maximum distance allowed). Expenses are eligible for reimbursement only for the period of time identified on the evacuation order by the military authority.

(4) Military or civilian employees who remain at their residence are not entitled to any reimbursement.

(5) Military family members who are required to evacuate during a hurricane will be reimbursed by Military Personnel, Navy (MPN) funds since they are legally authorized to receive an entitlement.

(6) Military and civilian personnel who are required to evacuate are considered to be in a travel status and should cite their local operating funding account numbers in their TDY orders.

(7) If an evacuated employee is on an intermittent work schedule, he or she will be paid evacuation pay based on an approximation of the number of days per week normally worked.

(8) Installations and tenant commands are responsible for issuing evacuation orders for their own personnel. In certain circumstances, CNIC may be directed to do a mass evacuation order for all personnel on a base for large scale disasters. In such a situation, CNIC will provide additional guidance prior to the installation commander generating mass evacuation orders.

(9) It is essential for the installation commander to issue a written order directing an evacuation and designation of a safe haven. If the evacuation order does not designate a safe haven or designated place and personnel leave the location of their primary duty station, these personnel may be entitled to reimbursement for travel to the area to which they actually evacuated. As long as a safe haven is designated, anyone traveling elsewhere will be entitled to travel allowances not to exceed the rate for the area where the safe haven is located.

### **3. Planning Considerations (Definitions)**

#### **a. EM Personnel Categories**

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(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).

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(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 or 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 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 in accordance with paragraph 3 of this appendix:

(1) Terrorism. The National Terrorism Advisory System effectively communicates information about terrorist threats by providing timely, detailed information to the public, government agencies, first responders, airports and other transportation hubs, and the private sector.

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

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(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 purpose. 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.

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(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 agreements to ensure evacuee support.

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

(e) Coordinate with the CNIC headquarters financial POC to determine policy for entitlement disbursing.

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

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

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

(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 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 and 4) Not applicable.

(3) Executing Evacuation Order. (HSAS Level Orange and Red or COR 1, 2 and 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:



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(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 and 4)

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

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

(3) Executing Evacuation Order. (HSAS Level Orange or  
Red or COR 1, 2 and 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 region EMs.

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

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

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(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 and 4) Assist region 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 and Red or COR 1, 2 and 3) Monitor evacuation operation and provide support to region EMSs and installation EMOs as necessary.

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

(a) Monitor and return to base (RTB) operations and provide support to region 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.