

DEPARTMENT OF THE NAVY  
COMMANDER NAVY INSTALLATIONS COMMAND  
716 SICARD STREET SE SUITE 1000  
WASHINGTON NAVY YARD DC 20374-5140

CNICINST 3440.17 CH-4  
N3  
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CNIC INSTRUCTION 3440.17 CHANGE TRANSMITTAL 4

From: Commander, Navy Installations Command

Subj: NAVY INSTALLATION EMERGENCY MANAGEMENT PROGRAM

Ref: (a) CNICINST 3440.17 CH-3  
(b) OPNAVINST 3440.17A  
(c) OPNAVINST 3006.1

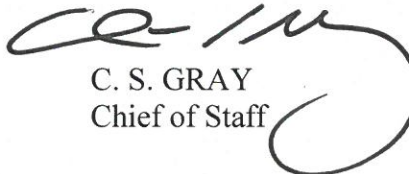
Encl: (1) Revised Page 43  
(2) Revised Page 44  
(3) Revised Appendix U

1. Purpose. To modify guidance on evacuation planning, personnel categorization and Mission Essential Functions reporting contained in reference (a), based on the revision of reference (b). Additionally, the change updates personnel accountability definitions and status categories per reference (c). Enclosures (1) through (3) provide updated policy outlining region and installation actions.

2. Action

- a. Remove page 43 of reference (a) and insert enclosure (1).
- b. Remove page 44 of reference (a) and insert enclosure (2).
- c. Remove Appendix U (less enclosures) of reference (a) and insert enclosure (3).  
Renummer pages of Appendix U enclosures accordingly.

3. Records Management. Records created as a result of this instruction, regardless of media and format, must be managed per Secretary of the Navy Manual 5210.1 of January 2012.

  
C. S. GRAY  
Chief of Staff

Releasability and distribution:

This instruction is cleared for public release and is available electronically only CNIC Gateway 2.0, <https://g2.cnic.navy.mil/CNICHQ/SitePages/Home.aspx>

### Responsibilities Summary

Region Commander. The Region Commander has the following responsibilities under the EM Program:

1. Designate a Region Emergency Manager (EM) in writing (Standard 1).
2. Ensure EM program standards are properly addressed within Region (Standard 1).
3. Charter and participate in a Region EM Working Group (EMWG) (Standard 6).
4. Determine the appropriate installation group designation for assigned installations (Standard 3).
5. Ensure that all required threat, hazard, vulnerability and consequence assessments are conducted prior to approval of the Region EM plan (Standard 4).
6. Review and approve the Region EM plan (Standard 7).
7. Direct each Installation Commanding Officer to report all of their tenant command Mission Essential Functions (MEF) and Category 1 personnel and support those commands in the identification process (Appendix U) annually.
8. Validate all installation tenant command MEF and Category 1 personnel lists and provide an annual report to CNIC which annotates only those tenant commands which do not provide MEF or Category 1 reports (Appendix U).
9. Ensure that essential operations supporting these MEF are identified by appropriate region programs and those procedures are identified within the Region EM plan for prioritized restoration of these essential operations.
10. Designate appropriate full-time or collateral-duty Region EM staff (Standard 1).
11. Establish operable and, when possible, interoperable communications across assigned response community.
12. Establish a Region Operations Center (ROC) (Standard 6).
13. Designate an ROC manager in writing to support the Region EM (Standards 1 and 6).
14. Identify and designate in writing appropriate personnel to support ROC manning during times of emergency (Standards 1 and 6).
15. Participate in ROC training and exercises (Standards 6, 7 and 12).

16. Designate a Region Public Health Emergency Officer (PHEO) in writing (Standard 6).
17. Consolidate individual dispatch centers at the Region or multi-Region level, if possible (Standard 6).
18. Designate a Joint Information Center in coordination with federal and state (or host nation) representatives (Standard 6).
19. Ensure all EM efforts are coordinated with CNIC, assigned fleet commander and assigned combatant commander (Standard 6).
20. Review and approve all support agreements, to include region mutual aid agreements, memoranda of understanding, memoranda of agreement, inter-service support agreements, and contracts (Standard 6).
21. Review region exercise After Action Reports (AAR).
22. Review annual summary of Region and Installation EM capability assessments (EMCA) (Standard 4).
23. Ensure proper resources are programmed during the budget process (Standard 14).
24. Ensure participation in Region EM program by tenant commands (Standard 7).

Installation Commander. The Installation Commander has the following responsibilities under the EM program:

1. Coordinate with assigned region in determining the appropriate installation group designation (Standard 3).
2. Designate in writing an installation Emergency Management Officer (EMO) appropriate to the established Installation group designation (Standard 1).
3. Ensure EM program standards are properly addressed onboard the installation (Standard 1).
4. Charter an Installation EM Working Group (EMWG) (Standard 6).
5. Participate within the Installation EMWG (Standard 6).
6. Ensure that all required threat; hazard, vulnerability and consequence assessments are conducted prior to approval of the installation EM plan (Standard 4).
7. Review and approve the installation EM plan (Standard 7).
8. Ensure each tenant annually designates their MEF and Category 1 personnel in writing and submit to the installation Commanding Officer via their EM office in order to facilitate base support. The installation Commanding Officer is required to provide a consolidated report to their region for validation (Appendix U).
9. Report to the region annually those tenant commands which did not submit MEF or Category 1 personnel lists or provide a negative report (Appendix U).
10. Support tenant operational commands in the identification of their MEF and associated critical mission facilities onboard the installation.
11. Ensure that essential operations supporting these MEF are identified by appropriate Installation programs and procedures are identified within the installation EM plan for prioritized restoration of these essential operations.
12. Designate appropriate installation EM staff (Standard 1).
13. Establish operable and, when possible, interoperable communications across assigned response community.
14. Establish an installation Emergency Operations Center (EOC) (Standard 6).
15. Designate an EOC manager in writing to support the Region EMO (Standards 1 and 6).

16. Identify and designate in writing appropriate personnel to support EOC manning during times of emergency (Standards 1 and 6).
17. Participate in EOC training and exercises (Standards 6, 7 and 12).
18. Assist the Region commander in the consolidation of individual dispatch centers at the region or multi-region level, if possible (Standard 6).
19. Designate a Joint Information Center in coordination with local representatives (Standard 6).
20. Ensure all EM efforts are coordinated with Region, state, local, other service and private agencies and departments (Standard 6).
21. Review and approve all support agreements, to include Installation mutual aid agreements, memoranda of understanding, memoranda of agreement, inter-service support agreements and contracts (Standard 6).
22. Publish Installation exercise After Action Reports (AAR).
23. Review results of annual Installation EM capability assessments (Standard 4).
24. Provide input during the budget process so that proper resources are programmed (Standard 14).
25. Ensure participation in the Installation EM program by tenant commands (Standard 7).

## APPENDIX U: EVACUATION PLANNING AND EXECUTION

- Ref: (a) Joint Federal Travel Regulations, Uniformed Service Members and DoD Civilian Employees of November 2014  
(b) OPNAVINST 3440.17A  
(c) DoD Instruction 1400.32 of 24 April 1995  
(d) DoD Instruction 6055.17 of 13 January 2009  
(e) DoD Instruction 3020.26 of 9 January 2009  
(f) OPNAVINST 3030.5B  
(g) Federal Continuity Directive 2 (FCD 2), "Federal Executive Branch Mission Essential Functions and Candidate Primary Mission Essential Functions Identification and Submission Process" of July 2013  
(h) OPNAVINST 3006.1  
(i) U.S. General Services Administration Website, <http://www.gsa.gov>

- Encl: (1) Sample Evacuation Order  
(2) Sample Hurricane and Destructive Weather Plan  
(3) EMP Process Map  
(4) Sample Mustering Report

1. Purpose. This appendix provides Commander, Navy Installations Command (CNIC) direction for evacuation, accountability and safe haven.

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

### 3. Sections

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

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

c. Safe Haven. This section provides direction for Region Commanders (REGCOM) and Commanding Officers (CO) regarding the establishment of and allowances for safe havens.

## Section 1: Evacuation

1. Overview. Evacuation decisions greatly impact installation 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 who must receive and provide services to the evacuees.

### 2. Evacuation Policy

a. Evacuation authority. Aboard Navy Installations, the REGCOM is the primary authority for ordering evacuations. The REGCOM will authorize an evacuation after consulting with the CO. The CO will then issue the evacuation order to assigned military and civilian personnel. Per reference (a), 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 or 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 CO 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 such as: 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 such as: security, base operations, command and control, etc. per the Installation Emergency Management (IEM) Plan.

d. Evacuation Entitlements. An evacuation order for a military facility or command applies to all employees, both military and civilian. 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 insufficient because, as noted above, local civilian officials have no authority to obligate DoD funds.

(3) Reimbursement for travel, lodging and per diem is only authorized for evacuation to the designated safe haven (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 temporary duty 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



orders for all personnel on a base for large scale disasters. In such a situation, CNIC will provide additional guidance prior to the CO generating mass evacuation orders.

(9) It is essential for the CO to issue a written order directing an evacuation and designating 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, they 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

a. Personnel categorization. Per reference (b), the Navy IEM program will categorize Region and installation (including tenant command) personnel. Personnel categories will be used to identify the targeted audience of specific requirements.

(1) Category 1: Mission-essential personnel include U.S. military personnel, DoD civilians and DoD contractor (or subcontractor) personnel who perform MEF, essential operations or provide essential services. Category 1 will consist of three sub-categories:

(a) Sub-category 1-A: Critical operations personnel are required to perform MEF under all circumstances 24/7 and without interruption for up to 12 hours, at which time the MEF may be transferred to an alternate site.

(b) Sub-category 1-B: Essential operations personnel are those who are able to temporarily interrupt performance of essential operations and relocate to an alternate site to resume MEF or essential operations.

(c) Sub-category 1-C: Essential services personnel are those who provide essential services in support of MEF or essential operations either from their primary worksite or relocation site.

(2) Category 2: Other non-essential U.S. personnel, such as:

(a) U.S. military family members living on and off a military installation.

(b) Non-essential U.S. military personnel, Navy civilian employees and other persons covered by this instruction.

(c) Navy contractor and subcontractor employees other than those performing essential Navy services.

(d) Employees of other USG agencies.

(e) Other USG contractor and subcontractor employees.

(3) Category 3: Other non-essential personnel supporting U.S. military operations, such as:

(a) Non-U.S. citizens who are employees of the Navy or a Navy contractor or subcontractor and who are not included in Category 1 or 2.

(b) Foreign military personnel employed by the host nation government or by contractors of the host nation government.

(4) Category 4: Allied and Coalition Nation non-essential personnel, including host-nation personnel and third country nationals who the U.S. may assist pursuant to an international agreement approved by the Department of State or as directed by the Secretary of Defense, such as allied, coalition military forces, government officials and emergency response personnel.

(5) Category 5: Essential personnel and emergency responders who are members of the U.S. military, DoD civilians, host nation, third country national and contractor personnel able to conduct safe and effective emergency operations response appropriate to their level of training. Category 5 personnel may include:

(a) Emergency Management personnel, Fire and Emergency Services personnel, HAZMAT teams, Naval Security Force (NSF), Emergency Medical Services (EMS) personnel, Explosive Ordnance Disposal (EOD) teams, Medical Treatment Facilities (MTF) providers, Public Health Emergency Officers (PHEO), Emergency Call-taking and Dispatch (Dispatch) staff, ROC and EOC staff, Emergency Response Teams (ERT), fire brigades, mass care personnel, mortuary affairs personnel and oil and hazardous substance (OHS) spill response teams.

(b) Occupational safety and health (OSH), industrial hygiene (IH), public works, public affairs, supply or logistics individuals, contract security personnel and any other personnel designated to perform response or recovery tasks in support of the Emergency Management program.

b. Protection of personnel. The Emergency Management program will focus its efforts on protection of Category 1 through 4 personnel and the preparedness, mitigation, response and recovery capabilities of Category 5 personnel.

(1) The Emergency Management program will support the ability of Category 1 personnel to continue MEF that need to be continued uninterrupted, or resumed, within 12 hours, regardless of circumstance.

(2) Categorization of OCONUS civilian personnel will be per this instruction and reference (b). DoD civilian expeditionary workforce personnel will be categorized per reference (c).

(3) The Emergency Management program will protect Category 2 through 4 personnel primarily through the evacuation, safe haven, lockdown and sheltering per this instruction, references (b) and (d).

(4) This protection strategy will be coupled with the proper employment of organized, trained, equipped, exercised, evaluated and sustained Category 5 personnel.

c. MEF and Category 1 personnel identification.

(1) Reference (b) directs tenant commands to report their MEF to the host installation in order to provide the necessary base operating support (BOS) to continue operations during an event. This process will assist the CO facilitate subsequent assessments and critical asset identification.

(2) Reference (b) also directs tenant commands to designate their Category 1 personnel in writing to the IEM program in order to be provided gate access and adequate resources for the continuation of MEF.

(3) This identification requirement extends to all tenant commands aboard an installation.

(4) Off-installation Navy activities should independently identify their MEF and Category 1 personnel to their respective chain of command up to the Echelon II level per reference (b).

(5) As derived from references (e) through (g), Navy functions are categorized into MEF and non-MEF. Navy MEF are a limited set of essential functions which must be continued throughout or resumed rapidly after the disruption of organizational activities to carry out Navy missions. Failure to perform or sustain these functions would significantly affect the Navy's ability to provide operational forces, vital services or exercise authority, direction and control resulting in the inability to complete critical unit missions. Navy MEF include:

(a) Operational forces and functions to achieve Navy missions or responsibilities.

(b) Essential support functions which directly support the employment, sustainment and readiness of those operational forces.

(c) Command and control (C2) functions.

(d) Protection of forces and critical infrastructure protection.

(e) Essential Support Services to operate and support critical infrastructure BOS services.

(6) Per reference (b), MEF identification should follow the process outlined in reference (g) or by guidance provided by an immediate superior in command (ISIC) and approved by the organizational commander. This action will ensure MEF and critical support functions are identified and necessary resources are available.

(7) Specific reporting steps are outlined below in paragraph 4 entitled “Tasks.”

d. Type of Evacuation

(1) Mandatory/Ordered. This evacuation is 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 per established Human Resources Office procedures.

e. 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 such as 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.

f. Evacuation Location Classification. Per reference (a), 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.

g. Nature of Event. The following risk assessment criteria will determine evacuation preparedness and execution tasks per paragraph 3 of this appendix:

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

(2) Hurricanes. For Commander, U.S. Fleet Forces Command (USFFC) geographic Regions, 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.

(f) For non-USFFC geographic Regions, refer to local COR levels designated by the area commander.

4. Tasks. COR levels in parenthesis are merely for reference purposes. Actions are not required based solely on a change in COR level.

a. All REGCOMs and COs will:

(1) Annually. Tasks executed no later than 15 May. (COR 5).

(a) Per reference (b), and as annually directed by CNIC, the REGCOM should direct each CO to report all of their respective tenant commands' MEF. Additionally, each tenant will designate their Category 1 personnel in writing to the CO via the IEM office in order to facilitate base support such as access during an event. Tenant MEF and Category 1 reports to the REGCOM should be completed prior to 15 May and annotate tenant commands which did not report their MEF or their Category 1 personnel list or provide a negative report.

(b) Region commands should validate tenant command MEF and Category 1 personnel lists and provide an annual report to CNIC which annotates only those tenant commands which did not report their MEF or Category 1 personnel by 1 July. No collective MEF lists or Category 1 personnel lists are to be included in this report.

(c) Identify Region EM, installation EMO, personnel accountability points of contact (POC) and provide those names and contact information to CNIC N37. Provide accountability POC information to Navy Personnel Command (NPC).

(d) Develop Region or installation-wide evacuation notification procedures.

(e) Train all military and civilian personnel assigned to the Region and installation staffs on the policies and procedures contained in this appendix.

(f) 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.

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

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

(i) Coordinate and deconflict evacuation planning with local authorities, service counterparts and receiving COs and Regions.

(j) As required, develop or revise mutual aid agreements to ensure evacuee support.

(2) Prior to Ordering Evacuation. (COR 3 and 4)

(a) Coordinate with local highway officials including law enforcement and Department of Transportation, 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 including filling prescriptions, topping off fuel tanks, stocking food and water, making hotel reservations, etc. Provide evacuees with directions to proposed safe haven with a detailed map and applicable addresses, 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. (COR 1, 2, and 3)

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

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

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

(4) Termination of Evacuation Order. (COR 5)

(a) Coordinate with local highway officials including law enforcement and Department of Transportation for road conditions returning to base.

(b) Coordinate and deconflict return movement with local EM 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 which may impede their return.

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

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

c. Regional Personnel Support Detachments (PSD) will be guided by reference (a) for processing orders and travel claims:

(1) Prior to Ordering Evacuation. (COR 3 and 4)

(a) Consider augmenting PSD 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.

(2) Executing Evacuation Order. (COR 1, 2 and 3) Process incremental claims for evacuation allowances.

(3) Termination of Evacuation Order. (COR 5)

(a) Process final claims for evacuation allowances.

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

d. CNIC EM will:

(1) Annually. Tasks executed no later than 15 May. (COR 5)

(a) Originate a task to outline annual Region and installation requirements for MEF and Category 1 personnel reporting as outlined in paragraph 4.

(b) Upon receipt of REGCOM report indicating tenant noncompliance with MEF and Category 1 reporting, liaise with corresponding echelon I and II commands to complete reporting requirements. Provide final report to OPNAV N1 with list of reporting discrepancies by September per OPNAV report control.

(c) Review and update CNIC EM plan based on lessons learned, changes to the National Response Framework, or changes to policy. Disseminate updates to Region EM.

(d) Consolidate and review list of Region EM and installation EMO personnel. Disseminate this information as appropriate.

(e) Maintain copies of all Region EM plans.

(f) Ensure proper communication architectures such as satellite phones, communications vans and computers, are in place to support evacuation operations.

(2) Prior to Ordering Evacuation. (COR 3 and 4) Assist Region EM and installation EMO coordination efforts with local authorities (CONUS only), service counterparts and receiving CO and Regions.

(3) Executing Evacuation Order. (COR 1, 2 and 3) Monitor evacuation operation and provide support to Region EM and installation EMO as necessary.

(4) Termination of Evacuation Order. (COR 5)

(a) Monitor return to base (RTB) operations and provide support to Region EM and installation EMO, 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 Region EM and installation EMO 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 per reference (h). Navy Region and installation manpower branches are primarily responsible for accountability.

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

- a. Navy AD Service Members including full time support (FTS).
- b. Navy Reserve Service Members on AD.
- c. DON civilian employees in Navy activities. This does not include foreign nationals OCONUS.
- d. Navy Nonappropriated (NAF) employees. This does not include foreign nationals OCONUS.
- e. Navy contractors who are U.S. citizens (assigned and residing OCONUS or in U.S. Territories locations).
- f. Navy Selected Reserve Service Members in a drilling status not on AD.
- g. Family members of AD and FTS (identification (ID) card holders and those family members reflected in DEERS without an ID card, e.g., children under 10 years old).
- h. Family members of reserve on AD (ID card holders and those family members reflected in DEERS without an ID card, e.g., children under 10 years old).
- i. Family members of DON civilian employees in Navy activities in one of two cases:
  - (1) Receiving evacuation benefits due to an event in U.S. territory.
  - (2) Living in foreign OCONUS locations in the same household as an employee assigned to an activity at the foreign OCONUS location.
- j. Family members of Navy NAF employees in one of two cases as defined in reference (h).
- k. Family members of U.S. citizen contractors assigned and living outside U.S. territory residing in the same household.

1. Family members of Navy Selected Reserve Service Members (ID card holders and those family members reflected in DEERS without an ID card, such as children under 10 years old).

### 3. Personnel Status

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. A person's status and whereabouts have been confirmed by a commander or supervisor. Family members can be accounted for by affirmation of the sponsor in addition to the three methods below. The Navy will consider its personnel accounted for when any of the following occur:

(1) The person is physically present;

(2) The person has been contacted or has made contact (e.g., by telephone or other means); or

(3) The person is in an official status of unauthorized absence, desertion, deceased or missing.

c. Unaccounted for. All personnel not in an "Accounted For" status of this appendix. For the purposes of this instruction, this definition does not relate solely to hostile action.

d. Unreported. Those personnel who have not had their status updated in the electronic PA tool which is currently the Navy Family Accountability and Assessment System (NFAAS). This category will not be reported from individual units or muster and accountability point of contacts. Commands that have made reports that do not include all personnel identified as assigned to that unit by NFAAS will be queried to resolve discrepancies. Unreported personnel are a subset of "unaccounted for."

e. Evacuated. Subset of "Accounted For" that enables identification of those personnel who are not residing at their permanent address. If personnel are reported in this category, updated locator information is required for input into NFAAS. If the permanent address in NFAAS is not correct, but personnel are residing at their actual permanent address, update the address in NFAAS and the source systems, but do not account for as 'evacuated.'

f. Deceased. Subset of "Accounted For" that enables identification of deceased personnel. This status is only to be used for personnel deceased as a result of the event as verified by a Personnel Casualty Report (PCR), DEERS or other official means. All personnel status reports, casualty reports and casualty assistance calls officer provisions for deceased personnel must still be accomplished. Reports of deceased in NFAAS are not a substitute for these requirements.

4. Roles and responsibilities. In anticipation of or during an evacuation event, CNIC will consult with the affected Navy Component Commander (NCC) and OPNAV (N1) regarding the scale of the event to determine whether PA reporting or an order to account will be required. Accounting methodology could also be dependent on the availability of NFAAS at any designated evacuation location.

a. Personnel. Upon arrival at safe haven, all personnel will muster with their parent command, per reference (h) or established command reporting procedures.

b. On-Base Commands. All commands, including tenant commands, detachments, and offices located on a Navy installation will muster their personnel to include those TAD to the command and report personnel accounting summary data, per above category and status, to the local installation Emergency Operations Center (EOC) or the alternate EOC as soon as possible. Commands should also inform their 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. These reports will be done concurrently by those required in reference (h) or as directed by the CO. 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 NFAAS can be populated with the most accurate information following an incident.

c. CO. The EOC will collect and report personnel accounting data per enclosure (4) format to the Region Operations Center (ROC) no later than 0500 and 1700 (local) allowing the CO a full accounting of all personnel in the evacuation event.

d. Independent Commands. Commands not located on a Navy installation such as reserve centers, recruiting, and NROTC stations will muster their personnel and report personnel accounting data to the appropriate ROC or EOC no later than 0500 and 1700 (local) or utilize personnel accounting methods outlined in reference (h) if available.

e. Region Commanders. The ROC will consolidate CO reports and those from off-installation commands. ROC will provide results (per enclosure (4) format) to the NPC Watch Team via e-mail to the Emergency Coordination Center (ECC) at 0600 and 1800 (local) unless PA methods outlined in reference (h) have been directed. Reports must indicate which tenant commands have not provided the twice daily mustering information. Reports will be updated daily until all personnel are accounted for or otherwise directed. Contact information for the ECC can be found in paragraph 4f below.

f. Navy Personnel Command (NPC). Following the decision to execute PA reporting, the NCC will establish a geographic area of interest (GAOI) in coordination with CNIC and NPC, and release an "Order to Account" to facilitate rapid and accurate execution at the onset of the personnel accountability process for catastrophic events within the NCC area of responsibility (AOR) which could involve one or more evacuation areas. In cases where the PA Tool is not available, the results of unit musters will be provided to the CNIC-identified PA reporting points

of contact for compilation and further transmission through the EOC and ROC process. NPC ECC can be contacted via e-mail at [npc.cat.captain@navy.mil](mailto:npc.cat.captain@navy.mil) or [ecc.watch.commander@navy.mil](mailto:ecc.watch.commander@navy.mil) or phone at (877) 414-5358.

5. Planning Considerations. For personnel accountability CO, OIC 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 and be part of the drill.
- d. Ensure that the evacuation order directs personnel to contact their parent command or NPC at (877) 414-5358 upon reaching safe haven or provides guidance or access to NFASS.
- e. Maintain awareness of personnel residing in areas not associated with any local command such as dependents of geographic bachelors. Communication and public affairs plans should be designed to reach these personnel and inform them of command contact information.
- f. Develop communication and public affairs plans to reach non-English speaking personnel.

Section 3: Safe Haven

1. Overview. Per references (a), safe haven is a location named in the evacuation order, or subsequent modification to that order, 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 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 applicable funding citations for dependents. NOTE: This message is typically published on the first working day of the fiscal year and is entitled "CONUS Evacuation Entitlements FY XX."

2. Concept of Operations. When an evacuation is ordered or authorized, the ordering or 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 (CONUS).

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

(1) CO will:

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

(b) In the event that a CO cannot communicate with the REGCOM, the CO should inform the CNIC shore enterprise operations center of the designated safe haven location. The CO will inform the REGCOM of the 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) REGCOM will:

(a) For an emergency affecting multiple installations within or across Regions, the REGCOM will deconflict CO designated safe haven locations to ensure receiving installations or areas are not overburdened.

(b) The REGCOM will inform receiving CO of the impending arrival of evacuees.

(3) Receiving CO. Receiving CO will make every effort to accommodate the needs of evacuees. Receiving CO 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. A 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, the CO 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 (FFSC). Assess need to expand service through creation of a Community Service Center (CSC).

(h) Accept and distribute authorized 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 human needs and restoration of mission essential functions.

b. Other Authorization. In the event that the CO is not the ordering or authorizing authority, safe haven will be as ordered. If the ordered safe haven is a broad Region, evacuees may establish safe haven anywhere within that Region; however, the CO may recommend a specific safe haven location that would provide centralized support for their personnel. Receiving CO will accommodate evacuees per paragraph 2a(3).

### 3. Safe Haven Per Diem and Allowances:

a. Summary of allowances. Commanders are responsible for consulting references (a) and (i) 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 (i).

(a) Service Members in an evacuation status are under temporary assigned duty or permanent change of station orders and are entitled to per diem and allowances as authorized in the orders.

(b) Dependents of Service 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 2359 on the day the dependents first occupy the permanent residence or at 2359 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 reference (a). Rates are calculated using reference (i).

(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

1. Day 1-30. 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 meals and incidental expenses (M&IE) per diem rate. The first evacuee can be either the civilian employee or a dependent. 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.

2. 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.

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) A CO has issued an evacuation order.

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