

## **PERSONNEL HURRICANE PREPAREDNESS PLAN**

### **FEDERAL, STATE, and COUNTY PREPAREDNESS WEBSITES:**

The following websites are a good source of information to help prepare your family during a natural disaster (tropical storms, hurricanes, tornadoes, thunderstorms and flooding). Coast Guard members and their families are encouraged to access these websites, so that they are better prepared to handle these emergencies.

Personnel and their dependents should review their state and county hurricane preparedness websites prior to, during and after a storm passage for emergency information pertaining to weather report, location of open shelters, evacuation requirements, evacuation routes, and other pertinent information. Some of the information may not be available until a tropical storm or hurricane is expected to impact that state or county.

1. **Coast Guard**                    <http://www.uscg.mil/worklife/ready.asp>
2. **Ready.Gov**                    <http://www.ready.org/>
3. **State of Delaware**           <http://dema.delaware.gov/>
4. **State of New Jersey**       [http://www.state.nj.us/njoem/guide\\_to\\_hurricane\\_prep.html](http://www.state.nj.us/njoem/guide_to_hurricane_prep.html)  
<http://www.state.nj.us/njoem/plan/evacuation-routes.html>
5. State of Pennsylvania       <http://www.readypa.org/>

### **PREPAREDNESS:**

1. Recommend you have a **Basic Emergency Supply Kit**. Recommended items can be found at <http://www.ready.gov/america/getakit/>
2. Recommend **additional items** to consider adding to an **Emergency Supply Kit**. Recommended items can be found at <http://www.ready.gov/america/getakit/>
3. **Ready.gov** website <http://www.ready.gov/america/publications/allpubs.html> provides preparedness publications that can be downloaded or how to order printed copies.

Listed below are some recommended actions that may be taken, but is not an inclusive list.

1. Put together a Basic Emergency Supply Kit. Coast Guard member may want to have two kits, one for their family and one for themselves if they are not going to be sheltering or evacuating with their family.
2. Fill your car with gas.
3. Board, shutter or tape windows to prevent flying glass.
4. Secure all loose gear such as lawn furniture and garden tools.
5. In anticipation of loss of water, fill containers and bathtub with water.

6. In anticipation of loss of electricity:
  - a. Put refrigerator on maximum coldness and don't open needlessly.
  - b. Stock candles, matches, lanterns or flashlights. Make sure batteries are good; buy extras.
  - c. Have some kind of portable cooking source such as portable stove, or sterno available. Use proper ventilation!
7. In anticipation of high tidal water, move important papers and valuables to upper floors or on top of tables if you live in a one floor home.

## **EVACUTION POLICY AND PROCEDURES:**

### **Ordering Authority**

1. Only the Fifth District Commander or higher Coast Guard/Department of Homeland Security Authority may order **evacuation of dependents** for the purpose of **Authorizing Entitlements**.
2. All members and their dependents are provided support during an incident and will follow the District Commander's evacuation orders. Sector Commander remains the Incident Commander for their designated AOR during a hurricane evacuation.

**Evacuation Authorization Order Procedures** (Following will be considered by the District Commander before an evacuation order is issued)

1. **Mandatory Evacuation Order is issued by Civil Emergency Authority or DOD Base Commanders.**
2. Sector Delaware Bay will liaison with local and state Emergency Operation Centers and DOD Facilities and notify the D5 Command Center at 757-398-6390 or the D5 Incident Management Team (IMT) at 757-398-8194 of the Mandatory Civil or DOD evacuation order affecting Sector Delaware Bay's Area of Responsibility (New Jersey, Pennsylvania and Delaware).
3. **Sector Commander's request to evacuate based on local experience and as conditions dictate.**

### **Evacuation Safe Haven and Entitlements**

1. Evacuation Authorization Order issued by the District Commander will specify the geographic areas to be evacuated and the designated safe haven.
2. The Safe Haven may be either Limited (Location Specific) or, for the flexibility of establishing reimbursement, it may be designated as Continental United States (CONUS).
3. **Coast Guard members and their dependents are encouraged to research and pre-designate a Limited Safe Havens within their state or surrounding states for use in developing individual member's Evacuation Plans.**
4. Sector Commander will help if requested by CG members and their dependents with determining the best Evacuation Safe Haven in their location

prior to the Evacuation Order best on the best information from local and state Operation Centers. **Ultimately it is the member's responsibility to ensure that their dependents evacuate to a safe location.**

5. Once an Evacuation Order has been issued by the District Commander, members with Government Travel Cards may use them to secure lodging.
6. **Residents in mandatory evacuation areas will be reimbursed only to the extent of round-trip travel from home to a safe haven.**
7. **Entitlements begin when Evacuation Orders are issued and will cease when evacuees return to Habitable Dwellings.**
8. The Safe Haven(s) will be provided to all evacuating members when the evacuation order is issued by the District Commander. Food and Lodging costs will be reimbursed only at the published per diem rate for the designated safe haven
9. **Members and their dependents may choose to evacuate prior to the issuance of the order. Those who choose to voluntarily evacuate their home in advance of a hurricane will be eligible for reimbursement only for entitlements authorized during the period of time that a mandatory CG evacuation order is in effect for the area in which their home is located.**
10. **PETS:** Emergency Community Shelters may or may not allow pets. Members must research their local and state preparedness websites or plans to locate a Pet-Friendly Emergency Shelters. Members should develop plans for their pets prior to an evacuation.
11. Evacuations may be ordered before and, in rare circumstances, after a hurricane. Post-Storm Evacuations may be ordered when conditions are such that people cannot return to Safe and Habitable Dwellings in a reasonable period of time.

#### **Financial Accounting for Evacuation Entitlements**

1. Entitlements begin when Evacuation Orders are issued and will cease when evacuees return to Habitable Dwellings.
2. Travel Order Numbers (TONOs) will be prepared before, during and after storm passage by the Sector's Logistics Section.
3. If a Limited (Specific Location) Safe Haven is directed, and the member or their dependents evacuate to another location, members will not be paid beyond the published per diem rate for the Limited Safe Haven Site.
4. In all situations, evacuees will be required to provide detailed receipts for lodging in order to receive lodging expenses reimbursement.
5. If CONUS is listed as the Safe Haven, members will be paid the published per diem rate for the location to which they evacuate.

**Reporting Procedures During and After the Storm Passage.**

1. **It is ultimately the member's responsibility to ensure their command and the district in which they are assigned or located are aware of their status and their dependents' status, regardless of the dependents' location.**
2. Dependents should notify their spouse (if required to evacuate without them) once they arrive at their Evacuation Safe Haven Site and provide a contact number to their spouse. If the CG member evacuate with their family then they should notify their supervisor and provide a contact number to your supervisor. If you are unable to contact your spouse or member's supervisor, continue up your chain of command

**Post Hurricane Reporting Procedures for CG Personnel and Sector Units:**

1. **Personnel reporting procedures:**
  - a. After storm or hurricane passes, all personnel will contact their unit to report their status.
  - b. If unable to contact your unit, personnel will contact **Sector Delaware Bay (215) 271-4960/4940**
  - c. If unable to contact Sector Delaware Bay, personnel will contact CDO Watchstander at **D5 Command Center (757) 398-6390**
  - d. If unable to contact D5 Command Center personnel will contact **CDO/DCMS LANT Command Center (757) 398-6765. LANT and D5 Alternate Location for COOP is St. Louis at (866) 811-3323.**
2. **Unit reporting procedures:**
  - a. CO/OIC will report unit operational status (any limitations) and personnel status to **Sector Delaware Bay (215) 271-4960/4940**
  - b. If unable to contact Sector Delaware Bay, personnel will contact CDO Watchstander at **D5 Command Center (757) 398-6390**
  - c. If unable to contact D5 Command Center personnel will contact **CDO/DCMS LANT Command Center (757) 398-6765. LANT and D5 Alternate Location for COOP is St. Louis at (866) 811-3323.**

**Post Hurricane Reporting Procedures for Dependents:**

- a. After storm or hurricane passes, all dependents will contact **their spouse to report their status.**
- b. If unable to contact your spouse, dependents will contact **your spouse's unit.**
- c. If unable to contact their unit, dependents will contact **Sector Delaware Bay (215) 271-4960/4940.**
- d. If unable to contact Sector Delaware Bay, dependents will contact CDO Watch stander at **D5 Command Center (757) 398-6390.**

- e. If unable to contact D5 Command Center, dependents will contact CDO/DCMS **LANT Command Center (757) 398-6765. LANT and D5 Alternate Location for COOP is St. Louis at (866) 811-3323.**
- 2. The Sector Inclement Weather Line, **(215)-271-4900** will provide updated messages about Hurricane Conditions, evacuation status, evacuation shelters, duty status and any other important information relevant to you and your family's safety.