



DEPARTMENT OF THE NAVY
COMMANDER NAVY RESERVE FORCES COMMAND
1915 FORRESTAL DRIVE
NORFOLK VA 23551-4615

COMNAVRESFORCOMINST 3440.1F
N31A
17 Mar 2025

COMNAVRESFORCOM INSTRUCTION 3440.1F

From: Commander, Navy Reserve Forces Command

Subj: COMMANDER, NAVY RESERVE FORCES COMMAND STAFF CONTINUITY
OF OPERATIONS PLAN

Ref: (a) DoDI 1035.01
(b) DoD Directive 3020.26
(c) SECNAVINST 3030.4E
(d) OPNAVINST 3030.5C
(e) CNICINST 3440.17
(f) CNICINST 3440.17
(g) NAVSTANORVAINST 3440.17A
(h) Commonwealth of Virginia Hurricane Emergency Response Plan
(i) North Carolina Coastal Region Evacuation Guide and Sheltering Field Operating Guide 2011 Edition
(j) Joint Travel Regulations of 1 October 2024

Encl: (1) Emergency Planning Information Sheet
(2) Emergency Evacuation Advisory Message Template
(3) Conditions of Readiness Checklist
(4) Mission Essential Functions Continuity Plan
(5) Directions from COMNAVRESFORCOM Norfolk to NRC
Greensboro, North Carolina, Emergency Evacuation Site
(6) Hurricane Evacuation Entitlements FAQ
(7) Family Emergency Checklist

1. Purpose. To revise the Continuity of Operations Plan (COOP) procedures and responsibilities to ensure effective performance of command mission and continuation of core missions or Mission Essential Functions (MEF) during an increase of Force Protection (FPCON) level, natural or man-made emergencies, pandemics, and disasters per references (a) through (j) and enclosures (1) through (7).

2. Cancellation. COMNAVRESFORCOMINST 3440.1E.

3. General

a. The Hampton Roads area is subject to a myriad of potential man-made acts and natural phenomena including hurricanes, flooding, hazardous material spills, riots, acts of terrorism, and with attack weapons of mass destruction (WMD) that may sufficiently reduce the ability of

Commander, Navy Reserve Forces Command (COMNAVRESFORCOM) to conduct primary mission functions at Naval Support Activity (NAVSUPACT) Hampton Roads. The command must be able to perform MEFs under any and all emergency environments, which requires significant and specific planning.

b. COMNAVRESFORCOM MEFs that must continue during any emergency include:

(1) Coordination of air component, Total Force Manpower Management System/Total Force Authorizations and Requirements System, and aviation maintenance support.

(2) Resolution of Reserve policy issues and Government Travel Charge Card (GTCC) issues.

(3) Support of travel/Navy Reserve Order Writing System (NROWS) Help Desk and limited Navy messaging/Information Technology (IT).

(4) Mobilization and any other functions considered essential to missions and activities supported by COMNAVRESFORCOM commands.

c. COMNAVRESFORCOM's COOP staff are defined as the minimum number of individuals required to continue those functions listed in the preceding paragraph at a COOP site. All other staff are expected to continue operations via telework from their personal safe havens.

d. COMNAVRESFORCOM Information Technology (N6) is responsible for maintaining the IT COOP to perform these functions. However, COMNAVRESFORCOM COOP staff must be prepared to perform their MEF in a limited IT environment. Staff members will only use Navy and Marine Corps Intranet email for electronic communications in order to maintain appropriate Operations Security.

4. Situation and Assumptions

a. Situation

(1) COMNAVRESFORCOM headquarters is subject to natural or man-made disasters, higher FPCON levels, and pandemics, which can severely limit access to the headquarters complex or deny COMNAVRESFORCOM the capability to perform all MEFs together.

(2) Technological hazards that can potentially impact the ability to use the COMNAVRESFORCOM headquarters complex are many and varied. These hazards exist because of the headquarters close proximity to roads, railroads, and waterways over which hazardous materials may travel. Additionally, an accident or intentional action at one of the various chemical plants or refineries within the area could also impede use of the headquarters building. This, coupled with the fact that Hampton Roads is an installation that has limited egress routes, makes the area vulnerable to terrorist activity and WMD attacks.

b. Assumptions

(1) When the Regional Commander and/or installation Commander limits access at NAVSUPACT Hampton Roads, COMNAVRESFORCOM will normally follow the installation's lead.

(2) A civil disaster or emergency may impede the ability of this command to maintain MEFs at the COMNAVRESFORCOM headquarters for an extended period of time.

(3) This plan may be executed with little or no notice, separately or with other emergency plans, including mobilization.

(4) It is possible that a disaster could be such that individuals will not be able to egress the area or reach a designated relocation site, evacuation building, or site outside of the Hampton Roads area.

5. Concept of Operations and COOP Level Scenarios

a. Concept of Operations

(1) This plan is based upon the principal of specific command personnel being identified to execute command MEFs under various scenarios that may require an unusual amount of flexibility.

(2) Using some or all COOP staff at COMNAVRESFORCOM headquarters. There are three categories of COOP staff.

(a) Group One (Duty Staff). Category will consist of duty staff members that will secure (stow and lock) the building prior to an emergency situation and provide cleanup efforts. This group is considered mission essential personnel by NAVSUPACT Hampton Roads commanding officer.

(b) Group Two (COOP Staff). Category will consist of personnel executing the MEF for the respective code from the Emergency Evacuation Site (EES) and Emergency Relocation Staff (ERS). These staff members are denoted on the COMNAVRESFORCOM COOP Staff List as Phase A, B, C, D, and E.

(c) Group Three (Staff). Category will consist of all remaining personnel not in a duty status or required to relocate to the EES/ERS.

(3) Direction of Group Two and Three staff to execute the COOP is situation dependent and consists of the following considerations:

(a) Ability to use telework to carry out MEFs from a designated or undesignated location per reference (a).

(b) Deploying Group Two COOP staff to the local ERS. The ERS for COMNAVRESFORCOM is Naval Reserve Center (NRC) Norfolk, Virginia.

(c) Deploying Group Two COOP staff to the remote EES. The EES for COMNAVRESFORCOM is NRC Greensboro, North Carolina. An alternate site, including a hotel, may be chosen.

(d) Using an alternate command that may or may not be augmented by Group Two COOP staff to temporarily perform COMNAVRESFORCOM MEFs. Alternate commands may include Commander, Navy Reserve Force (COMNAVRESFOR), Washington, DC; Navy Region Mid-Atlantic Norfolk, Virginia; or Navy Region Mid-Atlantic Great Lakes, Illinois.

(e) A combination of the above.

(4) Specific measures taken to respond to a particular disaster or emergency will depend upon actual or anticipated impact to the command, extent of the area impacted, and priorities established by COMNAVRESFORCOM Chief of Staff (COS) or higher authority.

(5) Deployment of each phase of Group Two COOP staff should be accomplished within 24 hours of the decision to deploy them.

b. COOP Level Scenarios

(1) Temporary

(a) Under this scenario, COMNAVRESFORCOM headquarters building is closed for less than a week. The disruption could be due to weather, increase in the FPCON, fire, system or mechanical failure, loss of utilities, or other isolated events.

(b) All staff members would muster with respective code daily by phone. Staff members will either be directed to telework to continue MEF, or the decision may be made to disperse the work force by having a small cell of staff members at COMNAVRESFORCOM headquarters and all other personnel teleworking from home, awaiting further instruction.

(2) Extended (Relocation)

(a) Under this scenario, COMNAVRESFORCOM headquarters building is closed for over a week, but less than a month and disruption has not affected the surrounding area, utilities, or the transportation system. The most likely cause of such a disruption is the delay in repairs, reconstruction, or the clean-up process of facilities.

(b) The COS and or Deputy Chief of Staffs (DCOS) will direct Group Two COOP staff members to relocate to the ERS. These staff members will proceed to the primary ERS, NRC Norfolk, at Joint Expeditionary Base Little Creek, Norfolk, Virginia or some other building located on NAVSUPACT Hampton Roads. Other options will be considered depending on the anticipated time to recover the headquarters building. Staff members will muster with their

respective codes at the ERS and/or telework at home to continue MEFs. Nonessential staff members will remain at home and await further instruction.

(3) Evacuation (Relocation)

(a) An evacuation is the authorized or directed departure from an area threatened by unusual or emergency circumstances. This evacuation could be initiated by state flood zones (A, B, C, or D) from the Governor of Virginia. Under this scenario, COMNAVRESFORCOM headquarters building, as well as the entire Hampton Roads area, are closed for normal business operations for an unspecified amount of time. This could be the result of a hurricane threat or strike to the area, or secondary effects of a hurricane, such as widespread flooding, utility failures, etc. This scenario could also be used for an increase in the FPCON or credible threats of action that could preclude access to the headquarters building where there could be uncertainty regarding whether additional or secondary events could occur. Additionally, pandemic outbreak may require “social distancing” and require all or most staff to work remotely.

(b) Under this scenario, Group Two COOP staff members can expect to be ordered to the primary EES at NRC Greensboro, North Carolina, or to telework from home. All other staff members will muster per this instruction and take direction from their DCOS.

(c) Military and Department of Defense (DoD) civilian dependents of Group Two COOP staff may leave a threatened area at their own expense prior to an official military authorized evacuation. The government may authorize evacuation entitlements if the Regional Commander and/or installation Commander issues a Limited Evacuation Order (LEO). Should this decision be made, expect that COMNAVRESFORCOM will direct Group Two COOP staff members to the EES and evacuation entitlements would then be authorized for affected staff and their families. Specifics of entitlements can be found in enclosure (6).

(d) Group Three non-COOP staff should follow the direction of civil authorities in their area and evacuate if advised to do so, but will confirm with their DCOS or Executive Director prior to evacuation. A Service member’s dependent, a DoD civilian employee, or a DoD civilian employee’s dependent may leave a threatened area prior to an official military authorized evacuation. The government may authorize evacuation entitlements if the Regional Commander and/or installation Commander issues a LEO. Should this decision be made, expect that COMNAVRESFORCOM will direct Group Three COOP staff members to the nearest safe haven and evacuation entitlements would then be authorized for affected staff and their families. Specifics of entitlements can be found in enclosure (6).

6. Tasks and Responsibilities

a. COMNAVRESFORCOM COS

(1) Establish emergency planning and operations policy and activate this plan, or any portion thereof, as may be necessary, if the headquarters or the Hampton Roads area is threatened with a condition (FPCON level, tropical condition, natural event, or man-made/emergency/disaster/pandemic) that may interfere with normal operations.

(2) Determine the appropriate MEFs, COOP level, and direct the deployment of staff as necessary.

(3) If evacuation and transition of Group Two COOP staff to the EES site NRC Greensboro, North Carolina is directed, contact the NRC Greensboro Command Duty Officer (CDO) or Commanding Officer (CO) to provide them advanced notification of the arrival of COMNAVRESFORCOM staff.

(4) Designate a senior Officer In Charge (OIC) at the EES. If an OIC has not been designated, the senior officer present will assume duties as the OIC.

(5) Be the only authority sending official mass communications to COMNAVRESFORCOM staff (civilian and military) via COMNAVRESFORCOM social media websites, 1MC, email, or phone.

(6) Release guidance communications upon all Tropical Cyclone Condition of Readiness (TCCOR) changes.

b. COMNAVRESFORCOM DCOS and Special Assistants (SA)

(1) Using the guidance above, identify MEFs from enclosure (5), equipment, records, Automatic Data Processing (ADP) requirements, etc., to carry out MEFs. Additionally, maintain a roster of N code COOP staff members and verify for accuracy monthly. Designated staff will be those necessary for all contingencies, to include setting changes in FPCONs. Provide input, updates, and changes to Force Operations COOP Manager. Identify and ensure equipment, records, files, etc., can be rapidly stowed and secured. As necessary, identify inside spaces (away from windows) where valuable equipment and records can be stowed.

(2) Designate and provide the names of two individuals to N31 quarterly to serve as the primary and secondary Departmental Emergency Planners for emergency planning, coordination, and plan execution to COMNAVRESFORCOM Force Operations. These personnel should have at least one year remaining within that code.

(3) Ensure Group Two COOP staff are trained and have the appropriate equipment, programs, records, etc. to execute MEFs and that they understand they could be called upon to perform their functions at any time, with little or no notice.

(4) Ensure staff personnel have personal evacuation and relocation plans for their dependents and are prepared to implement them at all times.

(5) Ensure Group Two staff participate in training and exercises to test this plan.

(6) Inform all departmental staff of specific muster procedures that are to be followed when an evacuation of the Hampton Roads area is ordered. Direct all staff members to provide an Emergency Planning Information Sheet indicating where they would plan to evacuate. See enclosure (1) of this instruction.

(7) Update and maintain an accurate departmental recall bill.

(8) Upon notification of an increase in Condition of Readiness (COR) due to possible hurricane, Tropical Storm (TS), man-made disaster, or evacuation emergencies, execute the actions in enclosure (3).

(9) Report COR attainment to the duty office per enclosure (3).

(10) Direct the deployment of Group Two COOP staff as necessary per reference (f).

(11) Attend DCOS meeting with the COS at TCCOR 3, 2, and 1 change. After DCOS meets and with COS concurrence, dismiss Non-COOP staff at your discretion. Encourage staff, if evacuating, to relocate in the vicinity of the EES per enclosure (5) or to the nearest safe haven as outline in a LEO.

(12) Determine staff members who are on leave or Temporary Duty Travel (TDY) and notify or recall them as required.

(13) Develop a staff work schedule to implement after a disaster or storm passage. Prioritize individuals for returning to work. (Assume there will be restrictions to ingress and egress from the Hampton Roads area.)

(14) Develop a devolution plan, if necessary, with memorandum of agreement with subordinate command(s).

c. Senior Watch Officer (SWO)

(1) Ensure availability of necessary equipment and supplies (e.g., instructions, notices, publications, tape, flashlights, batteries, etc.) that duty staff member will need in an emergency situation.

(2) Ensure duplicate copies of duty office watch binders are available to take to EES.

(3) When the leadership determines a COOP is required, the current CDO will hold the duty until relieved by the COOP CDO at the EES.

(4) Ensure a watch team is designated and deployed to assume the watch at COMNAVRESFORCOM headquarters, before the EES watch stands-down, as the evacuation period ends. A verbal (phone) turnover must be completed between the COOP CDO and the oncoming CDO.

d. DCOS for Operations (N3)

(1) Maintain this plan and coordinate staff emergency operations response.

(2) Coordinate support requirements at the primary EES or ERS.

(3) Coordinate staff response to emergency operations through the department and code emergency planners.

(4) Clear Navy Reserve Order Writing System Headquarters waivers boxes of pending Inactive Duty Training Travel (IDTT), Annual Training (AT), and Active Duty for Training (ADT) orders applications.

(5) With approval of the COS, identify and deploy Group Two COOP staff to EES in anticipation of an evacuation to sustain MEFs.

e. Director, COOP Management (N31A)

(1) Coordinate with NAVSUPACT Hampton Roads on any tropical cyclone conditions or weather forecast and the setting of CORs.

(2) Advise and brief, as required, COMNAVRESFORCOM COS/N3/SWO/CDO of evacuation and emergency and/or weather forecast situation and/or an event of disaster conditions.

(3) As the designated primary COMNAVRESFORCOM Weather Forecast and Disaster Readiness Coordinator, provide any weather and disaster information to COMNAVRESFORCOM emergency planners for distribution to all staff.

(4) When this evacuation plan is implemented and evacuation or relocation is imminent, notify NAVSUPACT Hampton Roads Emergency Manager at (757) 836-5673 or (757) 836-0859 of the staff's intentions.

(5) Conduct COOP and emergency readiness training for all COMNAVRESFORCOM personnel and exercise this plan at least annually.

f. Director, Force Travel (N33)

(1) Approve Defense Travel System vouchers for CNRF/C staff travel.

g. DCOS for Logistics (N4)

(1) Arrange for supplies and equipment required to sustain MEFs in directorates for a minimum of seven days at COMNAVRESFORCOM headquarters and for sustained operations for up to 30 days at the EES or an alternate site.

(2) Coordinate logistic support at the primary EES (NRC Greensboro, North Carolina) concerning facilities, utilities, transportation, etc. Interface with Commander, Navy Installations Command, as required.

(3) Activate GTCC for staff members who possess them to facilitate evacuation expenditures, as required. Designate a GTCC POC and provide name and telephone number to staff to resolve GTCC issues.

(4) Ensure COMNAVRESFORCOM headquarters is prepared for any tropical conditions (sandbags, cover all electronics, and secure potential external flying hazards).

(5) Arrange for supplies, equipment, and staff required for reconstitution operations at COMNAVRESFORCOM headquarters following the disaster. Ensure building is prepared and suitable for the staff to return.

h. DCOS for Information Technology (N6)

(1) Assist DCOSs in determining their minimum ADP requirements to perform their MEFs at the ERS or EES.

(2) Develop and implement COOP for ADP, telephone, and message traffic requirements to assure continuity of ADP and support at the ERS or primary EES for telework staff. Ensure the availability of information systems to support MEFs exist at all of the EES, including the documentation to support those systems.

(3) Coordinate ADP requirements to EES or to alternate sites.

(4) Upon evacuation order, add the following information on the front page of the Unclassified Navy Reserve Website: Due to (evacuation reason), COMNAVRESFORCOM staff has evacuated the Hampton Roads Area Reserve Headquarters effective (date). Alternate headquarters has been established at NRC Greensboro, North Carolina to conduct mission-essential functions. For assistance, please call (743) 222-6964. For further assistance, please call the U.S. Navy Emergency Coordination Center at (877) 414-5358.

(5) Train and remind staff members to save electronic files on their personal Flankspeed or to a portable media (CD or external hard drive) which can be carried during evacuation. These files should include Outlook files (e-mail, appointments, contacts, tasks, etc.) saved to a “.PST file.”

(6) Ensure all staff members obtain and use Public Key Infrastructure (PKI) Certificates/Common Access Card Readers for use at home and on the road, as applicable, to facilitate access to Navy and Marine Corps Intranet (NMCI) network.

(7) Ensure that all Group Two COOP staff in reference (f) are issued a Wireless Fidelity (Wi-Fi) capable laptop that is configured correctly to operate offsite in advance of Phase B requirement and either a Wi-Fi puck or a hot-spot enabled government issued mobile phone.

(8) Stage hard line telephones at the primary EES to meet long-term requirements.

(9) Take all necessary steps to secure classified material in the Secure Internet Protocol Router (SIPR) Café and coordinate with NMCI for removal and storage of SIPR hardware, especially with threat of a hurricane and possible flooding.

(10) Maintain SIPR connectivity at the EES and ERS, in addition to Non-secure Internet Protocol Router (NIPR) connectivity. When COOP location is determined to be at another

location, such as a hotel, determine if local SIPR capability is available and establish procedures with that host command for utilizing their SIPR services.

(11) With the approval of the COS, identify and deploy advanced party or Phase A to EES in anticipation of an evacuation to sustain MEFs.

i. CNRF Comptroller (N8)

(1) Support CNRFC N01A in evacuation cost estimates and coordinate financial support, as needed.

(2) Establish procedures for capturing costs of emergency readiness, response, and recovery operations.

(3) Ensure necessary files and/or financial management system data is accessible via FlankSpeed or other remotely accessible digital storage.

j. Command Master Chief (N00C)

(1) Be prepared, as required, to designate command staff to augment NAVSUPPACT Hampton Roads Disaster Control Teams and Emergency Operations Center staff. Provide names to NAVSUPPACT Hampton Roads Disaster Preparedness Officer at COMM: (757) 836-5673/0859.

(2) Determine the number of Sailors from each DCOS and SA without vehicles who require evacuation transportation. Work with NAVSUPPACT Hampton Roads to coordinate evacuation of these individuals without transportation.

k. Director, Civilian Personnel (N00CP)

(1) If a potential evacuation or relocation is directed, provide initial guidance to civilian staff members regarding pay and leave entitlements.

(2) Upon evacuation or relocation, refer civilian staff members to Human Resources Director for assistance at COMM: (948) 233-6287 or john.d.rowe10.civ@us.navy.mil.

l. DCOS for Command Services (N01A)

(1) Gather all necessary data elements for order writing to EES.

(2) Designate a command Point of Contact (POC) for disseminating procedures and processing evacuation and safe have orders for staff members (military, civilian, and dependents).

(3) Provide guidance on and collect evacuation travel claims for staff members', civilians', and dependents' per diem, travel, and lodging expenses during evacuation.

(4) Upon expectation of potential evacuation order, prepare advanced party (Phase A) staff to travel to EES ahead as required to establish staff mustering plan.

(5) Execute procedures, per paragraph 16 of this instruction, which personnel are to follow for mustering, should an evacuation order be issued or the headquarters building becomes inaccessible. Train all staff members on these procedures to ensure they know exactly what they are supposed to do.

(6) Provide assistance to departments to maintain up-to-date and accurate recall bills for staff members.

(7) Establish, maintain, and distribute (to staff, Echelon IV commands and the Chief of Navy Reserve) a COOP staff directory, to include name, code, e-mail, location, and telephone number. Update as changes occur.

(8) With the approval of the COS, assist in deploying Group Two COOP staff to EES in anticipation of an evacuation to sustain MEFs.

(9) Continue to refine muster procedures and maintain accuracy of command recall bill.

m. Force Chaplain (N01G)

(1) Provide guidance and counseling as needed.

(2) Arrange for additional Chaplain support at the primary or alternate EES, as required.

n. Special Assistants (SA) (N00C, N00CP, N00P, N00SA, N01A, N00EEO, N01E, N00TR):

(1) Provide N01A with a primary and secondary POC for working and nonworking hours to receive situation or evacuation warnings and notifications.

(2) Report COR attainment to COMNAVRESFORCOM Command Services (N01A).

(3) Execute the actions in enclosure (1) of this instruction upon notification that a COR is being set.

o. Command Disaster Preparedness Officer

(1) Assist the COOP Manager in execution of this plan.

(2) Train and direct N-Code Emergency Planners.

(3) Manage the ALERT messaging system. Use the ALERT system to relay all approved messages and notifications from the COS to all hands or specific groups.

p. N-Code Emergency Planners

(1) Serve as Directorate POC for planning and coordinating emergency planning with N3 and N6 for support and ADP requirements.

(2) Maintain and implement a specific Departmental Emergency Plan to accomplish MEFs in an emergency. Keep COMNAVRESFORCOM Force Operation (N31A) informed of plans and updates for the following items:

(a) MEFs, Group Two COOP staff, ADP, and other equipment, and essential records to perform directorate MEFs.

(b) How MEFs will be conducted under emergency conditions.

(c) Alternate commands which could execute directorate MEFs for a limited period of time.

(d) Muster instructions for personnel.

(e) How personnel (COOP, Non-COOP, and nonessential), will be notified of emergency conditions and what to do in the absence of any notification.

(3) Maintain an accurate directorate recall bill and serve as the Departmental Mustering Officer/Petty Officer. This requires that they will be the sole person providing muster to the CDO in the event of a recall muster. Contact CNRFC CDO at (757) 274-9554.

(4) Brief newly assigned staff members on their duties during emergency conditions.

(5) Provide training to departmental staff to ensure they know what to do and understand their emergency duties.

(6) As necessary, develop and maintain emergency readiness checklists to accomplish departmental MEFs.

(7) Ensure that staff members, specifically those on the COOP list, participate in command exercises to test this plan.

(8) Execute the actions in enclosure (3) upon notification that a COR is being set and report your code's completion to your DCOS and the duty office.

q. COMNAVRESFORCOM Group Two COOP Staff

(1) Develop standard operating procedures or checklists to carry out specific and assigned MEFs.

(2) Be prepared at all times to be able to proceed to an alternate site to carry out your assigned MEFs.

(3) Identify the necessary ADP equipment, including a Wi-Fi capable laptop that is configured correctly to operate offsite in advance of Phase B requirements and either a Wi-Fi or hot-spot enabled government issued mobile phone. Additionally, identify programs, data, supplies, and other materials required to perform MEFs at the EES or elsewhere. Ensure the necessary equipment, materials, etc., are always ready on short notice. Plan to be able to perform MEFs without essential ADP support. Maintain important files on portable media (CD or external hard drive), and keep them with you at all times. If you leave the office under any COR, assume you are not coming back and take the portable laptop, media, and anything else you may need with you.

(4) Ensure you have a PKI Certificate and a PKI roaming profile to allow access to NMCI and your computer profile from your laptop computer through local area network or Wi-Fi.

(5) If you have an NMCI laptop, ensure you take it with you after hours when a known weather condition will affect the local Hampton Roads area and a hurricane or tropical storm is in the Atlantic Ocean and land fall on the east coast is imminent.

(6) Participate in training and exercises to test readiness to execute this plan.

(7) Upon notification that a hurricane or a tropical storm is in the Atlantic Ocean and land fall on the east coast is imminent, make berthing reservations at EES site (on base accommodations are preferred, if available). Visit <https://www.defensetravel.dod.mil/> or <http://hotelguides.com/virginia/va-hotels.html> for hotel listings at EES sites. Ensure to use Defense Travel System for booking.

(8) Maintain current GTCC.

r. All Hands

(1) 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. Therefore, all hands will strictly follow muster procedures outlined in this instruction.

(2) If a staff member is unable to contact someone from this command, they are directed to contact Navy Personnel Command (NAVPERSCOM) Help Desk at COMM: (877) 414-5358 to muster themselves and family members. Utilize enclosure (7) for the family emergency checklist.

s. CDO

(1) Notify each of the DCOS and SA Emergency Planners required for MEFs.

(2) Coordinate efforts in maintaining MEFs for COMNAVRESFORCOM.

(3) Coordinate the duty section in maintaining COMNAVRESFORCOM.

(4) Notify the Flag (Commander, Executive Director, and visiting Flag Officers), COS, SWO, SAs, and N31A when notice is received to set COR.

(5) Coordinate the setting of CORs with COMNAVRESFORCOM departmental emergency planners of this instruction. Fill out and maintain the master copy of the enclosure (3) checklist. When the different CORs are set and all actions completed, inform N31A, SWO, and the COS then make appropriate log entries in the duty log book.

(6) Fill out enclosure (3) as the COR changes.

(7) When an evacuation order is given, use the staff recall bill to notify staff members of evacuation details. Prepare and send off enclosure (2) when the advanced party is deployed. The CDO may release this message.

(8) Confirm telephone numbers that will be used by COMNAVRESFORCOM staff members from NRC Greensboro, and prepare message per enclosure (2) for release. This message is to be released when COMNAVRESFORCOM will deploy Phase A, B, C, and/or D COOP personnel. The CDO may release this message.

(9) Upon receipt of an evacuation order, contact NAVSUPPACT Hampton Roads Disaster Preparedness Officer (1st Lieutenant) at COMM: (757) 836-5673 or (757) 836-0859 to notify them of our intentions to evacuate and to provide contact numbers for the staff.

(10) Before securing the COMNAVRESFORCOM watch, ensure voice contact is made with the EES advanced party and/or watch team to ensure continuity is not lost.

(11) Before securing the watch to evacuate COMNAVRESFORCOM Headquarters, ensure the following voice mail message is left on the Duty Office telephones: "Due to [evacuation reason], COMNAVRESFORCOM Staff has evacuated the Hampton Roads Area reserve headquarters effective [date]. Alternate headquarters has been established at NRC Greensboro, North Carolina to conduct mission essential business. If you require assistance, please call (743) 222-6964. Thank you."

(12) When notification of a change in COR is received from NAVSUPPACT Hampton Roads, contact N31A and departmental emergency planners to set the new COR. When the new COR is set, report attainment to NAVSUPPACT Hampton Roads CDO at COMM: (757) 438-3402 for COR V-III and the NAVSUPPACT Hampton Roads Disaster Preparedness Officer at COMM: (757) 836-5673/0859 for COR II and I.

7. Plan Implementation

a. Time-Phased Approach. COMNAVRESFORCOM COS and/or designee may implement this plan. The plan will be implemented based upon known or anticipated threats and emergencies that may occur with or without warning. A time-phased approach (A, B, C, and D) for implementation will be used whereby COOP staff will deploy in four phases. Phase A is for advance setup staff, Phase B is for command and control group, Phase C is for core essential staff group, and Phase D is for follow-on, long term essential staff group.

b. Planning Guidance. To be prepared for implementation of this plan, each COMNAVRESFORCOM functional component and command element (department), must determine their MEFs, COOP staff, and required equipment, data, records, and supplies to carry out their identified MEFs.

(1) MEF. For the purpose of this plan, the ability of COMNAVRESFORCOM to accomplish the MEFs is paramount. It must be recognized that not all daily routine functions performed by the command are essential. Nice-to-have functions are not essential functions and can be postponed for some period of time. However, over a period of time, functions that were not initially missioned essential may become essential or need to be performed. These functions must also be included in the planning process. For example, MEFs should be segregated to include functions that need to be performed within each phase.

(2) COOP Staff. Group One category will consist of duty staff members that will secure (stow and lock) the building prior to an emergency situation and provide cleanup efforts, upon return. These individuals fit the NAVSUPACT Hampton Roads definition of MEP. Group Two category will consist of staff executing the MEFs for the respective code, also known as COOP staff. Group Three category will consist of non-COOP staff who are required to telework.

(a) COOP staff must be aware that there are numerous contingencies that, with or without warning, could affect the ability to use COMNAVRESFORCOM headquarter building. Therefore, they must be prepared at all times to execute their functions. This means they must be able to proceed from both the headquarters and their home to an EES to carry out their assigned MEFs on short notice.

(b) Equipment, records, supplies, and data that will be necessary to perform MEFs must be identified. Keep in mind that all day-to-day ADP capabilities, if applicable, may not be available under emergency situations. COOP staff must ensure their laptop computers are kept up-to-date with the program profile they require to perform their functions. Program profiles on NMCI computers at particular relocation site may be different than the one you need. This is especially true if you use legacy or special programs that are unique. These staff members need to maintain the capability to relocate, with all the necessary tools, at any time.

(3) Non-COOP Staff

(a) Non-essential staff members will stay at home or follow instructions given by the command or civil authorities to evacuate the area. All staff members who are not designated essential are subject to recall to any EES at any time.

(b) Muster per this instruction and the direction of your respective DCOS/SA.

(c) Ensure availability to augment or replace COOP staff members at the EES or to assist, as needed, in disaster response and recovery operations.

(d) Staff remaining onboard at headquarters will perform functions under the NAVSUPACT Category Team Leader and/or CDO.

8. Situation

a. With Warning

(1) There are some threats that may afford advance warning to permit the orderly alert, notification, evacuation, and, if necessary, the relocation of Group Two COOP staff. Situations that might provide such warning include a hurricane, transportation accident resulting in a threat of a release of hazardous material, the threat of a terrorist incident, or pandemic spread through the community. Group Two COOP staff must have specific plans in place to accomplish MEFs during changes in the various warning conditions, for example, changes in the TCCOR, FPCON levels, National Terrorism Advisory System, etc.

(2) Under conditions where warnings are given, the COMNAVRESFORCOM COS or higher authority will order the execution of this plan when necessary.

b. Without Warning

(1) During non-duty hours, incidents may not be preceded by a warning (i.e., arson, hazardous material release, explosion, terrorist incident) may occur while the majority of staff members are not at work. In these circumstances, operations from the headquarters may be impossible, but the majority of staff members will be able to respond to instructions, including the requirement to relocate, when given proper notification.

(2) During duty hours, incidents may also occur with no warning. In these circumstances, executing this plan, if indicated by the event, would begin by moving staff members to the safest place expeditiously. That may mean evacuating or sheltering in place. All staff members will follow the direction given by the COS or representative.

(3) This plan will be implemented as directed, should it become evident that the Hampton Roads area or the command has been severely impacted by or there exists a lack of communications. Under these conditions, Group Two staff will proceed to a safe area and attempt to establish communications with COMNAVRESFORCOM authority or other Navy authority within the area. After a reasonable period, in the unlikely event that communication cannot be established, COOP staff, if able, are to proceed to the primary EES and attempt to establish communications with COMNAVRESFORCOM authority.

(4) If Group Two COOP staff cannot get to or establish communications with the primary EES, and if higher authority has not assumed command, Navy Region Mid-Atlantic Readiness and Mobilization Center Great Lakes will assume responsibility for COMNAVRESFORCOM MEFs until relieved by COMNAVRESFORCOM authority.

9. Execution of COOP Plan

a. Under the threat of, or during an emergency condition in the Hampton Roads area, it may become necessary to send Group Two COOP staff to the EES to carry out the command's MEFs. This movement will normally be executed under four phases. At any time, additional personnel

can be recalled, as necessary, to assist the initial wave of COOP staff. Each DCOS should maintain a time-phasing plan for departmental COOP staff support.

(1) Phase A (Advance COOP Staff). This will consist of staff members who will proceed ahead of other phases to the EES, per COMNAVRESFORCOMNOTE 3440, to establish code specific functions and commence the staff muster when a staff evacuation is highly likely. The advanced party will usually be deployed on TDY orders two days before the potential evacuation, or be included with the group whom executes the COOP without warning if operations can't resume after 72 hours.

(2) Phase B (Command and Control Group). This phase will occur when the Hampton Roads area is threatened with or impacted by a potentially disastrous event. This is an evacuation or an assessment phase where a minimum number of personnel will be needed. During this phase, the primary considerations will be command, control, and the mustering of all staff members. Should the potential threat not materialize or no substantial damage occurs, all staff members will be ordered to return to work at COMNAVRESFORCOM headquarters. For ADP requirements during this phase, expect to use existing relocation assets until it is determined the relocation will extend beyond seven days. Phase B must report after 72 hour.

(3) Phase C (MEF Personnel Group). This phase will occur should the threat be realized and it is not possible to resume normal operations at COMNAVRESFORCOM headquarters beyond seven days.

(4) Phase D (Follow-on Personnel Group). This phase will occur should the threat be realized or it is not possible to resume normal operations at COMNAVRESFORCOM headquarters for an extended period of time (more than two weeks). In this phase, the remainder of the staff will be called upon as needed. The recall and/or assignment of augment or replacement personnel in this phase will be the responsibility of each DCOS or SA.

b. The command's primary EES (Command and Control Group) is NRC Greensboro, North Carolina. COOP staff may be augmented and/or supported by staff members from other area reserve commands as needed.

c. Should the situation warrant a reconstitution or recovery phase, a reconstitution manager will lead operations to prepare the building for the staff's return. Regularly scheduled duty section staff will be available to assist, to include an IT to ensure NIPR, SIPR, and phone services are restored to the building. COMNAVRESFORCOM directorates that are not essential, but have an emergency functional capability (i.e. medical, Public Affairs Officer, etc.) will augment other appropriate commands assisting in the disaster response operations as directed. Staff members not designated as essential and not assigned to an emergency team will also be available to assist in the area response and recovery operations.

d. In designating Group Two COOP staff, the following factors should be considered.

(1) Possession of multiple skills to minimize the number of staff members required to relocate to carry out a range of MEFs.

(2) Ability to relocate out of the area on short notice and the absence of unique personal or family situations that could preclude them from carrying out their assignment for an extended period of time outside of the immediate Hampton Roads area.

(3) As stated above, ADP requirements will be filled by existing assets at the relocation site until Phase B. It is important to note that there will not necessarily be a one-to-one computer and telephone to person ratio throughout the evacuation period. The numbers of available printers, fax machines, and copiers will also be significantly less than those available at the headquarters building.

10. Hurricane Season Discussion

a. Hurricane Season is officially 1 June to 30 November. Everyone must be cognizant of the consequences if a hurricane hits the Hampton Roads area. In Southeastern Virginia/Northeastern North Carolina, approximately 50 percent of the coastal land mass could be inundated by a minimal Category 1 hurricane, a number that grows to over 80 percent with a Category 4 to Category 5 storm. Such a situation will likely result in numerous casualties, extensive damage to civil infrastructures, and overwhelm the response capabilities of civil authorities. A disaster of this magnitude will preclude COMNAVRESFORCOM from conducting primary mission functions at the headquarters building for an extended period of time.

b. Time permitting, TCCOR will normally be increased in a controlled and orderly fashion. However, tropical development is often unpredictable, which may drastically reduce warning time. Complicating the situation is the fact that there are limited evacuation routes from the area. Emergency management authorities predict that it would take in excess of 34 hours to completely evacuate the Hampton Roads area. This, coupled with the unpredictability of tropical cyclone movements, complicates the evacuation decision making process. Therefore, it is imperative that all staff members be thoroughly briefed on their duties and required actions, and that they be prepared to execute them immediately should the occasion arise.

c. NAVSUPACT Hampton Roads will notify all tenant commands of changes in TCCOR. COMNAVRESFORCOM duty office will receive this notice and notify COMNAVRESFORCOM designated command emergency planners, as well as the COS, SWO, and N31A. Each DCOS is responsible to ensure that all personnel within their directorates are notified. Command Services is responsible for notifying the flag staff and SAs: N00C, N00CP, N00P, N00SA, N01A, N00EEO, N01E, N01TR.

d. Enclosure (3) of this instruction is a TCCOR checklist that contains procedures COMNAVRESFORCOM staff are to execute in preparing for and during a severe weather threat.

11. Tropical Weather Procedures

a. The National Hurricane Center in Miami issues warnings and attendant advice on tropical weather systems in the Atlantic, Caribbean, and Gulf of Mexico. Advisories are issued in six hour intervals from the time of detection.

b. The commanding officer, NAVSUPPACT Hampton Roads, as host base commander, has the responsibility to set TCCORs for all Navy activities within the NAVSUPPACT Hampton Roads area. NAVSUPPACT Hampton Roads will breakdown TCCORs V through I. However, keep in mind, a hurricane can change direction, speed, and intensity in a short period of time, becoming a greater threat, or sometimes a lesser threat.

c. The TCCOR set by NAVSUPPACT Hampton Roads is the minimum TCCOR. COMNAVRESFORCOM may set a higher TCCOR should it be warranted. During TCCOR III-I, the strength of the tropical cyclone will influence the decision to evacuate or not.

d. It is possible that NAVSUPPACT Hampton Roads will have to set a TCCOR during nonworking hours. COMNAVRESFORCOM may set a higher TCCOR before securing for the day. This action will be taken to mitigate the problems and confusion that may occur in setting a higher TCCOR after working hours or on weekends.

e. Normally, tropical cyclone TCCORs will be set as follows:

(1) COR V. The normal hurricane season condition for the six month period from 1 June to 30 November.

(2) COR IV. Destructive winds forecast to reach the area within 72 hours.

(3) COR III. Destructive winds (greater than 74 miles per hour (mph) forecast to reach the area within 48 hours.

(4) COR II. Destructive winds (greater than 74 mph) forecast to reach the area within 24 hours.

(5) COR I. Destructive winds (greater than 74 mph) forecast to reach the area within 12 hours.

NOTE: Destructive winds are defined as 58 mph or greater.

12. TCCOR Notification Procedures

a. The CO NAVSUPPACT Hampton Roads, as the host commander, has overall responsibility for coordinating destructive weather planning within the Naval Station Hampton Roads Office of Emergency Management Department. COMNAVRESFORCOM, as a tenant command, will support the NAVSUPPACT Hampton Roads Emergency Management which has an all-hazard Emergency Management Plan as per references (g) and (h). Emergency Management Officer will notify COMNAVRESFORCOM duty office/CDO of any changes in TCCORs. The CDO will then notify the COMNAVRESFORCOM emergency planners, SWO, COS, and N31A via emails, 1MC, phone tree, Facebook, or the ALERT system. The departmental emergency planners will ensure all personnel in their department are notified of TCCOR changes and that appropriate actions are taken. Once the TCCOR is set, each code POC will notify COMNAVRESFORCOM duty office who will notify the CDO and N31A.

b. The CDO will notify NAVSUPACT Hampton Roads that the TCCOR is set within COMNAVRESFORCOM. The time limits for setting TCCORs should not exceed the following limits: IV and III, within eight hours. In most instances, COR II and I will be set at the same time and within four hours.

13. Tropical Weather Assessment and Scenarios

a. There are three factors that determine the impact a tropical system will have on the Hampton Roads area. These factors are direction of the movement, speed of the system, and the intensity of the system. Should any of these factors change, the impact the system will have on the area will change, and thus personnel must always be ready to execute this plan on short notice and in a short period of time.

b. Tropical Cyclone Scenarios

Tropical System and Probability of Evacuation	Impact on Mission
Tropical Storm (TS) 0 percent	Slight
Hurricane Category 1 or 2 10-20 percent	Moderate
Hurricane Category 3 50-70 percent	Severe
Hurricane Category 4 or higher 80-100 percent	Very Severe

c. Probable Effects of a TS. TS has winds between 39 and 73 mph. While these can be destructive winds, they are usually not strong enough to warrant an evacuation of the area. It is possible for a TS to produce a large amount of rain resulting in localized flooding throughout the area. Remember, a TS can rapidly increase in intensity and become a hurricane. Probable impact of a TS may include:

(1) Storm Surge. Expected to affect low-lying coastal areas, may cause drainage canals to back up and overflow, causing localized flooding.

(2) Flooding. A TS can cause excessive rainfall, especially if the system lingers in the area. Localized flooding may occur and prevent free movement of traffic throughout the area.

(3) Winds. Expect winds up to 73 mph. Loose objects may blow around and tree limbs, etc., may fall on power lines, causing electrical power failures. High winds will make traveling dangerous.

(4) Consequences. Expect NAVSUPACT Hampton Roads to dismiss all personnel to prepare for the storm at their residence.

(5) Operating During and After a TS. COMNAVRESFORCOM staff will plan to take the necessary actions to ensure minimum impact on operations for a two to three day period. Staff members will be dismissed to prepare for the storm at their residence, as required. Normal

operations can begin once the storm has passed and transportation routes are opened. The maximum time that the commands will be impacted should be three days or less.

d. Probable Effects of Category 1 and 2 Hurricanes. Category 1 and 2 hurricanes will have winds of 74 to 110 mph. These winds can cause substantial damage. However, winds are not the factor that determines the total impact on the area and whether an evacuation needs to take place. The probable effect of a Category 1 or 2 hurricane is as follows:

(1) Storm Surge. Category 1 and 2 hurricanes can be expected to cause a storm surge of up to 8 to 10 feet. Where these water heights occur depends on the direction and speed of approach of the storm. Low lying areas can experience major flooding.

(2) Flooding. Rain associated with a hurricane can cause widespread flooding throughout the impact area.

(3) Winds. The hurricane winds are strong enough to cause wind damage to trees and some structures. Electrical power failure can occur throughout the entire area. Travel will be dangerous during and immediately after the storm.

(4) Consequences. Expect staff members dismissed to prepare for the storm at their residence. Individuals living in the low-lying areas of the Hampton Roads area can expect flooding and may want to seek higher ground. The impact on command operations is expected to be five days or less.

(5) Operating During Category 1 and 2 Hurricanes

(a) COMNAVRESFORCOM staff should take the necessary action to ensure a minimum impact on operations for a 7 days period.

(b) The COMNAVRESFORCOM advance party may be dispatched to the EES site at NRC Greensboro, North Carolina.

(c) Depending on the factors of the storm, an evacuation is unlikely, but still possible. At a minimum, all staff members will be dismissed to prepare for the storm at their residence or, should they desire, leave the area.

(d) COMNAVRESFORCOM operations may have to be modified for up to 14 days, depending on the extent of the damage to the infra-structure that supports the COMNAVRESFORCOM headquarters building.

e. Probable Effects of Category 3 or Higher Hurricanes. Category 3 or higher hurricanes represent a real danger to the Hampton Roads area. Depending on the factors of the hurricane, it is possible that a large storm surge can cover Norfolk and the surrounding area. Combined with winds exceeding 111 mph, these hurricanes are very destructive and can be expected to cause widespread infrastructure damage throughout the area. It is recommended that all personnel consider evacuating the area should a Category 3 or higher hurricane threaten.

(1) COMNAVRESFORCOM staff should plan to take the necessary actions to ensure a minimum impact on operations for an extended period of time.

(2) MEFs will be transferred to COOP staff at the EES site at NRC Greensboro, North Carolina.

(3) There is a very high probability that both COMNAVRESFORCOM and civil authorities will issue an evacuation order.

f. Situational Awareness. There are several ways for COMNAVRESFORCOM staff members to stay aware of the current condition of any hurricane or TS in the Atlantic Ocean. Suggested sources of information include:

(1) Internet

(a) <https://www.metoc.navy.mil/fwcn/fwcn.html>

(b) <http://www.nhc.noaa.gov/>

(c) <https://www.weather.gov/akq/>

(d) <http://vaemergency.com/>

(2) Radio/Television

(a) WNVC Z104 FM Channel 104.5

(b) WHRO FM Channel 90.3

(c) WHRV FM Channel 89.5

(d) WNIS AM Channel 790

(e) WTKR Channel 3

(f) WAVY Channel 10

(g) WVEC Channel 13

14. Execution Decision. This plan is to be executed under the following conditions:

a. By COMNAVRESFORCOM COS or higher authority when it is determined that a TS system will threaten the Hampton Roads area.

b. By COMNAVRESFORCOM CDO, when directed by COMNAVRESFORCOM COS or higher authority.

15. Evacuation and Dismissal

a. When it is deemed necessary, COMNAVRESFORCOM, after discussion with COMNAVRESFOR, NAVSUPACT Hampton Roads, Commander, Navy Region Mid-Atlantic Norfolk, and local authorities, will order an evacuation of the area. An official evacuation order is mandatory for all staff members, regardless of where they may live. All attempts will be made to ensure personnel have enough time to safely clear the area. When evacuating, staff members must keep in mind that they must escape the area that is susceptible to flooding.

b. Remember, given the estimated time (34 hours) needed to completely evacuate the greater Hampton Roads area, any evacuation order will always be timely. Staff members need not wait for an evacuation order to be issued. Should any staff member feel their own or their family's safety could be threatened by a hurricane, they are encouraged to request permission from their DCOS or SA and evacuate on their own. Be advised that a member and their dependents will not be reimbursed for travel expenses unless a mandatory evacuation order is given from the command.

c. Civil authorities may order a selected or a total evacuation. All staff members within an area that are ordered to evacuate by civil authorities must leave.

d. Evacuation of the Hampton Roads area will be under the authority of the Virginia State Police. Use the following links for the emergency plans; <http://hampton.gov/eoc/index.html> for Hampton area, <http://www.norfolk.gov/Emergency> for Norfolk area, <http://www.vbgov.com> for Virginia Beach area, <http://www.nngov.com/emergency-management> for New Port area, <http://www.portsmouthva.gov/eoc/index.aspx> for Portsmouth area, <http://www.chesapeake.va.us/services/depart/fire/em/emergman.shtml> for Chesapeake area, and <http://www.suffolk.va.us/em> for Suffolk area.

e. Using Recall Bills/Phone Trees. DCOSs or SAs are to ensure all staff members have complete instructions on when and how to muster and when a return to the headquarters building will be possible after storm passage. Should an evacuation be ordered, instruct all personnel to save all receipts for expenses incurred during the evacuation.

f. Personnel on TDY or leave must be contacted to ensure they do not return to the Hampton Roads area during the evacuation period and proceed to EES if needed.

g. Upon a decision of an evacuation order, Command Services will send out an email to all hands providing the details of the order and the Duty Office will implement the staff phone tree to distribute evacuation information.

h. Specific information on the evacuation order and mustering information can be obtained by calling the command information line at COMM: (757) 322-5620 or by visiting the myNRH at <https://www.mynrh.navy.mil/>.

16. Pandemic

a. In the event of a local, national, or global disease pandemic, it may be necessary to minimize staff working in the COMNAVRESFORCOM headquarters building to allow for greater distance between individuals to reduce the risk of contracting and spreading the disease. Group One and Two staff members will still be expected to man the building to execute MEFs, while Group Three personnel continue working via telework from home. Center for Disease Control guidance must be reviewed continuously and used to guide COMNAVRESFORCOM's response.

b. Additional consideration and flexibility in this instruction must be necessary should a tropical cyclone threaten the Hampton Roads area while already operating in a pandemic COOP environment. COMNAVRESFORCOM COOP staff will not want to travel to an EES that will be shared with other commands and be crowded. COS and DCOSs should consider shifting to all-hands teleworking and individuals/families evacuating per state and Navy Region orders.

17. Muster Procedures

a. A daily muster of staff members, by department, will be required throughout the evacuation period or until mustering procedures are modified or relaxed by the COS. Navy Family Accountability and Assessment System muster will also be simultaneously be utilized during this process as required.

b. Department Emergency Planners will also serve as the Departmental Mustering Petty Officer (DMPO). The DMPO will provide their personal cell phone number to departmental staff personnel along with specific departmental mustering instructions in the format of the example below, which should be tailored, cut out, laminated, and given to each staff member. The DMPO can claim for reimbursement of all official calls made on their personal cell phone.

COMNAVRESFORCOM EVACUATION CARD	
N_____ Dept:	Mustering PO: _____ Phone: _____
On first day of evacuation period, contact your DMPO NLT 1600 EST, then by 0800 EST daily on subsequent days of the evacuation period. Contact SMPO if you cannot contact code DMPO or email: _____@us.navy.mil	
NAVSUPPACT Hampton Rd Security Dispatch: (757) 836-1808	
NRC Greensboro: (743) 222-6964	
NPC Watch Team: (877) 414-5358	
NFAAS: https://navyfamily.navy.mil/	
VA State Police: (804) 674-2000	
Evacuation Route Info: (866) 695-1182	

c. On the first day of evacuation (the day the evacuation order was given), staff members will contact their DMPO by 1600 Eastern Standard Time (EST) at the telephone number (DMPO cell phone) designated by each respective DCOS. The DMPO will then contact the SMPO by

1700 EST to provide the initial muster of all military staff members, their family members, and civilian staff members to the command. If staff members cannot reach their DMPO they must contact the SMPO at the EES site by 1630 EST or email CNRFC_command_services@us.navy.mil with their status and status of family members. All members shall also muster themselves and their dependents via NFAAS as stipulated by evacuation event message traffic instruction.

d. On subsequent days during the evacuation period, all staff members will contact their DMPO by 0800 EST daily. The DMPO will then contact the SMPO at the EES no later than 0900 EST daily. If staff members cannot reach their DMPO they must contact the SMPO at the EES site by 0830 EST or email CNRFC_command_services@us.navy.mil with their status and status of family members.

e. If these numbers do not work, contact the NAVPERSCOM Watch Team at COMM: (877) 414-5358 to muster and continue to try the SMPO and/or your DMPO numbers until you are successful.

f. COMNAVRESFORCOM will provide an accurate staff accounting to NAVSUPPACT Hampton Roads for military members, their family members, and civilian employees as required following a significant man-made or natural disaster to support development of a response plan that provides needed disaster relief to our personnel and assists in restoring operational capability to affected commands. The Department of the Navy (DON) “family” that requires mustering includes the following categories of staff members:

(1) Active duty staff including Training and Administration of the Reserves (TAR).

(2) Reserve personnel on active duty including AT, ADT, Active Duty for Operational Support, mobilized, and recalled Reserve Sailors.

(3) DON civilian employees.

(4) Non-appropriated funds employees.

(5) Selected Reservist (SELRES) staff members (Drilling Reserve Sailors).

(6) Family members of active duty members residing in the household of the active duty member.

(7) Family members of SELRES members residing in the household of the SELRES member.

18. Administration, Transportation, Lodging

a. Any means of travel to the EES/ERS or safe haven is acceptable; however, the primary means prescribed is automobile. Personnel desiring to use another mode of transportation should coordinate via their chain of command.

b. To the greatest extent possible, COOP Personnel should be lodged in government quarters at the EES site, NRC Greensboro, North Carolina. Commercial lodging will be used as required. As government lodging is not available, off-base lodging options are allowed in the respective EES area. To check your per diem rate visit <http://www.defensetravel.dod.mil>. You can also check www.fedrooms.com which is also accessible through the Web site for rooms that are compliant with federal regulations, and who are Federal Emergency Agency approved and will accept GTCC as well as other government travel requirements.

c. As soon as feasible, an Emergency Relocation Directory that contains the building/room telephone assignments and other information for COOP staff will be distributed by N01A.

19. Primary and Alternate Evacuation Sites. The command's primary EES site is NRC Greensboro, North Carolina. (See enclosure (5) for driving directions from COMNAVRESFORCOM).

NRC Greensboro
7839 McCloud Rd
Greensboro NC 27409
Daytime: (743) 222-6964
After Hours: (336) 254-8671
FAX: (336) 668-2898

20. Alternate Evacuation Sites. Alternate relocations sites may be used for short-term command emergency operations. The NMCI seats at these sites may not have COMNAVRESFORCOM legacy or other programs some COOP personnel require to execute MEFs.

- a. Navy Personnel Command
5720 Integrity Drive
Millington, TN 38055-0000
QD: (901) 874-3071/2932
FAX: (901) 874-2652
- b. Navy Region, Mid-Atlantic RMC, Great Lakes, IL
520 Dewey Bldg 5
Great Lakes, IL 60088-2911
Main: (847) 688-4916 Ext 260
Toll Free: (866) 535-8538
Duty: (847) 652-4880
Navy Helpline number: 1-877-414-5358

21. Emergency Relocation Site

NRC Norfolk
BLDG 1
Norfolk, VA 23521
QD: (757) 318-4500
CDO: (757) -650-1891
FAX: (757) 318-4550

22. Personnel Training and Readiness

a. All COMNAVRESFORCOM staff will be provided evacuation awareness training annually to ensure they are aware of the dangers of hurricanes and other natural and man-made disasters or events that can impact the area.

b. DCOSs and SAs will ensure all staff members have a personal plan and have filled out an Emergency Planning Information Sheet, enclosure (1).

23. 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 September 2019.

24. Review and Effective Date. Per OPNAVINST 5215.17A, COMNAVRESFORCOM N3 will review this instruction annually around the anniversary of its issuance date to ensure applicability, currency, and consistency with Federal, Department of Defense, Secretary of the Navy, and Navy policy and statutory authority using OPNAV 5215/40 Review of Instruction. This instruction will be in effect for 10 years, unless revised or cancelled in the interim, and will be reissued by the 10-year anniversary date if it is still required, unless it meets one of the exceptions in OPNAVINST 5215.17A, paragraph 9. Otherwise, if the instruction is no longer required, it will be processed for cancellation as soon as the need for cancellation is known following the guidance in OPNAV Manual 5215.1 of May 2016.



M. J. STEFFEN

Releasability and distribution:

This instruction is cleared for public release and is available electronically only via COMNAVRESFOR Web site at <https://www.navyreserve.navy.mil/Resources/Official-RESFOR-Guidance/Instructions>

EMERGENCY PLANNING INFORMATION SHEET

1. No area in the United States is immune from a natural or manmade disaster. This is particularly true with regard to tropical storms, hurricanes, and flooding.
2. In southeastern Virginia/northeastern North Carolina, approximately 50 percent of the coastal land mass could be inundated by a minimal category (CAT) 1 hurricane, a number that grows to over 80 percent with a CAT 4 to CAT 5 storm surge. Such a situation will likely result in numerous casualties, extensive damage to the civil infrastructures, and overwhelm the response capabilities of the civil authorities.
3. With the above in mind, everyone should have a personal emergency plan if it becomes necessary to evacuate the area. We need to know what plans you have for yourself and your family members if an advisory to evacuate the area is given. This information will be used to determine what assistance Commander, Navy Reserve Forces Command staff and their family members may require if there is a catastrophic hurricane.
4. Please fill in the information below and return it to your Code Emergency Planner/Coordinator.

Name:	Total # of Dependents:
Address:	# of Dependents with Sponsor:
City:	Other location of Dependents:
State/ZIP:	Home Phone:
Navy Email:	Cell Phone:
Personal	Work/Duty Phone:
Comments: (Please advise us of any special problems, i.e., no automobile, medical problem, etc.):	

Contact information for relative/close friend who you will remain in contact with during the evacuation and who will know where you are:

Name:	Relationship:
Address:	Home/Work Phone:
City:	Cell Phone:
State/ZIP:	Email:

Most evacuations locations are predetermined by your code/billet assignment and responsibilities. Where do you plan to evacuate?

Evacuation Location(address if known):	
City	State:
Contact Phone Number:	

CODE:
PRD:
Updated:

COMNAVRESFORCOMINST 3440.1F
17 Mar 2025

EMERGENCY EVACUATION ADVISORY MESSAGE TEMPLATE

R DDHHMMZ MMM YY
FM COMNAVRESFOR NORFOLK VA//CDO//
TO NAVRESFOR
INFO CNO WASHINGTON DC//N095//
COMFLTFORCOM NORFOLK VA//
COMNAVPERSCOM MILLINGTON TN//PERS00//
NAVSUPPACT NORFOLK VA
NAVSUPPACT MID SOUTH MILLINGTON TN
COMNAVRESFOR NORFOLK VA//CDO//
BT
UNCLAS //N03440//
MSGID/GENADMIN/COMNAVRESFORCOM//
SUBJ/COMNAVRESFORCOM EMERGENCY EVACUATION ADVISORY//
COMNAVRESFOR XXX/XX//
RMKS/1. DUE TO XXXX, COMMANDER, NAVY RESERVE FORCES COMMAND STAFF IS
DEPLOYING MISSION ESSENTIAL PERSONNEL IN PREPARATION TO EVACUATE THE GREATER
HAMPTON ROADS AREA RESERVE HEADQUARTERS EFFECTIVE DDHHMMZ MMM YY.
2. ALTERNATE HEADQUARTERS IS BEING ESTABLISHED AT NAVRESCEN GREENSBORO TO
CONDUCT ESSENTIAL FORCE BUSINESS.
Daytime: (743) 222-6964 After Hours: (336) 254-8671 FAX: (336) 668-2898
NAVAL SUPPORT ACTIVITY, NORFOLK EMERGENCY OPERATIONS CENTER
TEL: (757) 836-1867.
3. THIS MESSAGE WILL BE UPDATED AS REQUIRED WITH CURRENT CONTACT INFORMATION.
4. RELEASED BY RADM I. M. ADMIRAL, DEPUTY COMMANDER, NAVY RESERVE FORCE.//
BT

CONDITIONS OF READINESS CHECKLIST

Conditions of Readiness Checklist			
## indicates emergencies specific tasks/ALL DCOS responsible actions are to be coordinated by the respective Code or Special Assistant (SA) Emergency Planner and reported complete to the Duty Office. Note: NAVSUPACT Hampton Roads will rely at NAVSUPACT Norfolk pertaining to the Weather Conditions changes.			
Applicable or N/A	DATE/TIME COMPLETE	RESPONSIBLE	TASK
As Required/Periodically			
		ALL	Review applicable references. Ensure knowledge of specific tasks and responsibilities.
		ALL	Continually back up all ADP data and files, especially those that are required to accomplish mission essential functions. Store on portable media (CD or External Hard Drives) or on personal Flankspeed.
		DCOS/SA	Ensure personnel are aware of and trained for their duties and responsibilities in the event of a staff relocation. Ensure new personnel are briefed/trained.
		Department Emergency Planners	Provide training to departmental essential personnel to ensure they know what to do and understand their emergency duties.
		Department Emergency Planners	Brief newly assigned personnel on their duties during emergency conditions.
		Department Emergency Planners	Ensure that essential personnel participate in command exercises to test this plan.
		DCOS/SA	Review/update essential functions, personnel, and equipment. Provide updates/changes to N31C.
		DCOS/SA	Provide/update the names of two individuals per code to serve as the primary and secondary points of contact for emergency planning to N31C. Special Assistants (SA) provide to N01A. Update as required.
		DCOS/SA/ Essential Personnel	Develop/update specific departmental plans/procedures to be used by essential personnel upon relocation to an Emergency Evacuation Site (EES).
		DCOS/SA	Have all personnel fill out an emergency planning information sheet. Enclosure (1).
		DCOS/SA	Have all personnel verify and update NFAAS.
		DCOS/SA	Ensure staff personnel have personal evacuation/relocation plans for their dependents and are prepared to implement them at all times.
		DCOS/SA	Update Recall Bills/Phone Trees.
		DCOS/SA	Provide contact/muster telephone information to all personnel. Distribute Evacuation Cards.
		N3/N4/N5N6/ N01A	Designate advanced party personnel to travel to EES ahead of essential personnel, if required.
		SWO	Ensure availability of necessary equipment and supplies that duty personnel may need in an emergency situation.

		SWO	Ensure duplicate copies of Duty Office Watch Binders are available to take to EES.
		SWO	Designate watch team to establish watch at EES prior to securing of watch at COMNAVRESFORCOM HQ during a staff relocation.
		N31A	At least annually, provide staff COOP/Tropical Cyclone Training and exercise this plan.
		N4	Arrange for supplies and equipment required to sustain MEFs in directorates for a minimum of 7 days at COMNAVRESFORCOM headquarters and for sustained operations for up to 30 days at the EES or an alternate site.
		N6	Assist DCOS/SAs in determining their minimum ADP requirements to perform their MEFs.
		N6	Develop and implement COOP for ADP, telephone and message traffic requirements to ensure continuity of ADP and support at the EES and for telecommuting personnel.

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Applicable or N/A	DATE/TIME COMPLETE	RESPONSIBLE	TASK
		N6	Coordinate/establish toll free number at EES for N01A representatives to receive inquiries from field/staff and daily muster reports from departmental representatives.
		N6	Coordinate/establish toll free conference call bridges for each code, to facilitate distribution of information and daily musters.
		N6	Coordinate ADP requirements with primary EES and alternate sites.
		N6	Stage hard line telephones at primary and alternate EES to meet long-term requirements.
		N6	Ensure all staff members obtain and use PKI Certificates/CAC Readers for use at home and on the road, as applicable, to ensure access to NMCI network. Ensure NMCI Roaming Profiles are up to date.
		N00C	Designate, as required, command personnel to augment NAVSUPACT Hampton Roads Disaster Control Teams.
		N01A	Train all staff personnel on Muster procedures to ensure they know exactly what they are supposed to do.
		N01A	Provide assistance to departments with maintaining up-to-date and accurate recall bills for staff personnel.
		N01A	Designate a command POC for disseminating procedures and processing evacuation and safe haven orders for staff members (military and civilian) and dependents.
		CDO	Complete the Conditions of Readiness Action Table for Tenant Commands at NSA Hampton Roads (NAVSTANORVAINST 3440.17A) after each COR is set. Update Command status board after each COR is set.
Hurricane Season		## Hurricane COR V (01 June to 30 November)	

		ALL	Review and complete all actions above.
		DCOS/SA	Review and revise, as required, and submit to COMNAVRESFORCOM N31C, a primary and a secondary Departmental Emergency Planner for your code/command, during working and non-working hours, to receive destructive weather warnings/ notification and relocation information.
		N31A	## Coordinate with Disaster Preparedness Officer (DPO) NAVSUPACT Hampton Roads during preparation and execution of hurricane preparedness operations (757) 836-5673/0859.
		N31A	## Advise and brief COMNAVRESFORCOM COS/N3/CDO of evacuation and tropical cyclone situation and conditions.
		N31A	## Provide tropical cyclone information to COMNAVRESFORCOM Departmental Emergency Planners for distribution to all personnel.
		CDO	## Initiate setting of COR V as directed by NSA Hampton Roads.
		N01A	## Notify Commander, ED, DCOS and Special Assistants (SA) when a tropical COR is to be set or other tropical cyclone information is passed. Report to the Duty Office when COS/SAs set COR.
		CDO	## When notification of a change in COR is received from NAVSUPACT Hampton Roads, contact N31A and Departmental Emergency Planners to set the new COR. When the new COR is set, report attainment to NAVSUPACT Hampton Roads CDO at (757) 836-3911 for COR V through III and the NSA Hampton Roads Disaster Preparedness Officer at (757) 836-5673/0859 for COR II and I.
		DCOS/SA	Review and update as necessary, departmental emergency plans/procedures. Provide copy to N31A.
		DCOS/SA	Identify and ensure equipment, records, files, etc., can be rapidly stowed and secured. As necessary, identify inside spaces (away from window) where valuable equipment/records can be stowed.
		DCOS/SA	Verify all personnel have an emergency planning information sheet on file.
		DCOS/SA	Update Recall Bills/Phone Trees.

Conditions of Readiness Checklist			
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Note: NAVSUPACT Hampton Roads will rely at NAVSUPACT Norfolk pertaining to the Weather Conditions changes.			
Applicable or N/A	DATE/TIME COMPLETE	RESPONSIBLE	TASK
		DCOS/SA	Review contact/muster telephone information for all personnel. Distribute Updated Evacuation Cards.
		N3/N6/N01A	Deploy advanced party, as applicable, in anticipation of an evacuation to sustain mission essential functions.
		All Hands	## If you possess an NMCI laptop, take it with you every time you leave the HQs building, if a known tropical storm or hurricane is in the Atlantic Ocean and landfall on the East coast is imminent.
		CDO	Complete the Conditions of Readiness Action Table for Tenant Commands at NSA Hampton Roads (NAVSTANORVAINST 3440.17A) after each COR is set. Update Command status board after each COR is set.

Potential Disaster		##Hurricane COR IV (Destructive winds within 72 hours)	
		ALL	For non-hurricane event, stand by for potential building evacuation.
		ALL	Review and complete all actions above.
		DCOS/SA	Be prepared to execute the Emergency Evacuation Plan (COOP).
		COS	Activate this plan.
		COS	Modify general operations, as appropriate.
		DCOSSA	Review and revise, as required, the list of essential personnel who will relocate to the EES. Report changes to COMNAVRESFORCOM N31A.
		DCOS/SA	Update Recall Bills/Phone Trees.
		DCOS/SA	Commence backup of all ADP data and files. Prepare to download any ADP files that will be needed at the EES or immediately after the storm passage.
		DCOS/SA	Draw supplies from COMNAVRESFORCOM N4 to secure your area.
		DCOS/SA	Brief personnel on recall, evacuation, and possible actions that could be taken as the disaster/storm progresses. Have them update, as needed, their emergency planning information sheet.
		DCOS/SA	Determine if personnel who are on leave/Temporary Additional Duty (TAD) should be recalled.
		CDO	If an evacuation order is given, implement the staff Phone Tree to notify staff personnel of evacuation details.
		Essential Personnel	Upon notification of potential evacuation, make berthing reservations at EES site.
		N3	Coordinate the necessary Temporary Additional Duty (TAD) orders and financial support for essential personnel deployed in support of emergency operations.
		N3	Clear Navy Reserve Order Writing System (NROWS) system of pending IDTT, AT, ADT applications.
		N3	Download data elements necessary for order writing at EES.
		N3/N6	Coordinate support requirements at the primary, secondary, and tertiary EES.
		N4	Coordinate logistic support at the primary EES (NRC Greensboro, NC), with regard to facilities, utilities, transportation, etc. Interface with Commander, Naval Installations Command (CNIC), as required.
		N8	Provide evacuation and other cost estimates to CNRF and COMNAVRESFORCOM (N00) and (N01), as appropriate.
		N01A	Establish extension (757) 322-5619 (DSN: 262) with message containing current status of evacuation from and return to headquarters.
		N01A	Use toll free number at EES to receive inquiries from field/staff and daily muster reports from departmental representatives XXX-XXX-XXXX (NRC Greensboro).
		N01A	Activate GTCC for all card holders, if applicable.

		N01A	## Notify Commander, ED, DCOS, and Special Assistants (SA) when a tropical COR is to be set or other tropical cyclone information is passed. Report to the Duty Office when Flag/SAs set COR.
		SWO/CDO	Ensure efficient and complete Watch Team transition to EES.
		CDO	## Initiate setting of COR V as directed by NSA Hampton Roads.

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Applicable or N/A	DATE/TIME COMPLETE	RESPONSIBLE	TASK
		N01A	## Notify Commander, ED, DCOS, and Special Assistants (SAs) when a tropical COR is to be set or other tropical cyclone information is passed. Report to the Duty Office when COS/SAs set COR.
		CDO	Complete the Conditions of Readiness Action Table for Tenant Commands at NSA Hampton Roads (NAVSTANORVAINST 3440.17A) after each COR is set. Update Command status board after each COR is set.
		CDO	## When notification of a change in COR is received from NAVSUPACT Hampton Roads, contact N31A and Departmental Emergency Planners to set the new COR. When the new COR is set, report attainment to NAVSUPACT Hampton Roads CDO at (757) 836-3911 for COR V through III and the NSA Hampton Roads Disaster Preparedness Officer at (757) 836-5673/0859 for COR II and I. Update Command status board after each COR is set.
Disaster Expected (Evacuation Imminent)		## COR III ALPHA (Destructive winds within 48 hours)	
		ALL	Review and complete all actions above.
		COS	Modify general operations as appropriate.
		COS	Direct the deployment of essential personnel as necessary.
		COS	Designate an Officer-In-Charge at the primary and alternate EES.
		DCOS/SA	Dismiss essential personnel, as applicable, to make personal preparations before going to the EES.
		DCOS/SA	As required, implement leave for nonessential personnel.
		DCOS/SA	Prepare orders for primary and alternate personnel designated to relocate to the EES.
		DCOS/SA	Provide COMNAVRESFORCOM N31A with update/confirmation of essential personnel relocating to EES.
		DCOS/SA	Dismiss non essential personnel, as applicable. Encourage personnel to relocate in the vicinity of the EES.
		N01A	Implement Staff Mustering Plan.

		N3/N6/N01A	Deploy advanced party personnel to travel to EES ahead of essential personnel.
		CDO	When this COOP is implemented and evacuation/relocation is imminent, notify NSA Hampton Roads Disaster Preparedness Officer (DPO) at (757) 836-5673/0859.
		N6	Shift communications guard and provide NRC G with listing of individuals authorized to release and pick-up command messages.
		N6	Add evacuation info to Navy Reserve Web Site.
		N6	In the event of relocation to the EES, ship supplies to the EES in advance of Phase B requirement.
		SWO	Deploy watch team to establish watch at EES prior to securing of watch at COMNAVRESFORCOM HQ.
		N00C	Provide for staff Sailors without vehicles who require transportation to evacuate area.
		N00CP	In the event of potential evacuation/relocation, provide initial guidance to civilian staff members regarding pay and leave entitlements.
		N01A	Establish, maintain, and distribute staff directory at EES.
		ALL	Be prepared to secure area on short notice.
		CDO	## Initiate setting of COR III as directed by NSA Hampton Roads.
		N01A	## Notify Commander, ED, DCOS, and Special Assistants (SA) when a tropical COR is to be set or other tropical cyclone information is passed. Report to the Duty Office when COS/SAs set COR.
		CDO	Complete the Conditions of Readiness Action Table for Tenant Commands at NSA Hampton Roads (NAVSTANORVAINST 3440.17A) after each COR is set. Update Command status board after each COR is set.

Conditions of Readiness Checklist			
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Note: NAVSUPACT Hampton Roads will rely at NAVSUPACT Norfolk pertaining to the Weather Conditions changes.			
Applicable or N/A	DATE/TIME COMPLETE	RESPONSIBLE	TASK
		CDO	## When notification of a change in COR is received from NAVSUPACT Hampton Roads, contact N31A and Departmental Emergency Planners to set the new COR. When the new COR is set, report attainment to NAVSUPACT Hampton Roads CDO at (757) 836-3911 for COR V through III and the NSA Hampton Roads Disaster Preparedness Officer at (757) 836-5673/0859 for COR II and I. Update Command status board after each COR is set.
		CDO	If evacuation and transition of mission essential personnel to the EES site (NRC Greensboro,) is directed, provide them advanced notification of the arrival of COMNAVRESFORCOM personnel.
		CDO	Prior to securing Headquarters watch, ensure status message is left on Duty Office telephone.
		CDO	Draft and release of Emergency Relocation/Evacuation Message, as applicable.

		CDO	Inform other commands of COMNAVRESFORCOM evacuation (NAVSUPPACT Hampton Roads, RCCs, N095, USFF) by phone/email.
Disaster Expected (Evacuation Unlikely)		## COR III BRAVO (Destructive winds within 48 hours)	
		ALL	Review and complete all actions above.
		COS	Modify general operations as appropriate.
		DCOS/SA	As required, implement leave for nonessential personnel.
		DCOS/SA	Provide COMNAVRESFORCOM N31C with update/confirmation of essential personnel relocating to EES (If any).
		DCOS/SA	Dismiss non essential personnel, as applicable. Encourage personnel to relocate in the vicinity of the EES.
		N01A	Implement Staff Mustering Plan.
		N6	Be prepared to shift communications guard and provide NRC Greensboro listing of individuals authorized to release and pick-up command messages.
		ALL	Be prepared to secure area on short notice.
		CDO	## Initiate setting of COR III as directed by NSA Hampton Roads.
		N01A	## Notify Commander, ED, DCOS, and Special Assistants (SA) when a tropical COR is to be set or other tropical cyclone information is passed. Report to the Duty Office when COS/SAs set COR.
		CDO	Complete the Conditions of Readiness Action Table for Tenant Commands at NSA Hampton Roads (NAVSTANORVAINST 3440.17A) after each COR is set. Update Command status board after each COR is set.
		CDO	## When notification of a change in COR is received from NAVSUPPACT Hampton Roads, contact N31A and Departmental Emergency Planners to set the new COR. When the new COR is set, report attainment to NAVSUPPACT Hampton Roads CDO at (757) 836-3911 for COR V through III and the NSA Hampton Roads Disaster Preparedness Officer at (757) 836-5673/0859 for COR II and I. Update Command status board after each COR is set.
Disaster Expected (Evacuation Imminent)		## COR II ALPHA (Destructive winds within 24 hours)	
		ALL	Review and complete all actions above.
		DCOS/SA	Dismiss remaining nonessential personnel.
		DCOS/SA	Personnel on TAD/Leave must be contacted to ensure they do not return to the Hampton Roads area during the evacuation period.
		N00CP	Upon evacuation/relocation, refer civilian staff members to the Human Resources Director for assistance: (948) 223-6287/DSN 262-5661 or john.d.rowe10@us.navy.mil.
		N01A	Upon a decision of an evacuation order, send out an email to all hands providing the details of the order and the Duty Office will implement the staff Phone Tree to distribute evacuation information.
		N01G	Provide guidance and counseling as needed.
		N01G	Arrange for additional Chaplain support at primary EES, as required.

		CDO	Upon a decision of an evacuation order, implement the staff Phone Tree to distribute evacuation information.
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Conditions of Readiness Checklist			
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Applicable or N/A	DATE/TIME COMPLETE	RESPONSIBLE	TASK
		CDO	## Initiate setting of COR II as directed by NSA Hampton Roads.
		N01A	## Notify Commander, ED, DCOS, and Special Assistants (SA) when a tropical COR is to be set or other tropical cyclone information is passed. Report to the Duty Office when COS/SAs set COR.
		CDO	Complete the Conditions of Readiness Action Table for Tenant Commands at NSA Hampton Roads (NAVSTANORVAINST 3440.17A).
		CDO	## When notification of a change in COR is received from NAVSUPACT Hampton Roads, contact N31A and Departmental Emergency Planners to set the new COR. When the new COR is set, report attainment to NAVSUPACT Hampton CDO at (757) 836-3911 for COR V through III and the NSA Hampton Roads Disaster Preparedness Officer at (757) 836-5673/0859 for COR II and I. Update Command status board after each COR is set.
Disaster Expected (Evacuation Unlikely)		## COR II BRAVO (Destructive winds within 24 hours)	
		ALL	Review and complete all actions above.
		CDO	## Initiate setting of COR II as directed by NSA Hampton Roads.
		N01A	## Notify Commander, ED, DCOS, and Special Assistants (SA) when a tropical COR is to be set or other tropical cyclone information is passed. Report to the Duty Office when COS/SAs set COR.
		N01G	Provide guidance and counseling as needed.
		N01G	Arrange for additional Chaplain support at both primary and alternate EES, as required.
		CDO	Complete the Conditions of Readiness Action Table for Tenant Commands at NSA Hampton Roads (NAVSTANORVAINST 3440.17A) after each COR is set. Update Command status board after each COR is set.
		CDO	## When notification of a change in COR is received from NAVSUPACT Hampton Roads, contact N31A and Departmental Emergency Planners to set the new COR. When the new COR is set, report attainment to NAVSUPACT Hampton Roads CDO at (757) 836-3911 for COR V through III and the NSA Hampton Roads Disaster Preparedness Officer at (757) 836-5673/0859 for COR II and I. Update Command status board after each COR is set.
Disaster Imminent (Evacuation Imminent)		## COR I ALPHA (Destructive winds within 12 hours)	
		ALL	Review and complete all actions above.
		ALL	Personnel remaining onboard the HQ will perform functions as directed by the NAVSUPACT CAT Team Leader and/or CDO.

		N01G	Provide guidance and counseling as needed.
		CDO	## Initiate setting of COR I as directed by NSA Hampton Roads.
		N01A	## Notify Commander, ED, DCOS, and Special Assistants (SA) when a tropical COR is to be set or other tropical cyclone information is passed. Report to the Duty Office when COS/SAs set COR.
		CDO	Complete the Conditions of Readiness Action Table for Tenant Commands at NSA Hampton Roads (NAVSTANORVAINST 3440.17A) after each COR is set. Update Command status board after each COR is set.
		CDO	## When notification of a change in COR is received from NAVSUPPACT Hampton Roads, contact N31A and Departmental Emergency Planners to set the new COR. When the new COR is set, report attainment to NAVSUPPACT Hampton Roads CDO at (757) 836-3911 for COR V through III and the NSA Hampton Roads Disaster Preparedness Officer at (757) 836-5673/0859 for COR II and I. Update Command status board after each COR is set.
Disaster Imminent (Evacuation Unlikely)		## COR I BRAVO (Destructive winds within 12 hours)	
		ALL	Review and complete all actions above.
		CDO	## Initiate setting of COR I as directed by NSA Hampton Roads.

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Applicable or N/A	DATE/TIME COMPLETE	RESPONSIBLE	TASK
		N01A	## Notify Commander, ED, DCOS, and Special Assistants (SA) when a tropical COR is to be set or other tropical cyclone information is passed. Report to the Duty Office when COS/SAs set COR.
		CDO	Complete the Conditions of Readiness Action Table for Tenant Commands at NSA Hampton Roads (NAVSTANORVAINST 3440.17A) after each COR is set. Update Command status board after each COR is set.
		CDO	## When notification of a change in COR is received from NAVSUPPACT Hampton Roads, contact N31A and Departmental Emergency Planners to set the new COR. When the new COR is set, report attainment to NAVSUPPACT Hampton Roads CDO at (757) 836-3911 for COR V through III and the NSA Hampton Roads Disaster Preparedness Officer at (757) 836-5673/0859 for COR II and I. Update Command status board after each COR is set.
Disaster Resetting		Initiate setting of COR V as directed.	
		ALL	Review and complete all actions above.
		N01G	Provide guidance and counseling as needed.
		CDO	## Initiate setting of COR V as directed by NSA Hampton Roads.

		N01A	## Notify Commander, ED, DCOS, and Special Assistants (SA) when a tropical COR is to be set or other tropical cyclone information is passed. Report to the Duty Office when COS/SAs set COR.
		CDO	Complete the Conditions of Readiness Action Table for Tenant Commands at NSA Hampton Roads (NAVSTANORVAINST 3440.17A) after each COR is set. Update Command status board after each COR is set.
		CDO	## When notification of a change in COR is received from NAVSUPPACT Hampton Roads, contact N31A and Departmental Emergency Planners to set the new COR. When the new COR is set, report attainment to NAVSUPPACT Hampton Roads CDO at (757) 836-3911 for COR V through III and the NSA Hampton Roads Disaster Preparedness Officer at (757) 836-5673/0859 for COR II and I. Update Command status board after each COR is set.
RETURN TO COMNAVRESFORCOM HEADQUARTERS			
		DCOS/SA	Develop a personnel work schedule to implement after emergency/storm passage. Prioritize individuals for returning to work. (Assume there will be restrictions to ingress and egress from the Hampton Roads area.) Ensure personnel are briefed.
		N01G	Provide guidance and counseling as needed.
		SWO	Ensure a watch team is designated/deployed to assume the watch at the COMNAVRESFORCOM Headquarters, prior to the EES watch standing down, as the evacuation period ends.
		N01A	Provide guidance for and collect evacuation travel claims for service members/dependents per diem, travel, and lodging expenses during evacuation.
<p>I certify this checklist is complete and up to date and the requirements of COMNAVRESFORCOMINST 3440.1C and COMNAVRESFORCOMNOTE 3440 have been accomplished.</p> <p>_____</p> <p>CNRF Command Duty Officer (CDO)</p> <p>_____</p> <p>Date</p> <p>_____</p> <p>Time</p>			

MISSION ESSENTIAL FUNCTIONS CONTINUITY PLAN

1. Summary of Emergency Evacuation Site (EES) and available assets. The approximate time to reach the EES from COMNAVRESFORCOM Headquarters is in parentheses.

Phase A (Advance Mission Essential Personnel)

	MEP	NMCI Work Stations/Desk	NMCI Laptop	NMCI Printers	SIPRNET Terminals	Telephones	FAX Machine or Scanner
Greensboro (4.5 hrs)	11	11	11	2	2	11	2
Total	11	11	11	2	2	11	2

Phase B (Command and Control Group)

	MEP	NMCI Work Stations	NMCI Laptop	NMCI Printers	SIPRNET Terminals	Telephones	FAX Machine or Scanner
Greensboro	8	8	8	2	2	8	1
Total	8	8	8	2	2	8	1

Phase C (Initial Personnel Group)

	MEP	NMCI Work Stations	NMCI Laptop	NMCI Printers	SIPRNET Terminals	Telephones	FAX Machine or Scanner
Greensboro	3	3	3	1	0	3	1
Total	3	3	3	1	0	3	1

Phase D (Follow-on Personnel Group)

Note: Follow-on Personnel Group are needed only as required.

	MEP	NMCI Work Stations	NMCI Laptop	NMCI Printers	SIPRNET Terminals	Telephones	FAX Machine or Scanner
Greensboro	9	9	9	1	0	9	1
Total	9	9	9	1	0	9	1

Phase E (Reconstitution Phase)

2. Each COMNAVRESFORCOM element will inform all personnel, including nonessential staff members via appropriate and timely communication means that the threat of or actual emergency no longer exists and provide instructions for resumption of normal operations.

MAXIMUM Asset Numbers

	MEP	NMCI Work Stations	NMCI Laptop	NMCI Printers	SIPRNET Terminals	Telephones	FAX Machine or Scanner
Greensboro	31	31	31	6	4	31	5
Total	31	31	31	6	4	31	5

3. MEF Continuity. The following pages contain plans for individual directorates to establish themselves at specified EES or via telecommuting.

Phase A (Advance Party)

Mission Essential Functions:	
N00	Maintain Command Element
N00P	Advise COMNAVRESFORCOM and COMNAVRESFOR on Public Affairs Issues
N00P	Coordinate Local and National Media Queries Regarding RC Issues
N01A	Muster Command
N01A	Establish Communications for Front Office
N3	Annual Training/Active Duty Training/Inactive Duty Training with Travel Current Operations Support
N3	Travel/NROWS Help Desk Support
N3	Write Temporary Assigned Duty Orders
N4	Government Purchase Card/Plans & Policies/Government Travel Charge Card
N5	Provide Continuity of Service to the Navy Reserve Force Plans
N5	Policy and Mission Support Functions
N6	Coordinate Naval Messaging
N6	Manage Information Technology Services/Support
N6	Ensure Mission-Essential Application Data is Recoverable From an Offsite Location
EES Location	NAVRESCEN Greensboro, North Carolina
Mission Essential Personnel Required at EES	N01A – 1 (Staff Mustering Petty Officer)/Command Services N00 – 2 (Command Master Chief, Command Master Chief Aide) N00P – 1 (Public Affairs Issue LT) N3 – 3 (Force Travel/DTS ALDTA, Force Travel PO, CBA/DTS/Force Travel PO) N4 – 1 (GTCC/Purchase Card PO2) N5 – 1 (Navy Reserve Force Plans CDR) N6 – 2 (CSC Help Desk PO1, Sharepoint PO1) Total Phase A: 11
Essential Records, Equipment, IT RQMTS to Support the MEF	NAVRESCEN Greensboro, North Carolina 2 FAX machine with long distance 5 Five port hub/switches 11 NMCI (MEP have laptops) 2 NMCI Printer 11 NMCI workstations 1 SIPRNET workstation/Forteza cards 11 Telephone lines with long distance/DSN, one line with Toll Free access
Support Required from Other Department/Commands	All Codes

Phase B (Command and Control Group)

In addition to Advance Party tasking

Mission Essential Functions:	
N00J	Support Staff and Subordinate Commands
N00P	Compile and Distribute COMNAVRESFORCOM Daily News Clips
N00P	Distribute Force Emails on Behalf of COMNAVRESFORCOM and COMNAVRESFOR
N00P	Carry out RC Public Affairs Community Fund Manager Duties
N01G	Religious/Counseling Issues
N01G	Program Management
N1	Initial N1 Coordination
N1	Reserve Component Muster
N3	Travel/NROWS Help Desk Support
N42	Class Desk Representation
N7	ADT School Order Processing/Accessions (NPS)
N8	Maintain Accounting Tables.
N8	Analyze Cost Benefit Analysis/Unmatched Disbursements.
N8	Generate and Issue Funding Documents.
N8	Manage OMN,R and RPN Budget for Claimancy
EES Location	NAVRESCEN Greensboro, North Carolina
Mission Essential Personnel Required at EES	N00 – 2 (Chief of Staff, Chief of Staff Aide) N00L – 1 (Support Staff and Subordinate Commands) N3 – 3 (Force Travel CPO, DTS PO, Force Travel PO) N4 – 1 (GPC/P&P PO1) SWO – 1 (Command Duty Officer) <div style="text-align: right;">Total Phase B: 8 Total with prior phases : 19</div>
Essential Records, Equipment, IT RQMTS to Support the MEF	NAVRESCEN Greensboro, North Carolina 1 FAX machine with long distance/Scanner 8 NMC1 (MEP have laptops) 2 NMCI Printer 8 NMCI workstation 8 Telephone lines with long distance/DSN access
Support Required from Other Department/Commands	All Codes

Phase C (Initial Personnel Group)

In addition to earlier phase tasking

Mission Essential Functions:	
N002	Hotline Response
N002	Management Control Oversight
N002	Command Assessment Coordination
N002	External Audit Coordination
N002	Force Equal Opportunity Program Oversight/Issues
N01A	Command Core Functions (Mail, Congressionals, Communications)
N01A	Evacuation/Safe Haven Order Tracking
N01S	Personnel Security Issues
N1	Initial N1 Coordination
N1	Force Management
N1	Claimant Manpower
N1	Pay/Pers Policy and Support
N1	Force Assignments
N2	Funding Authorization Requirements, Oversight of Program.
N2	Security Reporting Procedures to Cognizant SOI.
N33	Travel Claim Processing
N35	Mobilizations Processing
N3A	Management of OMNR/RPN/MOB
N3A	Management and Various Support for Reserve Squadrons
N4	Internal Supply/Purchase Card Procurement of Required Supplies
N4	GCPC/GTCC Reporting Requirements
N4	Clothing Program Funding/Ordering
N41	Message Traffic Review and Response to Aviation Maintenance Readiness Reports
N41	Supply Readiness Reporting
N41	Fuel Card Issues/FAD authorization/Squadron Logistic Support
N42	Class Desk Representation
EES Location	NAVRESCEN Greensboro, North Carolina
Mission Essential Personnel Required at EES	N00 – 2 (Chief of Staff, Chief of Staff Yeoman Aide) N4 – 1 (Facilities PO1) 3
	Total Phase C:
	Total with prior phases : 22
Essential Records, Equipment, IT Requirements to Support the MEF	NAVRESCEN Greensboro, North Carolina 1 FAX machine with long distance/Scanner 3 NMCI (MEP have laptops) 1 NMCI Printer 3 NMCI workstation 3 Telephone lines with long distance/DSN access
Support Required from Other Department/Commands	Millington liaison for claimant manpower, assignments, and pay/Pers systems

Phase D (Follow-on Personnel Group)

In addition to earlier Phase tasking

Mission Essential Functions:	
N00CP	Civilian Personnel Issues
N00P	Produce Monthly TNR Magazine
N00SA	Command Safety
N01A	Force Awards Processing
N01A	Establish Command CPC Office
N1	Force Assignments
N1	Force Structuring
N1	Force Manpower/Personnel Management
N4	Invoice payments
N43	Aviation Readiness
N9	Medical Readiness
N9	Health Protection
N9	Medical Readiness
N9	Health Protection
N9	PEB Endorsements
EES Location	NAVRESCEN Greensboro, North Carolina
Mission Essential Personnel Required at EES	N00 – 2 (COMNAVRESFORCOM, COMNAVRESFOR Yeoman Aide) N00P – 1 (Public Affairs Officer) N3 – 3 (DTS PO, Force Travel PO, Force Travel PO) N4 – 1 (GPC/GTCC CPO) 9 N6 – 2 (CSC Help Desk PO1, SIPR PO1) Total Phase B: Total with prior phases : 31
Essential Records, Equipment, IT Requirements to Support the MEF	NAVRESCEN Greensboro, North Carolina 1 FAX machine with long distance/Scanner 9 NMCI (MEP have laptops) 1 NMCI Printer 9 NMCI workstation 9 Telephone lines with long distance/DSN access
Support Required from Other Department/Commands	None

DIRECTIONS FROM COMNAVRESFORCOM NORFOLK TO NRC GREENSBORO,
NORTH CAROLINA, EMERGENCY EVACUATION SITE



NAVRESCEN Greensboro

7383 McCloud Rd, Greensboro, NC 27409

(743) 222-6964

*** * Distance: 264 miles - - Estimated Driving Time: 4.5 hrs * ***

Additional Evacuation Information. For Virginia residents, additional evacuation information can be found at Virginia Department of Transportation Travel Center (<http://virginiadot.org/travel>), and the Virginia Department of Emergency Management (<http://www.vaemergency.com>). For North Carolina residents, evacuation information can be found at the North Carolina Department of Health and Human Services (<http://www.dhhs.state.nc.us/docs/hurricane.htm>) and the North Carolina Department of Crime Control and Public Safety at (<http://www.nccrimecontrol.org> and <http://www.readync.org>).

Get on 1-564 E from Terminal Blvd

_____ 4 min (1.8 mi)

1. Head north toward Forrestal Dr

_____ 167 ft

↪ 2. Turn right onto Forrestal Dr

_____ 0.1 mi

↪ 3. Turn right onto Fleet Rd/Meredith St O Continue to follow Meredith St

_____ 0.3 mi

4. Use the left lane to turn left onto Terminal Blvd

_____ 0.7 mi

⬆ 5. Use the middle lane to take the ramp to 1-564 E

_____ 0.6 mi

⬆ 6. Use the left lane to take the ramp to 1-64 E/Va Bch

_____ 0.1 mi

Follow 1-64 E and US-13 S to US-58 W in Suffolk

_____ 38 min (39.1 mi)

⬆ 7. Merge onto 1-564 E

_____ 0.5 mi

⬆ 8. Merge onto 1-64 E

_____ 14.8 mi

↪ 9. Keep left to stay on 1-64 E

_____ 8.0 mi

⬆ 10. Continue onto Exit 299B (signs for 1-664/US13/US-58/US-460/Suff01k/Newport News/Richmond)

_____ 0.2 mi

⬆ 11. Use the middle lane to take the ramp to 1-664 N

_____ 0.5 mi

12. Continue onto 1-664 N

_____ 0.7 mi

13. Take exit 13A-13B for US-13 N/US-58 E/Military Highway toward US-460 E/VA-191 N/Suffolk

_____ 0.1 mi

⬆ 14. Use the left 2 lanes to take the ramp onto US-13

S/US-58 w _____ 14.4 mi

Get on 1-85 S in South Hill

_____ 1 hr 37 min (90.3 mi)

↪ 15. Keep left to continue on US-58 W, follow signs for Franklin/Emporia/US 58 Business/Downtown/Suffolk

_____ 90.1 mi

⬆ 16. Use the right lane to merge onto 1-85 S via the ramp to Durham

_____ 0.3 mi

Follow 1-85 S and 1-40 to NC-68 N in Greensboro. Take exit 210 from 1-40

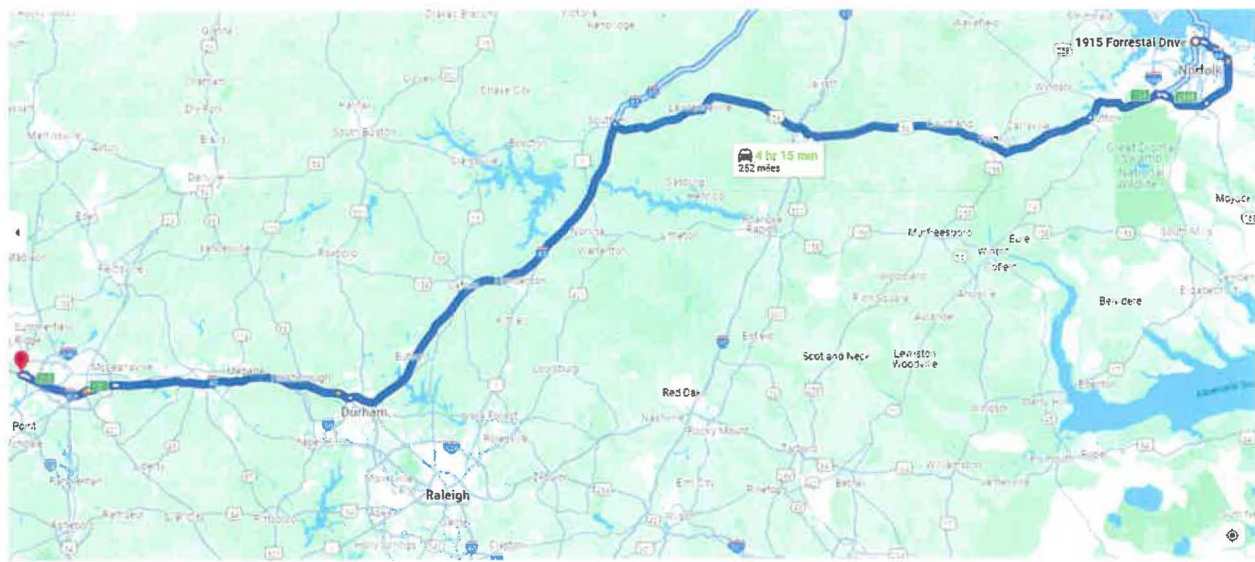
_____ 1 hr 55 min (132 mi)

- ⬆ 17. Merge onto 1-85 S
O Entering North Carolina
_____ 72.2 mi
- ⬆ 18. Continue straight to stay on 1-85 S
_____ 42.3 mi
19. Use the right 3 lanes to take exit 131 for 1-40 W toward 1-785 N/Greensboro/Winston-Salem
_____ 0.4 mi
- ⬆ 20. Use the left 3 lanes to take the ramp to 1-40
_____ 184 ft
- 21 . Continue onto 1-40
_____ 7.2 mi
22. Use the right 2 lanes to turn slightly right onto 1-40/US-220 S (signs for Interstate 40 W/Winston Salem)
O Continue to follow 1-40
_____ 9.1 mi
23. Use the right 2 lanes to take exit 21 0 for NC-68 toward High Point/Pti Arpt
_____ 0.2 mi
- ⬆ 24. Use any lane to take the ramp to Airport
_____ 338 ft
- ⬆ 25. Slight right to merge onto NC-68 N toward PTIGSO Arpt
_____ 443 ft

Continue on NC-68 N to your destination
_____ 3 min (1.2 mi)

- ⬆ 26. Merge onto NC-68 N
_____ 0.3 mi
27. Use the 2nd from the left lane to turn left onto Triad Center Dr
0.1 mi
- ↪ 28. Turn right to stay on Triad Center Dr
_____ 0.3 mi
29. Turn left onto Thatcher Rd
_____ 0.2 mi
- ↪ 30. Turn right onto McCloud Rd
_____ 0.2 mi
- ↪ 31 . Turn right
O Destination will be on the right
_____ 292 ft
- 7838 McCloud Rd
Greensboro, NC 27409

Total Time: 4 hours 30 minutes
Total Distance: 264 miles



COOP Trip Overview

HURRICANE EVACUATION ENTITLEMENTS FAQ

1) How many cars will I be reimbursed for when evacuating?

One car per family member 16 and older listed on the Page 2.

**** LICENSE PLATE NUMBERS WILL BE REQUIRED ON CLAIMS**

2) What is the amount of mileage paid per mile?

Please refer to the Joint Travel Regulations for the current rates.

<https://www.defensetravel.dod.mil/Docs/perdiem/JTR.pdf>

**** LICENSE PLATE NUMBERS WILL BE REQUIRED ON CLAIMS**

3) How far am I authorized to go for evacuation?

Evacuation distance is determined by the Safe Haven location or Mile radius authorized by the Commanding Officer.

4) What is the max hotel rate I can receive?

Lodging rate of Safe Haven Location (does not include taxes).

CHECK HERE FOR PER DIEM RATES: <https://www.defensetravel.dod.mil/site/perdiemCalc.cfm>

5) How many hotel rooms am I authorized?

Member is entitled to one room and family members are entitled to a room, based on number of dependents.

6) What are the Meals, Incidentals & Expenses (MI&E) rate per day?

MI&E rates are based on safe haven location. (Each service member/employee and each dependent age 12 and older is entitled to 100% of the MI&E; age 12 and under is 50%).

**** RATES FLUCTUATE WITH THE SEASONS AND LOCATIONS, CHECK HERE FOR PER DIEM RATES**
<https://www.defensetravel.dod.mil/site/perdiemCalc.cfm>

7) What receipts do I need to turn in?

Itemized Hotel receipts, (you do not need to provide gas receipts for POVs, you will be paid a flat mileage rate), and receipts for purchase over \$75.00.

8) Who will need to file a voucher upon return?

Member will submit vouchers for both, member and dependents.

9) Are my spouse and children entitled to MI&E, mileage, hotel room, etc.?

Yes.

10) What can my Government Travel Charge Card (GTCC) be used for?

Use for fuel, food, lodging, rental car, and airline tickets.

Not to be used for: Clothing and Leisure items (i.e. Disneyworld tickets, gifts, souvenirs, etc.)

**** You must be on official TDY orders to use your GTCC! Every transaction will be reviewed by the GTCC Agency Program Coordinator and any unauthorized transactions are punishable by the UCMJ and disciplinary action for department of the Navy employees.**

11) I am not eligible for a GTCC, can I get a travel advance via DTS or PSD?

Yes, up to 75% of the estimated cost of the evacuation per diem, however, advances are direct deposit only and banking information is required at the time of request. It may take 24-48 hours to post to account and can only be provided at the safe haven.

****A Navy/Marine Corps Relief Society Representative will be there at the Safe Haven if you require a loan. (Military only)**

12) If I do get an advance, when do I have to pay it back?

Advances are paid back upon liquidation of the travel claim, if you received less than 75%, there will be no additional payments required. If you were overpaid, you will have to pay the overage after a letter of indebtedness has been issued.

13) Can I get a loan from Navy Marine Corps Relief Society (NMCRS)?

Yes, but the member is responsible for direct repayment to NMCRS, not via their travel liquidation (Military Only).

14) If my personal vehicle breaks down during the evacuation, will I be reimbursed for it by the government?

No.

15) Will I be reimbursed for people who are not listed as dependents?

No, only dependents listed in your Page 2/DEERS will be reimbursed. Also, the government is not responsible for the lodging cost of non-dependent personnel.

16) How long will it take to get reimbursed after submitting my travel claim?

Travel Claims are processed at PSD Norfolk and could take up to 30-60 days to process for payment.

17) Is a rental car authorized if I do not own a vehicle?

No, for members that do not have a POV, a local travel allowance of \$25.00 per day will be authorized to assist with unexpected local transportation cost at the evacuation destination.

18) If I stay with a friend or a family member during the evacuation, will I still receive lodging reimbursement?

No, but you will receive MI&E you must provide the exact address of the family member's/friend's residence on the travel claim.

19) Will I be reimbursed for pet fees charged by a hotel?

No.

20) Where will my travel orders come from?

The Financial Management Office will distribute to Department Heads for dissemination.

21) Will I be reimbursed for phone calls and movies at the hotel?

Only official calls are reimbursable; movies are not reimbursable.

22) Am I required to use my GTCC or can I use my personal credit card?

It is highly recommended to use your GTCC, if you have one, since no interest will be accrued and it's easier to prove expenses used when filing a claim.

23) My spouse has to remain behind, what can I use for funds?

You may request a travel advance from PSD Norfolk or request a loan from the Navy Marine Corps Relief Society.

24) Can my spouse use my GTCC?

No, only the member is the authorized user of the GTCC.

25) Where can I get updated information regarding the hurricane before, during, and after a hurricane?

There are several places to get up to date information: The service member's or employee's supervisor; local news; online.

26) Are NAF employees issued evacuation orders?

Yes, NAF employees have the same entitlements as APF employees. **27) Are NAF employees entitled to a travel advance?**

Yes.

28) How long can I be on evacuation orders?

Evacuation orders are issued based on the Commanding Officers authority, but in extreme cases the maximum number of days is 180.

29) What happens after 180 days?

After 180 days, Military members will receive PCS orders, and Civilian employees will receive guidance from HRO on options available.

30) Who authorizes the evacuation Safe Haven location?

The Authorizing Official (Normally the Installation Commanding Officer) will specify the Safe Haven location and distance.

31) Are we reimbursed by the government if the county we live in orders an evacuation?

No, the decision of local civil officials to evacuate an area is not sufficient. The appropriate military official must authorize/order an evacuation, as local civil officials cannot obligate the expenditure of DoD funds. (FMR. Par 075183)

****If member goes somewhere other than the Safe Haven location, all rates and entitlements will max out at the Safe Haven location entitlement rates.**

**** Do not forget to file your travel claim within 5 days upon return to duty station.**

**** In extended cases of evacuation, travel claims will be filed every 30 days.**

FAMILY EMERGENCY CHECKLIST

1. Familiarization with this checklist will assist you and your family in surviving any emergencies. All personnel should have a personal relocation plan that includes the possibility of evacuating the area.

2. Preparations

a. Virginia Department of Emergency Management

TOLL FREE: (866) 782-3470

Web site: <http://www.vaemergency.com>

Ready Virginia website (Emergency and Disaster Family Planning tool Web site):

<http://www.readyvirginia.gov>

b. Develop a family evacuation plan (see Ready Virginia website above). Prepare a primary and secondary evacuation route. Ensure all family members are aware of the family emergency evacuation plan and procedures. This is especially important if your family members do not drive or do not have alternate transportation available. Notify your supervisor of your evacuation plan.

c. Determine and locate important papers that you will need to take with you. At a minimum, this should include: (Marked "X" if completed)

- (1) Insurance papers (auto, home, flood, and life)
- (2) Marriage and birth certificates
- (3) Home, auto, and boat owner's registration, deeds
- (4) Personal property inventory (for claims)
- (5) Photos or video of possessions and real estate for insurance claims
- (6) Wills
- (7) Stocks/Bonds
- (8) Bank account records
- (9) Small valuables: Cameras, jewelry, etc.
- (10) Computer backups

d. Prepare an emergency survival kit. Your kit should contain:

- (1) Food: Canned, dried, fruits, juices, canned meats, vegetables, soups, snacks, high energy foods, Gatorade, soft drinks, two quarts of water per person per day.
- (2) Utensils: Non-electric can opener, plastic eating utensils, bottle opener, drinking cups, cooking utensils, plastic container for water.
- (3) Personal Items: Toiletries, blankets, sleeping bag, change of clothing, rain gear, children's supplies, games, reading material, maps, money, credit cards.
- (4) Medical: First aid kit, aspirin, antacids, special medications, prescriptions, vitamins, antiseptic, and insect repellent.
- (5) Equipment/supplies: Flashlight, extra batteries, portable radio, portable ice chest, plastic trash bags, tool kit, cleaning supplies.
- (6) Make plans for your family pets. Shelters will not and hotels/motels may not accept them.
- (7) Secure valuables and keepsakes in plastic bags. Put in high safe place.
- (8) Board or protect windows and glass doors. Taping serves little or no purpose.
- (9) Secure lawn furniture and outside items.
- (10) Notify relatives of your intended shelter site.

e. Before Departing

- (1) You should have your command mustering telephone numbers before evacuation. You may be given an alternate point of contact.
- (2) Clear outside areas of any loose objects such as yard furniture, trashcans, potted plants, water hoses, barbecue grills, etc.
- (3) Check automobile for serviceability and fuel.
- (4) Check prescription medicines.

- (5) Monitor radio and television for the storm's progress.
 - (6) Secure trailer mounted boats, campers, and trailers. (Plan for early evacuation, if you plan to tow the above items to the evacuation site.)
 - (7) Personally check boats or have marina officials ensure proper mooring.
 - (8) If necessary, check with medical care provider for any special family medical care problems.
 - (9) Obtain sufficient cash in small denominations to cover evacuation expenses.
 - (10) Complete emergency kit.
- f. If you decide to evacuate:
- (1) Review evacuation routes. Early on, make reservations at your intended destination.
 - (2) Gather all items to be taken during evacuation (emergency kit, important papers, and valuables)
 - (3) Board up large windows (over 36 inches), close blinds, and curtains.
 - (4) Make a final check outside for loose articles.
 - (5) Turn off electricity at main box, gas heating and cooling systems, and secure the water supply to the hot water tank and washing machine.
 - (6) Lock the house.
 - (7) Load the car with your emergency kit, valuables, and important papers.
 - (8) Check with neighbors to see if they need help.
 - (9) Drop pets off at kennel.
-
- (10) Drive carefully and prepare for a crowded highway! Multiply your regular drive time by four.

g. Post Emergency Actions

- (1) Listen to television and radio for information about returning to the area and for telephone numbers that will be available for further information.

(2) Contact your command-mustering officer. You should have the numbers before evacuating. You may be given an alternate point of contact.

(3) Contact local law enforcement or emergency management for road conditions.

(4) Watch for road hazards along roadways.

(5) Avoid all disaster areas when traveling.

(6) Inform relatives of your plans before returning.

h. Actions to Take Upon Return to Home

(1) Watch out for downed power lines and trees.

(2) Check home for damage.

(3) Watch for stray animals, poisonous snakes, and insects.

(4) Check your food for possible contamination.

(5) Drink only bottled water until water supply is certified safe.

(6) Prevent fires, as water pressure may be low. DO NOT USE CANDLES. DO NOT USE BBQ GRILLS INSIDE YOUR HOME.

(7) Stay away from disaster areas.

(8) Use telephones for emergencies only.

(9) If the possibility of flooding exists, stay out of low—lying areas.

i. Points to Remember

(1) Save your receipts.

(2) Muster as directed by your command/DCOS.

Let your command/DCOS know how to contact you.