

EMERGENCY EVACUATION PLAN CONSIDERATIONS

Preparation

- a. Review local evacuation plans. Develop an evacuation plan that includes unit contact and accountability procedures. Train unit personnel and their families on evacuation [and NFAAS] procedures. Continuously update recall rosters.
- b. Exercise evacuation and accountability plan. The exercise plan should include a communications plan.
- c. Maintain awareness of personnel residing in the area that are not associated with any local command, e.g.) dependents of geo-bachelors or IA families. Communication and public affairs (PA) plans should be designed to reach these personnel and inform them of command contact information.
- d. Ensure assigned personnel are kept informed of existing conditions of readiness. Instruct them to take preventative measures, e.g.) fill prescriptions, shut off home utilities before departure, top off vehicle fuel tanks, stock food and water (3 days supply for each person), assemble and package important documents (i.e. checkbook, TRICARE and credit cards, identification, passport) make hotel reservations, [update NFAAS for out-of-state contact(s)] etc.
- e. Provide evacuees with directions to proposed safe haven, e.g.) detailed map, emergency contact numbers, special reporting instructions, etc.
- f. Have an accurate muster of evacuees, identifying their location (i.e. hotel location, etc.) and telephone point of contact for each person during the evacuation. Provide transportation to evacuees who require it.

At Safe Haven

- a. Where feasible, safe haven location should be within one day's travel and co-located with a Navy installation.
- b. With personnel at the safe haven, establish and staff a central receiving desk to register evacuees and distribute services. Provide a command liaison at the receiving area for effective coordination. Coordinate volunteer efforts. [Make sure families have completed an NFAAS needs assessment.]

Return

- a. Establish a designated place for muster. Use all means available to notify evacuated personnel to return to the base. Advise them of anticipated issues that may impede their return.

Source: *Navy Installations Emergency Management Program Manual (CNI 3440.17)*

DO YOU AND YOUR SPOUSE HAVE - OR KNOW WHERE TO FIND - THE FOLLOWING?

- Your birth certificate
- Your spouse's birth certificate
- Marriage license or certificate
- Divorce decrees or death certificates regarding prior marriages
- Real estate and personal property tax receipts for last year
- Income tax receipts for last 4 years
- Your Social Security Number
- Your spouse's Social Security Number
- Location of life insurance policies
- List of spouse's life insurance policies, including group insurance through business and other sources
- Medical, accident and health insurance family owns
- Location of spouse's will
- Name and account numbers of all savings and checking accounts
- All credit card account numbers and phone numbers to call
- Driver's license numbers and state where they were issued
- Approximate family income for the last year
- Location and number of safe deposit box
- Location of safe deposit box keys and who has access
- Location of DD Form 214 (document of military service)
- Who to contact in event of the death of a family member