

MSST Galveston

Hurricane Evacuation Information

2006 Hurricane Season

Phone Numbers

MSST 91104

(409) 941-8100

Group Galveston Base Coordination Center (BCC)

Phone number (409) 766-5620/5621

BCC Cellular phone (409) 682-2964

Evacuation Coordinator (409) 766-5667

Admin (409) 766-5609

Lackland Air Force Base (LAFB)

USCG Representative (210) 671-9011/12/13

LAFB Command Post (210) 671-4225

Information Line (210) 671-6397

EVACUATION PROCESS...Your Family and Home

(If Evacuation Becomes Necessary)

Inform Yourself: Read through all of the enclosed information. Familiarize yourself with the evacuation plan and route.

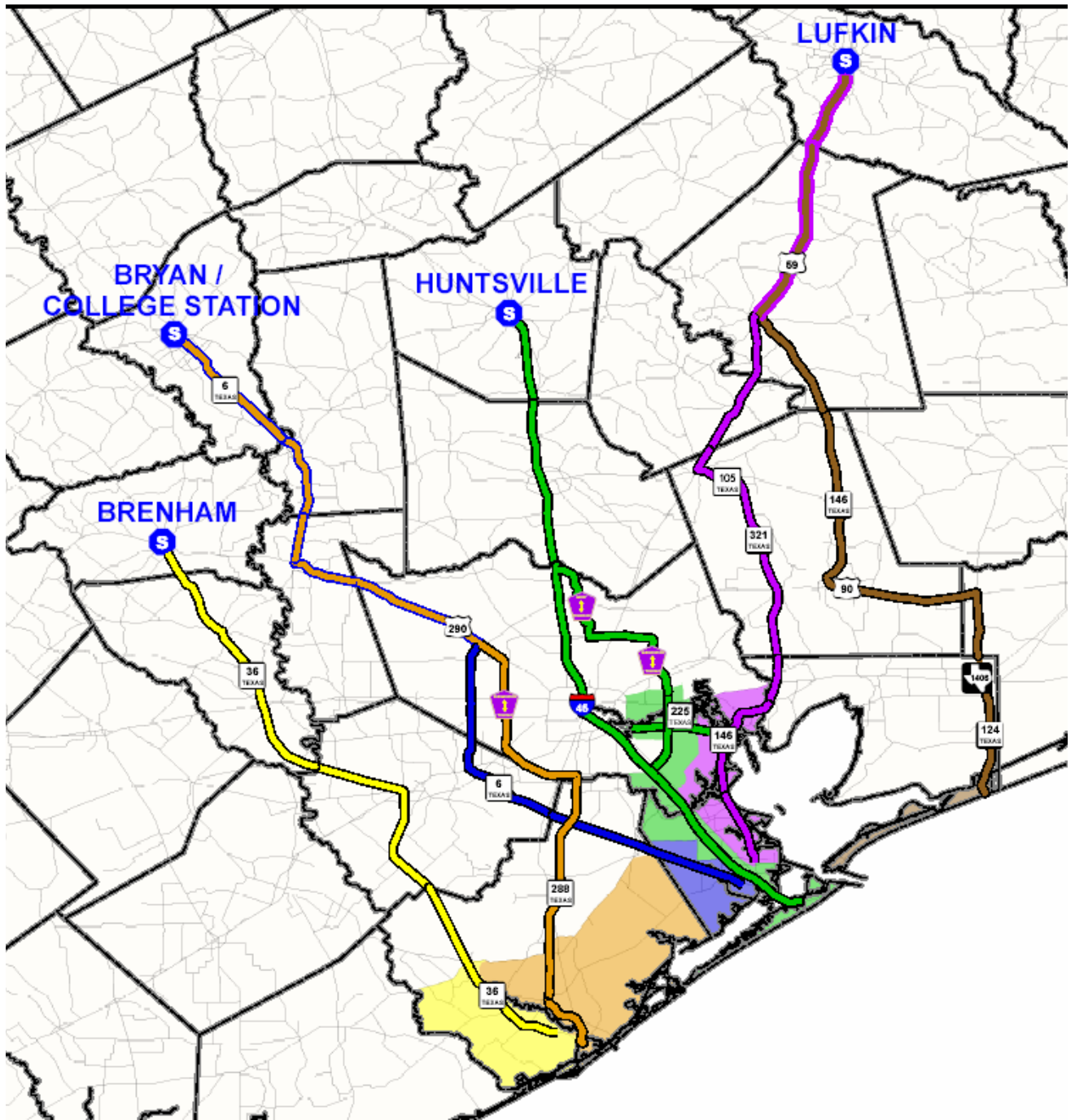
Prepare Early: Emergency supplies, insurance, money, plan of action, pet records and supplies, carpooling, etc. The material in this package contains excellent information.

The Approaching Storm: Listen to the radio as well as local TV broadcasts. If a hurricane is approaching, the local media will have valuable information. Call the evacuation information line at your command. Phone numbers are listed on page 2. This line will contain the latest updates of evacuation information. Remember, ***“IF YOU WAIT UNTIL THE STORM IMPACT IS ABSOLUTELY CERTAIN, YOU HAVE WAITED TOO LONG” - Plan early and get out early.***

Primary Evacuation Site: Lackland Air Force Base in San Antonio, TX, has been designated as the primary storm evacuation site for all Coast Guard personnel and their families residing in the Houston – Galveston area. **You DO NOT have to evacuate to that location.** However, **you will only be reimbursed for travel equivalent to it.** For example, if you evacuate to St. Louis, the Coast Guard will pay only your mileage to San Antonio.

The recommended evacuation route is to travel westbound on I-10. If a general evacuation of their area’s population is ordered, all major thoroughfares such as Interstate Highways 45, 10, 610 and Loop 8 will be extremely congested. State Highway 6 to Houston, continuing westbound on I-10 to San Antonio has been recommended as the best evacuation route to avoid delays.

The recommended evacuation routes from the Houston-Galveston area are shown on the map below:



Things you can do at the beginning of the season

1. **Establish and Practice a Family Disaster Plan.** Discuss the types of hazards that could affect your home. Know your home's vulnerability to storm surge and winds. Ensure that your Insurance coverage is up to date and adequate. Post emergency numbers by the telephone and teach children how to use them. Take first aid and CPR classes. Plan for people with special needs and pets. Choose someone who will know your whereabouts in the event of an evacuation; make sure your family, close friends, and coworkers know who they can call to see how you are in the event of an emergency.

2. **Stock a Disaster Supply Kit** with enough materials to last a period of three to seven days. Purchase the items you'll need now. Some people store their supplies in a cooler, which can be used to keep ice and refrigerated items in an emergency. Check your supply of medications and make sure you include enough to last up to a week. Make sure copies of your important papers are in your kit. This includes insurance information, telephone numbers.

3. **Develop an Evacuation Plan.** Choose a destination and map a route. In the event of an evacuation, where will you go? Don't wait until the last minute to do this.

4. **Develop a Communications Plan.** Determine an out-of-town friend to be the "family contact." Contact this person to let them know where you will go in the event of an evacuation. Tell your contact's telephone number to your family, friends, and coworkers so they can check on your status in the event of an evacuation.

5. **Learn the terminology** to reduce your stress.

A **Tropical Storm Watch** is issued when tropical storm conditions, including winds from 39 to 73 miles per hour (mph), pose a possible threat to a specified coastal area within 36 hours.

A **Tropical Storm Warning** is issued when tropical storm conditions are expected in a specified coastal area within 24 hours or less.

A **Hurricane Watch** is issued for a specified coastal area for which a hurricane or a hurricane-related hazard is a possible threat within 36 hours.

A **Hurricane Warning** is issued when a hurricane with sustained winds of 74 mph or higher is expected in a specified coastal area in 24 hours or less.

Your Disaster Supply Kit should include enough supplies to last for a period of three to seven days. Allow one gallon of water per person per day. Some items to include are suggested below:

Non-perishable packaged or canned food/juices
Food for the elderly and pets
Non-electric can opener
Cooking tools/ fuel
Paper Plates/Plastic Utensils
Clothing
Seasonal/Rain gear/sturdy shoes

Blankets/Pillows
First Aid Kit
Medications/Prescriptions
Special Items for babies and the elderly
Diapers/Moisture Wipes/Bottles
Spare eyeglasses
Toiletries
Hygiene Items

Battery powered radio
Flashlight and extra batteries
Cash (some banks and ATMs may not be available)
Credit card machines require electricity
Important Documents

Toys/Books/Games
Pet care items (proper identification, records/medications, carrier or cage, muzzle and leash, ample supply of food and water)
Copies of important papers/files

Things You Can Do When A Storm Is In The Gulf

Stay tuned to GALV-TV, Channel 16, and the City of Galveston website at www.cityofgalveston.org to keep informed. Watch your local news stations and listen to local authorities. Refresh the supplies in your disaster supply kit. Purchase any last minute items, including ice. Prepare your home. Check appliances. Charge your cell phone and pack your phone charger. Advise your Family Contact Person about your evacuation plan. Backup your computer's hard drive.

If the Mayor asks you to evacuate, implement your plan. Determine where you will go. Learn the routes to your destination. Take your disaster supply kit with you. Fuel your vehicle. Plan for people with special needs. Secure your home. Leave early.

Secure Your Home. Fill your bathtub with water because you may need it when you return. Turn off the main water supply and the main switch for electricity to your house. Turn off gas at the individual appliance. Do NOT turn off gas to the house; doing so makes it more difficult for the gas company to determine if there are leaks in your home. Bring in all lawn furniture, toys, games, tools, or anything in your yard that could become a flying object. Cover windows with storm shutters or plywood.

Hurricanes threaten personal safety. Your safety and that of your family is your responsibility. There is a real probability that in a hurricane your home will be damaged by wind or water, or both. If you stay, you could be hurt. The City recommends that you listen to the authorities, and that you evacuate to a safe location if the mayor calls for one.

If you choose to "ride out the storm," remember that City Operations will cease when hurricane conditions become unsafe. Phone systems may not reach 911, and police, fire, or EMS may not be able to respond. Local sheltering is not an option. Being prepared is the best thing you can do.

*While you're taking care of yourself and your family, city officials will keep you informed, maintain continuity of government, and provide for your safety (while not endangering first responders). The city will activate the **Emergency Operations Center**, the command center for all hurricane and tropical storm operations, which you may call for information during any storm. Staff are trained to handle telephone calls from citizens and the media. The city may also provide traffic control, sanitation, communications, secure facilities, assess damage, clear debris, reschedule court dates, etc. City activities are coordinated with county, state, and disaster service*

EVACUATION PROCESS...What to Expect From the Unit

(If Evacuation Becomes Necessary)

Condition V

(Seasonally Set June 1 to November 30)

<i>Dept.</i>	Actions Required
	Review and exercise plans and procedures
	Conduct unit training.
	All unit vehicles and RB-HS's are to be maintained with a 3/4 fuel capacity
	Complete WQSB (to be done daily)
	Establish OODwatch schedule.
	Report attainment to XO/CO.
	Report attainment via msg to Area & Sector

Condition IV

<i>Dept.</i>	Actions Required
XO	Specify leave & liberty policy for all conditions.
SUP	Ensure deployed personnel do not leave vehicles on unit compound (or have arrangements made to have vehicle removed).

PLANS	Hold all hands training, distribute map of evacuation routes, designate MSST Galveston shelter, and explain the post-storm force reconstitution procedures (i.e, essential personnel to return to evacuation site within 24 hours)
PLANS	Conduct training for Dept. Heads on the Unit Hurricane Plan and required actions in the event of implementation.
OPS/ XO	Identify essential and non-essential personnel.
PLANS	Solicit for and assemble a unit Vanguard team (with leaders) to transport and remain with equipment at designated evacuation site.
PLANS	With the assistance of Dept heads, Admin to update current recall list (address, phone & pager numbers, outside area numbers) of all personnel assigned.
PLANS	Commence and oversee after-hours test of the unit phone tree. Immediately report results to the XO.
Dept Heads	Develop a list of high-value gear that should be removed in the event of evacuation and gear that should be moved to higher ground in the event of flooding. Give to Plans.
XO	Notify LANTAREA, D8 and Sector Houston-Galveston by message when Unit has attained Condition Four.
PLANS	Confirm resource evacuation sites.
ALL	Review Hurricane plan.
PLANS	Establish liaison with D8 IMT/CC, Sector Houston-Galveston, LANTAREA. Task Vanguard leaders to visit Evacuation Sites for area familiarization.
PLANS	Establish liaison with local civil relief and law enforcement organizations. Include points of contact, radio frequencies for control nets, shelters and storage locations, bridge closure and evacuation policies.
PLANS	Monitor National Weather Service advisories and maintain a file; plot all hurricanes and major tropical depressions.

XO	ADMIN to establish liaison with ISC New Orleans regarding travelers check program and discuss our unit's need.
PLANS	Confirm active duty/dependent evacuation procedures with D8 IMT and unit Ombudsman.
PLANS	MEDICAL to ensure adequate emergency first aid supplies are onboard, and portable medical lockers are fully stocked. Ensure immunizations are up to date.
PLANS	SUPPLY to identify sources of supply for truck rentals for possible needs.
OPS	Ensure Cots, MREs and water are available for unit personnel
PLANS	Confirm availability of dependent evacuation site at San Antonio and designate a unit Evacuation Site Coordinator.
SUP	Review plans to store hazardous materials, trailers, and boats.
SUP	Inspect buildings and surrounding areas for potential sources of danger.
SUP	Check condition and operation of emergency generators weekly. Fuel generators to capacity.
SUP	Determine storage plan for TEAM equipment. (Electronics/computers and communications equipment)
SUP	Check inventory of material necessary for emergency repairs/emergency response. Procure items as necessary.
SUP	Inspect the condition of all government vehicles. Ensure all vehicles are fueled to capacity after being used. At a minimum, ensure the proper working condition of windshield wipers and tires. Issue two cans of "fix-a-flat" aerosol sealant to all vehicles and three to any vehicle capable of pulling a trailer.
OPS	Maintain supply of flashlights, batteries, chemical lights, and line for tie-downs. Procure items as necessary.

OPS	Provide a Hurricane plan of action for weapons, including discussions on requirements for removal and storage.
PLANS	Draft and release MSST Galveston attainment message to: LANTAREA (Aofp) and CCGEIGHT //CC/IMT//. Info Sector Houston-Galveston.

Condition III

<i>Dept.</i>	Actions Required
XO	Ensure that all actions required by Condition Four have been completed.
OPS	Place assigned personnel in a two-hour recall status. Order Department Heads to account their teams in anticipation for evacuation. Outline duties and responsibilities. Brief personnel on recall procedures.
PLANS	Establish liaison with civil officials, and or DOD installation commanders for evacuation orders.
XO	Maintain close contact with D8 IMT, LANTAREA, Sector Houston-Galveston, and local officials.
XO	Advise personnel to begin preparations for possible evacuation of dependents. Coordinate liberty of non-essential personnel to take care of personal needs.
XO	Make necessary preparations for evacuation. Coordinate as necessary with other departments. Recall all military personnel to assist with storm preparations. (All divisions will assist)
PLANS	Notify D8 and LANTAREA, info Sector Houston-Galveston, by message when the unit has attained Condition Three.
PLANS	Monitor National Weather Service Advisories.
PLANS	Commence Weather updates to CO.
PLANS	Confirm evacuation intentions with LANTAREA and CGD8.

OPS/ PLANS	Review emergency Communications and Convoy Plans.
PLANS	ADMIN to prepare to evacuate all admin data (PDR's, Med records, and other files)
PLANS	MEDICAL to ensure Emergency Kits are readily available.
SUP	Inspect and Secure storage areas/sites or facilities.
OPS	Ensure computers, Laptops, Medical Emergency Kits, and an adequate supply of water and MREs are available for personnel transporting vehicles.
SUP	Commence building cleanups targeting possible missile hazards. Including filling orange traffic barriers with water.
OPS	Weapons – Generate watch schedule in case of power loss at unit, but no evacuation ordered.
OPS	Weapons – Make preparations for evacuation of unit weapons if so ordered.
PLANS	Draft and release MSST Galveston attainment message to: LANTAREA (Aofp) and CCGDEIGHT //CC/IMT/O/M/, Info Sector Houston-Galveston by message.
OPS	Review floor level items in building and warehouses and move to higher shelves as required and as space permits.
SUP	When ordered by the CO, pre-stage all unit assets to evacuation site as listed below. Ensure vehicle gas tanks are full, windshield wipers are operable, washer fluids are full and have adequate supply of emergency supplies such as flares, jumper cables, first aid kits, flashlights, etc. Movement of government vehicles and small boats will be coordinated with OPS and PLANS.

PLANS	<p>1. During Condition III, all unit assets will be moved to the following evacuation sites:</p> <ul style="list-style-type: none"> • Primary – 147th Fighter Wing, Ellington Field, POC: Command Post Officer (281) 929-2716. • Secondary – Naval Air Station Fort Worth, POC: Quarter Deck Watch (817) 782-7152. • Tertiary – Baton Rouge Fire Department, POC: Chief, Special Services (225) 354-1400. <p>A convoy plan must be submitted and provided to the XO by PLANS prior to the movement of <u>any</u> MSST Galveston assets to their designated Safe Haven. Note: Ellington Field will not be used for any Cat IV or Cat V hurricane.</p>
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Condition II

<i>Dept.</i>	Actions Required
<i>XO</i>	Ensure that all actions required by Condition Three have been completed.
PLANS	Recall essential personnel. If Condition II is set outside of work hours, institute unit phone tree to notify personnel
SUP	Ensure all non-essential vehicles are removed from unit compound.
PLANS	Monitor mandatory evacuation orders by civil officials and or DOD installation commanders. When order is given to evacuate, release a message to CGD8, copying LANTAREA for a Coast Guard issued evacuation order from the District Commander.
OOD	Complete all preparations for evacuation. Standby for order to evacuate.
PLANS	Monitor National Weather Service advisories.
PLANS	Ensure essential personnel have been briefed. If Condition II is set during working hours, personnel should be released as soon as possible in order for them to make any last minute preparations at home and return to the evacuation site.

OOD ITC Admin	Secure all Official Records and computers located at MSST Galveston building. Review floor level items in building and garages. Move to higher shelves as required and as space permits. Ensure backup tapes are removed from site during evacuation. Complete procedures for Secure Room evacuation
SUP	Determine if vehicles need to be moved. Ensure vehicle gas tanks are full, windshield wipers are operable, washer fluid is full and have an adequate, supply of emergency supplies such as flares, jumper cables, first aid kits, flashlights, etc. Movement of Government vehicles and small boats will be coordinated with Ops and Plans.
XO	Monitor National Weather Service Broadcasts. When ordered by the Commanding Officer, secure all buildings, doors and windows except those needed for pressure release.
PLANS	Draft and release MSST Galveston attainment message to: LANTAREA (Aofp) and CCGDEIGHT //CC/IMT/O/M/. Info: Sector Houston-Galveston by message.

Condition I

<i>Dept.</i>	Actions Required
CO	Order the evacuation of remaining personnel as directed.
PLANS	Ensure all actions required in Condition II have been completed.
PLANS	Monitor National Weather Service advisories.
XO	Ensure all government and private vehicles are removed from MSST Galveston building premises.
PLANS	Ensure CMCO has materials prepared for evacuation.
PLANS	Notify D8 by message, copying LANTAREA and Group Galveston when Team has attained Condition Two.
XO	Final preparations should be completed at this time. Communications should be established between the Command Staff and all supervisors. Any personnel that are onboard who need to secure their residences should be released at this time.
PLANS	Draft and release MSST Galveston attainment message to: LANTAREA (Aofp) and CCGDEIGHT //CC/IMT/O/M/, Info: Sector Houston-Galveston.

Post Hurricane Operations

<i>Dept.</i>	Actions Required
OPS	Survey facility grounds and building with EPO. Take necessary action to return unit to operational status. Ensure photos/video are taken of effected areas.
Dept Heads	Recall all hands when directed by the Commanding Officer. Re-constitution will take place at evacuation site within 24 hours. (i.e., Unit, Ellington Field, etc)
XO	Ensure Department heads report personnel availability and status at least once a day no later than 1100 hrs to the XO.
<i>CDO</i> PLANS	<p>If possible, within 12 hours of hurricane passage, send priority message to LANTAREA (Aofp) and CCGDEIGHT //CC/IMT/O/M/, Info Sector Houston-Galveston. Describe all damages to CG property and equipment, request for needed resources, status of people and readiness, and future plans. Report all requests for and action taken regarding disaster relief to LANTAREA.</p> <p>Coordinate with Civil authorities regarding damage assessments and safe return of personnel including dependants.</p>

Getting back on the Island post storm:

Only CG members (not dependents) can get back on the Island immediately after the storm (pending road conditions). In order to do this, you will need your military ID and a drivers license.

For road conditions, you may call Texas DOT at (713) 802-5000

EXPECT TO BE RECALLED IMMEDIATELY AFTER THE STORM!