

FAMILY EMERGENCY EVACUATION GUIDE

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Personnel-General

EMERGENCY EVACUATION INSTRUCTIONS

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DISCLAIMER: The spirit of the information contained in this guide is to enhance readiness and is to be used as a training and information aid. The information contained in this guide is subject to change without notice. Please address all questions for this guide to CNRJ Emergency Management Team, 243-4954, M-AT-CNRJ-EM@us.navy.mil

INTRODUCTION

This guide contains information and guidance for all U.S. Department of War (DoW) and U.S. DoW invited (SOFA) personnel and their family members living and working at Commander Navy Region Japan (CNRJ), Yokosuka. This guide describes responsibilities in preparation for and execution of a noncombatant evacuation (family members of uniformed personnel, civilian employees, and their family members). Evacuation for all eligible CNRJ personnel falls under the services provided by Commander, Fleet Activities Yokosuka (CFAY).

WHAT ARE THE TYPES OF EVACUATIONS?

Evacuations are the relocation of eligible personnel from a dangerous area to a safe haven. There are two types of government-approved and officially funded evacuations for DoW personnel and their families from a foreign country: “authorized” (also sometimes referred to as “voluntary departure”); and, “ordered” (also referred to as “mandatory departure”). The two types of evacuations may be carried with or without U.S. military assistance. Only the Department of State (DoS) may declare an ordered or authorized departure. DoW and DoS agree to share responsibility in specific situations or locations. Noncombatant evacuation operations (NEO) are a type of ordered departure, which, according to the DoS, are evacuations carried out with the assistance of the DoW.

An authorized (voluntary) departure involves the evacuation of specified employees, dependents, or both. These evacuations are on a permissive (not mandated) basis, allowing eligible personnel to leave post in advance of normal rotation when national interests or imminent threat to life require it. This may include movement of command-sponsored military dependents, nonessential DoW civilian employees and their families, families of essential DoW civilian employees, and other designated DoW support staff and faculty to an announced safe haven at government expense, with return also at government expense. These government authorized expenses do not apply to local U.S. citizens who do not have service agreements for return transportation to the United States at government expense.

An ordered departure is the mandatory evacuation of some or all categories of personnel and dependents to designated safe havens as directed by DOS, with implementation of the theater evacuation plan. Most authorized and ordered departures do not require DoW military support. However, when such support is required, the departure/evacuation may be referred to as a NEO. As with voluntary departures, ordered departures are generally conducted at government expense.

In the absence of official U.S. government approved departures, individuals may choose to attempt to depart the foreign country at their own risk and cost. Such departure may occur when conditions in a country are becoming unstable, but the U.S. Government has not yet declared an official emergency. DoS may or may not have issued a travel advisory or travel warning at this stage. Such departure is subject to any military and DoW civilian component employment conditions and administrative requirements. The U.S. Embassy in Tokyo has overall responsibility for safeguarding and protecting U.S. citizens and their dependents in Japan. The

objective of voluntary and ordered departures is to remove eligible personnel from danger quickly and effectively.

WHO IS ELIGIBLE TO EVACUATE?

U.S. DoW military and civilian employee family members, non-emergency essential U.S. civilian employees, DoW support personnel (e.g. Department of War Education Activity (DOWEA) workers) and DoW invited contractors and their families may be eligible for evacuation and can be ordered to depart Japan. All DoW affiliated evacuees must register for the possibility of an ordered evacuation with their command Emergency Evacuation Program (EEP) warden. Both command sponsored and non-command sponsored families are eligible for evacuation assistance from Japan when identified for evacuation. Non-command sponsored families are not eligible for the same evacuation entitlements as command sponsored families upon return to the United States.

WHAT HAPPENS DURING AN ORDERED EVACUATION?

There are five stages to evacuation. The first stage is the **alert**, during which evacuees are notified of an evacuation order and evacuation instructions are disseminated. During the second stage, **assembly**, eligible evacuees assemble at one of the designated Emergency Evacuation Centers (EEC) (appendices A and B). Evacuees are then moved to locations of relative safety or to ports of embarkation (POE) in the third stage, **relocation**. The fourth stage, **departing**, involves evacuees leaving Japan by plane or ship. **Repatriation**, the fifth stage of the evacuation, is the return of US evacuees to the Continental United States (CONUS). A short stay at an intermediate location may be required before evacuees arrive at a Port of Debarkation (POD) in the U.S.

ALERT. Once the decision to prepare for or to conduct an evacuation has been made, evacuation instructions are disseminated via sponsors, EEP wardens, and AFN. These instructions will include when to report to an EEC. Evacuees in some areas may be instructed to remain at their residence for a period before reporting to an EEC in order to minimize risk or to allow the forces supporting the evacuation to control the flow of evacuees.

ASSEMBLY. When assembly instructions are broadcast over AFN, or if contacted by an EEP warden, you should:

- Report to the nearest EEC when told to do so.
- Bring your Emergency Evacuation Kit.
- Be prepared to depart immediately or remain at the EEC until it is safe to continue the evacuation process.

It is your responsibility to get you and your family members to the EEC. You may have to walk, depending upon the situation.

The Commanding Officer (CO) may provide an Assembly Site and transportation to another EEC elsewhere, if necessary. You may spend an hour or even days at an EEC.

Once at an Emergency Evacuation Center, you can expect to:

- Go through a security screening
- Receive a briefing on the current situation and site procedures
- Be screened for eligibility
- Register for accountability using the NEO Tracking System (NTS)
- Turn in the keys for your quarters and POVs
- Await transportation
- Be manifested and board relocation transportation

RELOCATION. Relocation from an EEC to the point of embarkation during an ordered departure will be accomplished primarily with the use of military and chartered buses and trains. U.S. military forces may provide limited feeding, sleeping, and medical services, but conditions will be austere and services extremely limited. Expect to rely on the emergency supplies in your Emergency Evacuation Kit and accept inconvenience and discomfort in return for safe relocation and evacuation.

Relocation may involve a short trip to a nearby base or a long trip, such as moving to Guam or Hawaii.

EVACUATION. If an evacuation is ordered, you will move, either by air or sea to the U.S., either directly or via an intermediate safe haven location. If someone in your party is not DoW affiliated, but they are US citizens, they will be asked to sign a standard State Department form which acts as a promissory note to repay the U.S. Government for the cost of transportation and assistance provided during an evacuation. The government of most safe haven countries will probably require your rapid onward movement. Your stay in the safe haven country could be extremely short, even to the point of never leaving the aircraft. Do not plan on extended stops of more than a few days or setting up residence in any intermediate safe haven.

REPATRIATION. This is the procedure whereby American citizens are officially processed back into the United States subsequent to their evacuation from overseas. U.S. DoW noncombatants will be provided various services to ensure their well-being and transportation to their final destination. Designated Repatriation Sites have been established to help process and move you and your family members to your final destination as expeditiously as possible.

Eligible evacuees will receive temporary housing if required, and financial entitlements. Upon arrival of evacuees at their final destination, the nearest military installation in the local area will be designated as their sponsor installation. The sponsoring installation will assist the family, regardless of Service affiliation, with any problems or needs that may arise, such as family support, return transportation requirements, household good claims, etc. The sponsoring installation will also provide assistance to families affected by stop movement orders.

YOUR ROLE AS AN EVACUEE

Sponsors and their dependents are responsible for taking an active role in preparation for an evacuation. Under the worst-case scenario of armed conflict, both warning and preparation time may only be a matter of hours.

With your commitment to prepare and maintain your readiness for an emergency evacuation, you will be better informed and able to move more quickly. Preparation translates to reducing risk to you and your family.

The military and the U.S. Embassy will work to notify you through your EEP warden network and move you safely and quickly away from danger once you report to an EEC. They will also meet your basic needs: food, shelter, transportation, and security. Keeping you safe and alive is the purpose of an emergency evacuation.

YOUR RESPONSIBILITIES

- **REGISTER WITH YOUR EEP WARDEN W/IN 60 DAYS OF ARRIVAL.**
- **PREPARE AND MAINTAIN YOUR EVACUATION KIT AND EEP PACKET.**
- **KNOW WHERE EMERGENCY EVACUATION CENTERS (EECs) ARE LOCATED AND HOW TO GET THERE.**
- **PARTICIPATE IN EMERGENCY EVACUATION EXERCISES.**
- **LET YOUR EEP WARDEN KNOW WHEN YOUR REGISTRATION INFORMATION CHANGES.**
- **BE PREPARED TO EXECUTE AN ORDERED EVACUATION AT ANY TIME.**
- **ENSURE YOUR COMMAND AND NFAAS HAS YOUR CORRECT ADDRESS, EMAIL ADDRESS, AND PHONE NUMBER AT ALL TIMES.**

PREPARING FOR AN EMERGENCY EVACUATION

It is the sponsor's responsibility to ensure his/her dependents are prepared for an emergency evacuation. Your EEP warden is your commander's representative to assist you in this preparation. Your sponsoring organization's commander should brief you on evacuations and assign an EEP warden within 30 days of your arrival in Japan.

REGISTRATION. All DoW personnel and their dependents must register with their EEP warden in order to ensure accountability of eligible personnel and their whereabouts. EEP wardens are required to maintain and report this registration data to the CO.

Registration is accomplished by filling out a USF Form 178-R EEP packet and providing it to your EEP warden. After initial registration, sponsors must advise their unit EEP warden of changes in local addresses or dependent information.

PREPARATION OF THE EMERGENCY EVACUATION KIT

The sponsor and family member must prepare Emergency Evacuation Kit, which includes the original copy of your EEP/NEO packet and important personal documents, and emergency supplies. EEP wardens are required to inspect your EEP packets twice a year to ensure you have completed all required forms and all changes are made. Guidelines for Emergency Evacuation Kits are provided in Appendix D.

IDENTIFY EEC LOCATION AND ROUTES

You must acquaint yourself and your family members with the location of the possible Emergency Evacuation Centers. The primary and alternate routes to the EEC from your residence and the means of getting there from your residence (for example: walking, automobile, or public transportation) should be discussed and rehearsed. If you plan on driving to your EEC site, ask your EEP warden what the parking plan is for that site. Location information for EECs will be provided once the order is given.

PARTICIPATE IN EXERCISES

All DoW affiliated personnel are required to participate in all exercises, which are held at least annually, in order to rehearse evacuation procedures and to train personnel who support the execution of the emergency evacuation plan.

KEEP YOUR EEP WARDEN INFORMED OF CHANGES. Keep your EEP warden informed of any and all changes that affect your registration data. This includes informing your EEP warden when you or any member of your family is in the hospital or out of the country on vacation, the arrival of a new family member, or when you PCS from Japan.

BE PREPARED TO EXECUTE AT ANY TIME. Your readiness to evacuate will ensure that you are able to move quickly on short notice and evacuate at the lowest possible risk for you and your family.

SOURCES OF INFORMATION FOR AN EMERGENCY EVACUATION

The primary source information for DoW personnel and dependents for evacuation will be through their sponsor, EEP warden, and American Forces Network (AFN) radio/ television.

During emergencies, AFN radio and television will often be your best and most current sources of information. You should have a battery-operated portable radio as part of your Emergency Evacuation Kit. Keep it with you during an emergency and keep extra batteries readily available. Ensure you are properly enrolled in the Mass Warning Notification Systems (MNWS). CFAY uses other forms of mass warning such as Giant Voice, CFAY Facebook page, AtHOC, and Computer Desktop Notification System (CDNS).

During an emergency, your EEP warden will attempt to contact you to provide evacuation instructions. Your EEP warden may contact you by telephone or, if necessary, visit your residence, so keeping contact information up to date is essential.

The U.S. Embassy and other organizations have established warden systems to advise other US citizens in Japan.

DEPARTURES PRIOR TO AN EVACUATION

In response to specific threats, the U.S. Embassy may issue a travel warning and recommend that US citizens limit travel to Japan. A travel warning does not constitute an evacuation order. However, dependents may depart at their own expense at any time. Further, in the event of an official authorized departure, eligible personnel may depart if they choose to do so.

Upon either request of a DoW sponsor or command initiation, an early return of dependents (ERD) may be authorized for dependents of DoW personnel. A request for ERD is submitted to Navy Personnel Command for approval, via the sponsor's CO, in accordance with the procedures of MILPERSMAN 1300-306. As an ERD is essentially an early PCS, a return to Japan may not be authorized. Further, an ERD is NOT a unique or separate authority for evacuations; rather, an ERD is only available as a method of evacuation in the event of an authorized or ordered departure. For other grounds for early return see MILPERSMAN 1300-306.

Keep your EEP warden informed of any self-funded or authorized/voluntary departures, to ensure the warden can account for all families.

If outside Japan for any reason when an evacuation is ordered contact your sponsoring service at the phone numbers provided in Annex D in order to report your status and location and to be able to take advantage of evacuation related entitlements. Families should consider making a copy of their EEP packet and taking it with them during extended absences from Japan. Remember, your EEP packet will contain the important documentation you will need for making personal property claims and help you in re-establishing your household in the U.S., should there be an evacuation.

ACTIONS DURING AN EMERGENCY

When emergencies arise, remember to:

- **DISREGARD RUMORS**
- **STAY PUT AND LISTEN TO AFN AND MWNS FOR INSTRUCTIONS**
- **OBEY INSTRUCTIONS FROM EEP PERSONNEL**
- **BE PREPARED TO REACT QUICKLY**
- **REMAIN CALM AND FLEXIBLE**

If a crisis suddenly occurs, evacuees should stay indoors and monitor AFN radio and TV. In extreme situations, evacuation via routine commercial transportation may not be possible due to high demand. The American Embassy may take measures to assist American citizens in departing the country prior to an evacuation.

EVACUATION PRIORITIES

Military authorities will organize movement of those evacuees that report to the EEC for registration and prepare them for movement, per their category. Movement categories will include pregnant women, the aged and infirm, families with children, and adults 18 years or older. Every effort will be made to keep families together.

DoW affiliated evacuees have the same priority for evacuation as all private US citizens. Evacuees will generally be moved as soon as transportation is available. Evacuees who are ready to evacuate on short notice and move quickly when instructed will likely face lower risk and be evacuated sooner than those who are unprepared.

CHILDREN IN SCHOOL

DOWEA Schools may be directed to cease operations during a crisis. While unlikely, evacuation could be ordered while children are in school. Each school will activate their local procedures for releasing students.

Parents should be aware of these plans before an emergency occurs. As a general rule, teachers and administrators will stay with the students until they are released to their parents or responsible designated guardian. In all cases, schools will work closely with the local U.S. military authorities to adequately plan for and implement an emergency evacuation.

MEDICAL CONDITIONS, ILLNESS, & INJURIES

As part of processing at an EEC, evacuees will be screened for medical emergencies and problems that may prevent them from safely traveling in the conveyances available for relocation or evacuation. In the interest of conducting processing rapidly and minimizing unnecessary workload on available medical personnel, this limited screening may be done by exception at the EEC. If you have no medical problems, you may not be screened. If you think you need to be screened, stop at the medical station to talk to

medical personnel.

When processing at the EEC, ensure you visit the medical station if any of the following applies to you:

- Pregnant greater than 32 weeks or having complications
- Surgery within past 7 days
- Currently under doctor's care or recently hospitalized
- Feel too sick to continue
- Unable to walk without assistance
- Need assistance in activities of daily living
- Out of critical prescription medication

After assessing your situation, medical personnel at the site may recommend evacuation through aeromedical channels, or routine evacuation based on your condition.

If you routinely require medication, ensure you maintain a 30-day supply as part of your Emergency Evacuation Kit. See your health care provider if you have any trouble obtaining the required 30-day supply for your Emergency Evacuation Kit.

Only limited emergency care will be available at EECs. Evacuees requiring urgent care will be medically evacuated to medical facilities.

EMERGENCY EVACUATION KIT

You should be able to carry your own kit.

Appendix D contains a list of required and recommended items that should be maintained in your Emergency Evacuation Kit (usually a backpack). The contents of the kit include important documents (the EEP packet), personal papers, bank records, valuables, critical medication, etc. to support your evacuation and help you subsist for at least three days.

Other personal luggage can weigh no more than 66 pounds per individual. The weight limit requirement for the baggage is required to ensure all noncombatants can be loaded onto aircraft under emergency conditions. The best rule to judge this is "Only bring what you or your family members can carry or pull comfortably". Remember, in some cases you may only make it back to the CONUS Repatriation Site with your backpack or briefcase.

Baggage in excess of your total 66 pounds may be separated from evacuees at the EEC and be treated as other personal property left behind during an evacuation. Excess baggage will only be shipped when time, and personnel and resources permit.

PETS

Although U.S. Government policy does not require pets to be evacuated, in practice the U.S. has supported evacuation of pets in all recent evacuations. USFJ will make reasonable efforts to evacuate pets of DoW affiliated personnel. All evacuees must realize that the **evacuation of people will always take priority over pets** and that pets are likely to be separated from their families at Emergency Evacuation Centers during an evacuation. In the event pets are eligible for evacuation, current policy allows for two pets per family to be evacuated; **1 cat and 1 dog, OR 2 cats, OR 2 dogs. No other animals will be considered for evacuation.**

In the event of official movement to a safe haven via an authorized or ordered departure from a foreign location to a safe haven, when circumstances allow, transportation and quarantine is authorized for up to two household pets for DoW civilians and dependents. If pets are transported at personal expense of a DoW dependent or civilian employee, the expenses may be reimbursed up to the constructed cost to the Government for transporting the pets from the foreign PDS to the safe haven and return (see JTR par. 060204 and DSSR, Sec 631).

Families desiring to evacuate their pets must bring the following to the EEC:

- Pet containers. Separate pet containers are required for each animal except those with nursing litters. Containers must be airline-approved crates and large enough for the animal to stand up, lie down and turn around. Bedding (towels, blankets) may be included to provide cushion and warmth. Crates with water bowls are preferred.
- Documents. Health certificates and vaccination certificates should be attached in a waterproof pouch or bag to the outside of the crate, not inside. Written medication instructions and special care requirements should be given to personnel at the assembly point and sufficient medications to cover the duration of the evacuation process should accompany the pet. Airlines generally require health certificates signed by a veterinarian within 10 days of the flight. Most states require a rabies vaccination less than one year old. Consult with the local veterinarian for other recommended vaccinations. Heartworm prevention is recommended for dogs entering many areas of the U.S.; testing and medication should start before the evacuation.
- Pet food. A three-day supply of pet food is required to ensure the animal can be fed. Pet food items manufactured outside the United States often cannot be imported into the U.S., so do not ship items such as rawhide chew toys with the pet.
- All pet carriers, cages or crates must meet airline requirements. Families should check to see if special permits are required for importation into the U.S. or if it is illegal to import the animal. Include a copy of the permit, when applicable, in the special waterproof pouch or bag on the outside of the cage. The family should also verify any necessary quarantine requirements in advance. The family will supply a **leash** and special foods needed for these pets to cover the duration of the evacuation process.

PERSONAL PROPERTY

A short notice evacuation will result in almost all personal property being left behind in Japan. In some evacuation scenarios, the only personal property that will accompany noncombatants evacuees is what they have on their person and in their Emergency Evacuation Kit. In the event that recovery of personal property left behind is not possible, DoW affiliated evacuees should ensure that they can support a claim to recover the value of the lost property. Proof of ownership and proof of value are required by the U.S. Government and insurance companies. Documents supporting possible claims must be included in your EEP packet. Non-command sponsored family members are not eligible for reimbursement from the government for property left in Japan.

During an evacuation, personal property will remain in your on/off base quarters, until it is determined that space, time and personnel are available to support shipment. Shipping documents, receipts, a photo inventory of your personal property, and serial numbers and models of all expensive items are recommended to be part of your EEP packet. This documentation will be your evidence when required to justify a claim for loss or damages.

To help support the eventual recovery of your property, you will be asked to turn in the keys for your on or off base quarters, as well as the keys to your vehicle as you register at the EEC. Turning in Government quarters keys will also permit the military authorities to use your quarters for military purposes as required, to include supporting the evacuation or future military operations. In the event the situation improves, your vehicle and personal property may be shipped if space, time and personnel are available.

PRIVATELY OWNED VEHICLES

Documentation to prove ownership and value of your POV, such as title, registration, bill of sale, and shipping documents, should be part of your EEP packet to support claims. You may be required to abandon your car. During a crisis, the host nation government and military authorities can be expected to strictly control highway access in order to reduce congestion. Do not expect to be able to drive your family in your vehicle unescorted on the highways during times of crisis. It is unlikely that you will be able to drive to a port of embarkation during an evacuation outside a military convoy. Use of POVs to form a military-escorted evacuation convoy is possible but unlikely.

NEO TRACKING SYSTEM (NTS)

USFJ utilizes an automation system called the NEO Tracking System (NTS) to establish and maintain by-name accountability of noncombatants during an evacuation. Evacuees are required to bring military identification cards and no-fee passports with them to the registration station of the EEC. Copies of these documents are not acceptable. After the evacuees are screened for eligibility, NTS operators will use these documents to build the NEO tracking database. The NTS records information from these documents to identify the evacuee. If required, this

identification data and additional personal data can be entered manually by the NTS operator.

Evacuees are then issued a durable, plastic bracelet with a laser-readable barcode printed on it. This bracelet is fastened around the wrist to identify that individual quickly during the evacuation.

Evacuees must ensure this bracelet remains on the individual to whom it is assigned. Mutilation or defacing of the bracelet will degrade its readability and can significantly slow the evacuation of the individual. Care should be taken to prevent children from defacing their bracelets.

The NTS bracelet is scanned by a hand-held scanner whenever moving to another site during the evacuation. This helps maintain strict accountability and preparation of transportation manifests. As an evacuee you may be assigned the responsibility of carrying the passenger manifest for your vehicle or aircraft to your next destination.

When pet evacuation is supported, information on the pet and pet owner is entered into the NEO tracking system. NTS bracelets are issued for pets and are fastened to the pet container to ensure pets are accounted for throughout the evacuation.

DoW and USFJ will have access to NTS data which will allow them to track family member evacuation. Commanders will use this information to inform their personnel of the evacuation status of their families.

VOLUNTEERS

Evacuees may be required to wait at an EEC or Relocation Center for several days while waiting for evacuation transportation. Military personnel to support these sites may be limited. The assistance of evacuees who possess certain skills may be needed during these situations. Interested people should notify their EEP warden and complete the volunteer portion of the evacuee registration form in your EEP packet to identify their skills and interest. You will not be delayed in your evacuation process because you have chosen to volunteer your service. Individuals wishing to volunteer at the EEC or a Relocation Center should notify the military authorities at those sites after they arrive.

Family Support groups can and should form a "Buddy System" to assist one another. If you require assistance to move your family and Emergency Evacuation Kit, ensure you inform military authorities at the EEC of who your buddy is to ensure they continue to move with your family. Volunteers to assist families with small children may be solicited at EECs, as required.

WHAT TO DO IF NOT IN JAPAN WHEN AN EVACUATION IS ORDERED

DoW-affiliated families who are outside of Japan when an evacuation is ordered or who depart on their own on commercial transportation rather than as part of a military assisted evacuation, must contact their representative Service/Agency or the Joint Reception Coordination Center (JRCC) at the appropriate toll-free number

listed in Appendix E for assistance in obtaining entitlements and family support.

If an evacuation is ordered, expect a stop-movement order to be issued that prevents DoW families enroute to Japan from traveling to Japan. These families will be directed to contact their Service/DoW Agency representative by calling the Joint Reception Coordination Center (JRCC) in the Pentagon at 1-888-825-4880 for initial assistance and instructions.

The JRCC will coordinate initial processing (orders and financial assistance) through the designated Service Family Centers listed in Appendix E. These support centers will refer the family to a local Family Center for further assistance.

APPENDICES

- A. List of Possible Shelters, EEC, EFAC, and Assembly Points (fillable)
- B. Sample Emergency Evacuation Center Floor Plan
- C. Sample Evacuation Categories
- D. Emergency Evacuation Kit Contents
- E. Evacuation Related Service POC phone numbers in CONUS
- F. Terms and Definitions

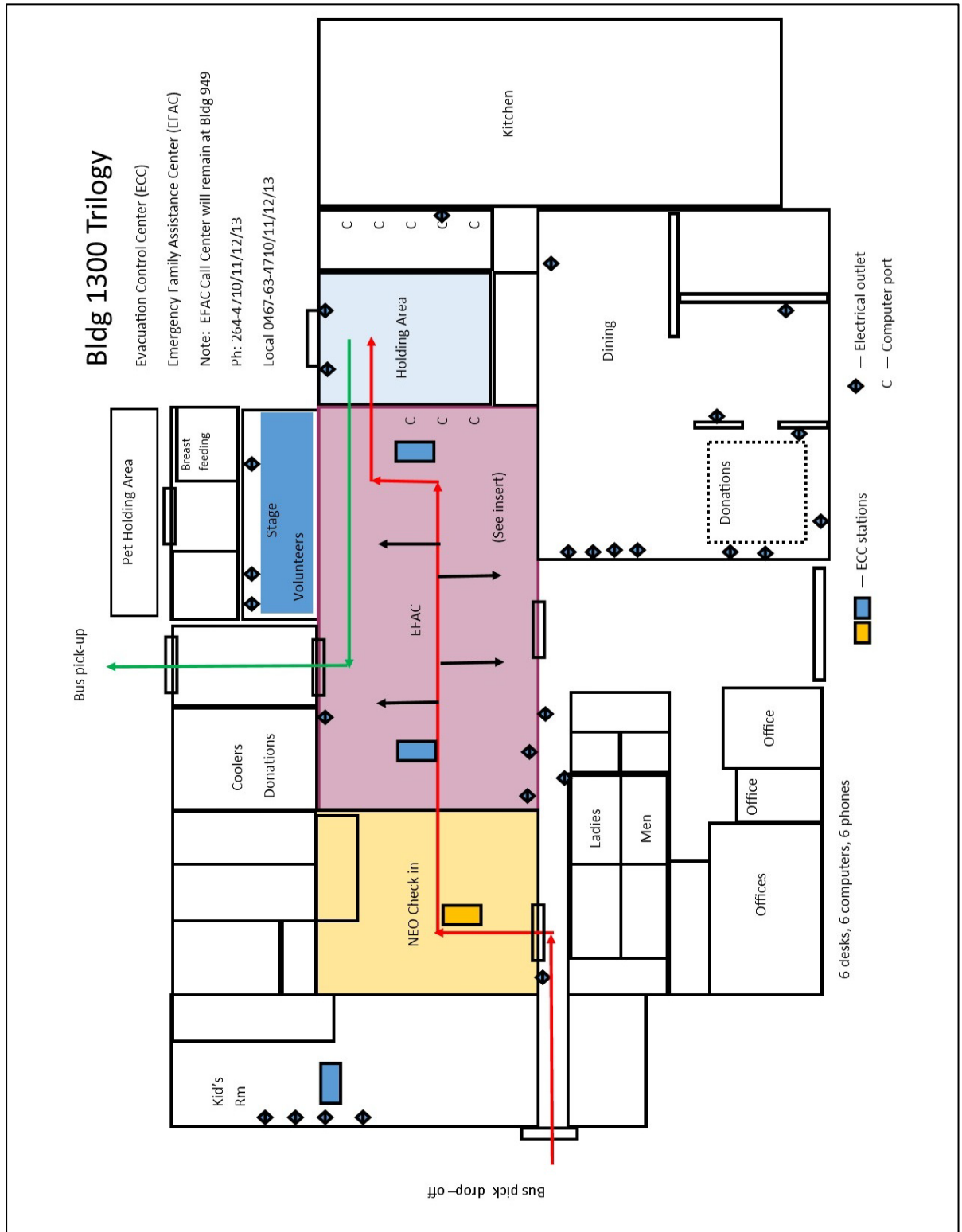
APPENDIX A

LIST OF POSSIBLE EVACUATION ASSEMBLY POINTS/EECs

<u>Bldg. No.</u>	<u>Common name</u>	<u>Possible uses</u> (EEC, Assembly Point, EFAC)

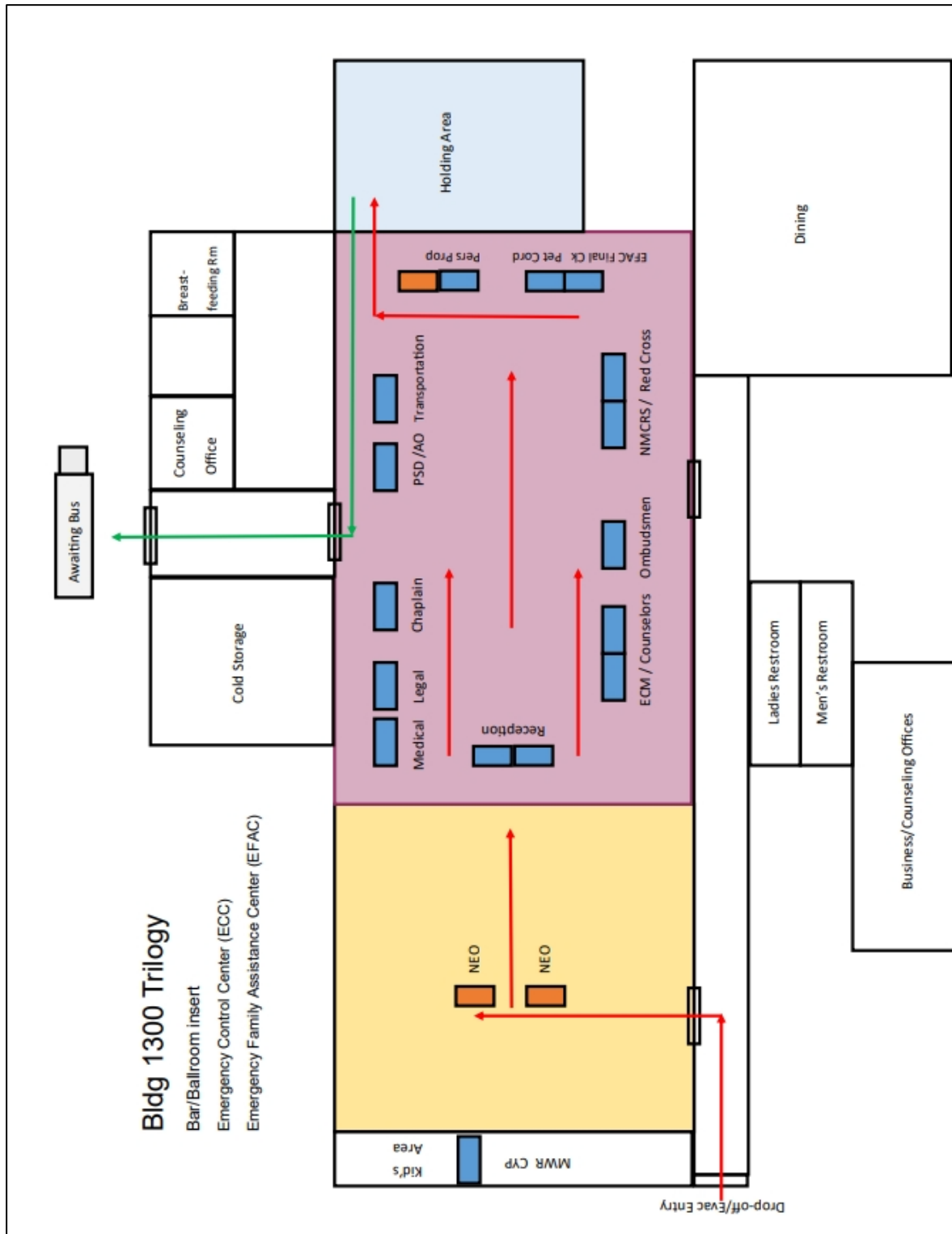
APPENDIX B

SAMPLE EMERGENCY EVACUATION CENTER FLOOR PLAN



APPENDIX B-1

SAMPLE EMERGENCY EVACUATION CENTER FLOOR PLAN w/ EFAC inset



APPENDIX C

SAMPLE EVACUATION CATEGORIES

Category A – EFMP/Pregnant

Category B – Families with Pets/Children 4 y.o. or under

Category C – Families with children 5 y.o. and older

Category D – Families with no pets or children

Category E – Military approved to evacuate

APPENDIX D

EMERGENCY EVACUATION KIT

C-1. DOCUMENTATION.

a. Identification Documents: To be accepted for relocation and evacuation, evacuees must present proof of citizenship, resident status, or ties to the U.S. For other countries authorized (by DoS) to be evacuated under the U.S. plan, they must show a clear tie to the country. Any of the following is sufficient:

- (1) Passports. (Preferred for non-military or U.S. Government civilians (i.e., family members visiting US DoW noncombatants from the US); the most effective document to clear safe haven countries for onward movement to the U.S. or other destination countries)
- (2) Military or U.S. Government identification (ID) cards. (Preferred for all U.S., DoW, or Government family members)
- (3) Birth/Adoption Certificates. (Required for newborns or newly adopted children when parents have not received the new child's passport)
- (4) Marriage Licenses. (Only required for newlyweds that have not received the new spouses military ID or passport)
- (5) Certificate of Naturalization. (Proof of US citizenship document)
- (6) Alien Registration Card (Form I-151 or I-551) (green cards) (Permanent resident of the US)
- (7) Copies of PCS orders/Letter of Employment that validate authorization for the sponsor and his/her family to be in the endangered country. For military service members, these orders will validate command sponsorship; for DoW civilians, orders will validate a return transportation agreement. These orders will ensure families who are authorized to be in the endangered country receive proper travel and safe haven entitlements.

b. EEP Packet: The following ensure DoW families receive proper safe haven entitlements and process through the repatriation center expeditiously.

- (1) School records, transcripts, test scores for children and adult students.
- (2) DD Form 1337 (Authorization for Emergency Pay and Allowances) for families of military personnel or DD Form 2461 (Authorization for Emergency Advance & Allotment Payment for DoW Civilian Employees) for DoW civilian personnel and their family members. This form is not required for Command Sponsored family members. Non-command sponsored family members are encouraged to have this form completed.

- (3) Personal Property Records and DD Form 1701 (Inventory of Household Goods) or other inventory of household goods. Documentation is necessary to prove ownership and validate claims should property be destroyed.
- (4) JSF Form 199-R (Household/Vehicle Key Turn-In Register).
- (5) Power of Attorney from sponsor. (This will be required to sign legal documents such as filing of claims, buying a car, and selling a house...)
- (6) Immunization (shot) records, copies of important medical and dental records, medical insurance card/policy information, prescriptions and 30-day supply of medication as necessary.
- (7) DD Form 2258 (Temporary Mail Disposition Instructions Card).
- (8) Wills and any life insurance policy information.
- (9) Financial records (credit cards, checkbooks, bank statements, tax records, keys to safe deposit box, current bills, etc.).
- (10) Important government phone numbers that may be needed.
- (11) Copy of vehicle registration/title, U.S. driver's license, automobile insurance policy information.
- (12) Duplicate address book.
- (13) USFJ Form 197-R (Evacuee Preparedness Checklist).
- (14) USFJ Form 178-R (Noncombatant Evacuation Operations (NEO) Data Card which will be locally reproduced, 2 copies.
- (15) DD Form 2585 (Repatriation Processing Form Instructions).
- (16) Employment papers (SF 171/OF 612 or resume and latest SF50/Personnel Action for government employees).

c. Dual/sole military parents, and dual/sole Emergency Essential Civilian parents, are required by regulation to have powers of attorney and Family Care Plans for other adult evacuees to serve as NEO "Loco Parentis" to transport dependents under the age of 18 to the U.S. and either provide permanent care for them or release them to other family members. These powers of attorney, while not required to permit evacuation, should be among those important documents evacuees bring with them when reporting for relocation or evacuation. It must be clearly understood that military members must make their own arrangements to care for their dependents all the way through the evacuation process. In addition, single parent or dual-military parent families must have DD Form 357 (**Dependent Care**

Certification).

C-2. MONEY. For emergency use, \$100 in cash and 10,000 in Yen, in small denominations, is recommended to defray costs of travel and subsistence on the economy, if required. Do not carry large amounts of cash.

C-3. Emergency Supplies: It is important to remember that conditions will be austere and services extremely limited and you must rely on the supplies you have brought with you. Keeping in mind you may have to go up and down steps. You will only be allowed 66 pounds of luggage per person (luggage is what is stored under the aircraft). The best rule to go by is to only bring what you or your family members can carry or pull comfortably.

a. Three-day supply:

- (1) 3-day supply of lightweight, high energy, packaged, ready-to-eat foods (due to weight, canned foods are not recommended).
- (2) 3-day supply of baby food/formula, ready mixed (when appropriate).
- (3) Toiletry items (toilet paper, soap, handy-wipes, toothbrush, toothpaste, etc.).
- (4) Baby toiletries (if appropriate).
- (5) 3-day supply of seasonal clothing and undergarments.
- (6) 30-day supply of any critical medication required to control serious medical conditions.
- (7) Pet carrier and three-day supply of pet food (if required).
- (8) Bottled water (minimum of 1 liter per person, which can be refilled at the EEC or Relocation Centers).
- (9) 1 working uniform, if appropriate.

b. Desirable Emergency Supplies. As a general rule, bring lightweight, easily disposable items, such as:

- | | | |
|-------------------------------|--|----------------|
| (1) A backpack | (5) Baby items | (9) Can opener |
| (2) Sleeping bag and mattress | (6) First Aid Kit | |
| (3) Feminine hygiene products | (7) Flashlight and extra batteries | |
| (4) Extra clothing | (8) Small portable radio and extra batteries | |

APPENDIX E

EVACUATION RELATED SERVICE POINTS OF CONTACT PHONE NUMBERS IN THE CONTINENTAL UNITED STATES

COMMAND	ADDRESS	PHONE NUMBERS
JOINT RECEPTION COORDINATION CENTER	DAPE-JRCC, 300 ARMY PENTAGON Washington, DC 20310-0300	888-825-4880 703-697-2186 DSN: 227-2186
NAVY: COMMANDER, NAVY PERSONNEL COMMAND	PERS-660 Building 768 NSA Millington, TN 38055-6600	888-227-3832 901-874-4329 DSN: 882-4329
DFAS	https://www.dfas.mil/	888-332-7411 800-321-1080
NFAAS	https://navyfamily.navy.mil/	877-414-5358
NMCRS	https://www.nmcrs.org/	800-654-8364
AMERICAN RED CROSS	https://www.americanredcross.org/	877-272-7337

APPENDIX F

TERMS AND DEFINITIONS

Assembly Site - A marshalling site at a USFJ installation without an Emergency Evacuation Center (EEC) for noncombatants who do not have transportation or who cannot get to an EEC. The local commander collects noncombatants at assembly sites and transports them to the nearest EEC.

Authorized Departure. Departure of eligible DoW civilians, or dependents, or both, on a voluntary basis, to leave post in advance of normal rotation when national interests or imminent threat to life require it, sometimes referred to as a “voluntary departure.” It may include movement of command-sponsored military dependents, nonessential DoW civilian employees and their families, families of essential DoW civilian employees, and other designated DoW support staff and faculty to an announced safe haven at government expense, with return also at government expense.

Dependents. Family members of household, as defined in Joint Federal Travel Regulation (JFTR), Volumes 1 and Joint Travel Regulations Volume 2 for military and civilian sponsors.

Designated Alien - A non-US citizen designated by American Embassy as being eligible for evacuation assistance.

Emergency Evacuation Center (EEC). Location designated by military or civilian authorities where evacuees go when direct to report to await transportation to a relocation or evacuation site. (The first step in any ordered evacuation process.)

Emergency Family Assistance Center (EFAC). A centralized location for personnel to get assistance with matters that prevent their immediate evacuation and transition to a safe haven.

Emergency Evacuation Kit. A set of pre-identified items set packed and set aside to assist evacuees in their processing through the evacuation flow, aid their departure from Japan, and assist in their transition to residence elsewhere.

Emergency Evacuation Program (EEP) packet – Checklists, USFJ/DD Forms, and the envelope, binder, or folder containing the required and recommended documentation required to support the evacuation and repatriation processing.

EEP Warden. A military or civilian individual appointed to serve as the liaison between the noncombatant and a unit or organization. Serves as an initial point of contact for evacuees for emergency evacuation questions or concerns and is the individual designated to assure noncombatants are notified of reporting and assembly instructions.

Evacuation. The ordered or authorized departure of employees and/or their dependents from a foreign post due to hostilities, natural disasters, or other conditions that make it dangerous to remain at the post. Only DoS may declare an

ordered or authorized departure. DoW and DoS agree to share responsibility in specific situations or locations. If the DoS is not present in the affected area or cannot be contacted within a timely manner, then the Combatant Commander (CCDR), the senior commander in the country concerned, or the DoW Attaché is responsible for ordering or authorizing evacuation. Evacuation allowances can only be paid as of the date the evacuation is ordered/authorized by DoS. These allowances cannot be authorized retroactively.

Noncombatant Evacuation Operations (NEO). As used by DoS, an ordered departure from a threatened area abroad that is carried out with the assistance of DoW (as opposed to ordered departures that do not require DoW assistance but are carried out using commercial or chartered transportation). DoS may declare a NEO based on the nature of the threat or the lack of availability of alternative forms of transportation.

Ordered Departures. Mandatory departure of some or all categories of personnel and dependents to designated safe havens as directed by DoS, with implementation of the theater evacuation plan. A NEO is a subset of ordered departure that typically refers to a mandatory departure executed with DoW military assistance.

Port of Embarkation (POE). The point of departure from Japan (Yokota, Haneda, Narita, etc.)

Port of Debarkation (POD). The point of entry into the U.S. (Travis, SEATAC, etc.)

Relocation. Movement within Japan from a location of potential danger to one of safety.

Relocation Center. A location where evacuees will be moved, within Japan, under military control. Evacuation screening and, if time permits, support services will be provided at Relocation Centers. Relocation Centers are located near major ports of embarkation in Japan.

Repatriation. The procedure by which American citizens and their families are officially processed back to the United States subsequent to an evacuation. Evacuees are also provided with various services to ensure their well-being and onward movement to their final destination.

Safe haven. A location or place officially designated to which an employee and/or dependents will be ordered or authorized to depart. The safe haven may be at another foreign post or in the United States (U.S.). Safe havens are designated by the Secretary of State, in coordination with DoW, in advance of any possible or actual evacuation. Alternate safe havens may be authorized by the Secretary of State and through the Secretarial Process under individual circumstances.

U.S. Citizen Civilian Employee. A civilian employee of the Government of the United States who is a U.S. citizen with permanent residence in the U.S.

INTENTIONALLY LEFT BLANK FOR HAND-WRITTEN NOTES: