DEPARTMENT OF THE NAVY
COMMANDER
TRAINING AIR WING FIVE
7480 USS ENTERPRISE STREET SUITE 205
MILTON, FLORIDA 32570-6017

IN REPLY REFER TO
COMTRAWINGFIVEINST 5000.1F
N00
13 Aug 14

COMTRAWINGFIVE INSTRUCTION 5000.1E

From: Commander, Training Air Wing FIVE

Subj: EMERGENCY AND HURRICANE EVACUATION (HUREVAC) MUSTERING PROCEDURES

Encl: (1) Training Air Wing FIVE (TW-5) Navy Family Accountability and Assessment System (NFAAS) Login Instructions

1. Purpose. This instruction establishes emergency mustering procedures, evacuation sites, and requirements for all TW-5 staff personnel.

2. Cancellation. COMTRAWINGFIVEINST 5000.1E.

3. Discussion. To ensure accountability and make attainment reports for all personnel assigned to TW-5.

4. Muster Procedures. When a hurricane or a natural disaster of any kind is imminent, Naval Air Station Whiting Field sets COR IV (high winds expected within 72 hours).

a. The Departmental Phone Trees are the **primary means of mustering**. (A Departmental Phone Tree will be maintained and promulgated by the Admin Officer via email on a regular and recurring basis.)

b. All Hands shall muster with their Department Head daily by 0900 Central Time, to provide their current HUREVAC status.

c. Department Heads will muster All Hands (Contract personnel will muster with their Department Head and the Program Manager, who in turn will make report to the Contracting Officer), prior to the storm and immediately following the passage of the storm (in the local Pensacola area), or within 24 hours, depending on sustained damages.

d. The One Call Now Mass Notification System will be used to inform Wing FIVE personnel of any additional updates.

e. The TW-5 Facebook Page will also be used as a method of communication during emergencies.

f. In addition, all Navy and DoN civilian personnel are required to go to the Navy NFAAS website and muster (see enclosure 1).

g. When complete, notify your Department Head directly or chain of command. Department Heads will maintain (at muster site) an updated HUREVAC Family Plan of Action for each employee.

h. In the event the Commander Navy Region Southeast directs mandatory evacuation, primary concern should be securing in your safe haven and notifying your chain of command of your status. Travel and funding will be addressed upon return. Reimbursement will only be entitled if Commander Navy Region Southeast declares evacuation.

i. Immediately upon reaching your selected safe haven, but not later than 48 hours after arrival, muster with your Department Head (or chain of command) via whatever means is available (land line, cell phone, computer). Update your safe haven information on the NFAAS Website as soon as possible.

j. The following alternate command phone lines have been set up and will only be activated when COR IV is set. If you can not reach your chain of command for any reason, contact: (850) 449-2930 or (850) 449-3135. If you reach voice mail, please leave your name, location, E-Mail and primary/secondary phone numbers; and someone will attempt to contact you.

k. If you are unable to reach anyone in your chain of command, you are instructed to call the Navy Toll Free Help Line at **1-877-414-5358**.

l. **Department Heads shall report their muster report via phone to the Administrative Officer, who will collect and make a single report to the Chief Staff Officer.**

m. Squadron Commanding Officers, Executive Officers, or designated representatives shall contact the Commodore directly with their respective squadron muster reports.

n. The Commodore will report to CNATRA.

5. Web Site Information. The websites listed below are good sources for information before, during, and after a hurricane;

a. https://www.navyfamily.navy.mil - Pre/Post storm information, family needs, and muster website.

b. http://www.santarosa.fl.gov/emergency/index.html - Local county information.

c. http://www.public.navy.mil/bupers-npc/pages/default.aspx/ - Navy Personnel Command.

d. www.nws.noaa.gov/os/hurricane/index.shtml - ID hazards, disaster plan, what to put in a disaster supply kit.

f. www.ready.gov/hurricanes - Federal Emergency Management Association.

g. http://www.redcross.org/ - What the Red Cross can help you with in a disaster.

h. http://www.crownweather.com/ - Current storm tracking information.

i. https://www.facebook.com/TrainingAirWingFIVE

j. Twitter: @TRAININGWING5

6. Recovery Phase.

a. All Hands will continue the mustering process as described in paragraphs 4b and 4g above.

b. Once the base is surveyed and the Commanding Officer, Naval Air Station, Whiting Field gives the go ahead to return, personnel will be notified via their chain of command when to return to work. Information will also be promulgated via TV and/or radio, whenever available.

c. The Navy has established a toll free number **(1-877-414-5358)** for members (military, family members, and civilian) who become physically separated from their command or family. Personnel are advised to call this number for assistance if they are unable to make contact with anyone in their chain of command.

d. Department Heads will assess their personnel status and provide current information to the Administrative Officer who will make reports to the Navy Personnel Command via NFAAS. If an individual's status is anything other than "mustered, not injured," be prepared to provide as much detail as needed or known at the time.

e. Every effort will be made to get help to those that have been affected by the event. Be prepared and be safe.

J. J. FISHER

Distribution:
COMTRAWINGFIVEINST 5216.1T
List I(b), II, III(a,c)

Navy Family Accountability and Assessment System (NFAAS)
Login Instructions

In the event of an emergency or natural disaster Navy and DoN civilians will be required to access the NFAAS website and update all your information.

1. Go to any computer with internet access, login to the website: https://www.navyfamily.navy.mil

2. Click the button "For Navy Military, Civilians, OCONUS Contractors and their Families".

2. The login screen will come up. Click "Personal Information" radio button. Enter SSN, DOB and last name.

3. The site will open to the NFAAS "Home" tab. This tab has all the latest information on what is happening, frequently asked questions, IA information. Browse the information and also encourage your family to do the same.

4. Click on the "Update Info" tab at the top of the page.

5. There are four sections (all on the same page) here:

   Navy member info,
   Event Information,
   Location and Contact Information, and
   Additional family Members

6. Click the "Edit" button to update and/or populate any missing information in each individual section. When complete, click the "Save" button and Logout.

7. The "Assessment" tab is only available if a disaster happened in our area or an area where your family members reside. At which point, they would be able to go to this section to identify any special needs they require.

8. The "Reference Library" tab has a lot of information available, Phone Numbers, Fact Information, Resources, Downloads, etc.