



UNITED STATES MARINE CORPS
CAMPS FOSTER AND LESTER
MARINE CORPS INSTALLATIONS PACIFIC-MARINE CORPS BASE CAMP BUTLER
UNIT 35002
FPO AP 96373-5002

CampO 3006.1A
CAMP
04 AUG 2020

CAMP ORDER 3006.1A

From: Camp Commander, Camps Foster and Lester, Marine Corps
Installations Pacific-Marine Corp Base Camp Butler
To: Distribution List

Subj: CAMP FOSTER TSUNAMI STANDARD OPERATING PROCEDURES

Ref: (a) National Incident Management System, Appendix B:
Incident Command System, Dec 08
(b) USFJ Instruction 32-2
(c) MCIPAC-MCBBO 3000.2
(d) CampO 3440.1 (Camp Foster Emergency Operations Center
Standard Operating Procedures)
(e) CampO 3440.2 (Camp Foster EOC Staffing and
Activation)
(f) USNAVHOSP OKINAWA INSTRUCTION 3445.1J
(g) Local Implementing Agreement for Humanitarian
Evacuation

Encl: (1) Okinawa Tsunami Threat Information
(2) Camp Foster Personnel and Equipment Evacuation Maps
(3) Camp Foster Command Notification Chart
(4) AtHoc Mass Notification System Registration
(5) Temporary Shelters

1. Situation

a. General. Per the references, this order outlines Camp Foster's phased approach to tsunami advisories, watches, warnings, or events.

b. Tsunamis Defined. Tsunamis (pronounced tsoo-na-mee), also known as seismic sea waves (mistakenly called "tidal waves"), are a series of enormous waves created by an underwater disturbance such as an earthquake, landslide, volcanic eruption, or meteorite. Tsunamis can occur thousands of miles from their origin and travel up to 430 mph. Wavelengths in deep water can exceed 125 miles with a wave height of only 1.5 feet, making tsunamis virtually unnoticeable to ships at sea. As tsunamis move towards shallow water, however, their speed slows, and they can grow to heights exceeding 98 feet. Large tsunamis are rare,

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but their destructive force can be catastrophic, particularly in populated low-coastal areas such as Camp Foster.

c. Tsunami Threats. Tsunamis pose the most destructive natural threat to Okinawa and is the greatest mass-notification challenge we face. Tsunamis are near impossible to predict and can strike with as little as 15 minutes lead time, depending on the point of origin depicted in enclosure (1). Okinawa's immediate point-of-origin threats are in the Ryukyu Trench and the Okinawa Trough and may leave only 15 minutes warning time. Other threats can originate most anywhere in the Pacific, with arrival times depending on estimates derivable from the Tsunami Time-Distance Map. Rapid mass-notification capabilities are key to avoiding mass casualties.

d. Tsunami Vulnerabilities. All personnel aboard Camp Foster are vulnerable to the potential effects of a tsunami, with those in the lower-lying areas being more at risk. In addition, any Camp Foster affiliated personnel may become vulnerable depending on where on Okinawa they happen to be at the time of a tsunami threat. Enclosure (1) also identifies vulnerable areas throughout Okinawa (based on projected wave heights) and should be used by leaders at all levels to educate personnel on the Okinawa-wide tsunami threat and encourage personnel to understand the vulnerabilities regardless of where they may be working, living, or visiting on Okinawa. Personnel's vulnerability is reduced by their inclusion in mass-notification systems.

2. Cancellation. CampO 3006.1

3. Mission. Save lives and sustain Mission Essential Functions (MEFs).

a. Mitigation and Preparedness Phases. Post tsunami evacuation signs, enroll personnel in AtHoc, and educate personnel.

b. Response Phase. Upon receipt of a tsunami warning for Okinawa, the MCIPAC Base Emergency Operations Center (BEOC) and Provost Marshal Office (PMO) will initiate mass notification via "Big Voice", AtHoc, and any other means available across Okinawa. The focus of initial notifications should be concentrated in the "Red Zones" depicted in enclosure (1) and then further away from the threat areas. Additionally, the Camp Foster Emergency Operations Center (CEOC) or Command Duty Officer (CDO) will initiate command notifications per enclosure

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(3) and directs evacuations to higher terrain (when necessary) in order to protect lives depicted by enclosure (2).

c. Recovery Phase. Following an event, Camp Foster Emergency Operations Center (EOC) directs response and recovery procedures to ensure the safety and wellbeing of personnel and the continuation of Marine Expeditionary Forces (MEF).

4. Execution

a. Commander's Intent and Concept of Operations

(1) Commander's Intent

(a) Purpose. To establish mitigation, preparedness, response, and recovery procedures to protect the lives of personnel who are living, working or visiting Camp Foster and to protect and/or recover MEFs in the event of a tsunami threat or event.

(b) Method. Employ the mitigation, preparedness, response, and recovery action sets to lessen the potential effects of a tsunami and/or respond to said affects.

(c) End state. Camp Foster rapidly disseminates tsunami warnings and/or evacuation orders via mass-notification systems to remove personnel from danger. Following an event, the CEOC will provide coordination for reinstitution of MEFs during tsunami-recovery operations.

(2) Concept of Operations. This tsunami plan is aligned with the Emergency Management Phases described in the federally mandated National Incident Management System (NIMS) per reference (a). The CEOC is essential in natural disasters and will be activated to the fullest extent possible to expedite recovery from a tsunami event.

(a) Mitigation (Prevention). Includes any activities that prevent emergencies, reduce the chance of an emergency happening, or reduces the damaging effects of unavoidable emergencies. Mitigation phase takes place before and after emergencies and normally includes processes and/or procedures derived from after action reports and lessons learned.

(b) Preparedness Phase. Takes place before a disaster occurs. The activities conducted during this phase

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include plan development, training, and other preparations to save lives and/or sustain MEFs.

(c) Response Phase. Takes place when a tsunami threat/warning is received. This phase will employ mass notifications to warn personnel of the threat so that they can escape by evacuating to higher ground. Tsunami-warning-response actions shall supersede all other responsibilities when the warning presents a short-response window with a tsunami that may cause mass casualties and/or loss of critical war-fighting assets. Note that tsunami warnings for the Pacific region are issued routinely, requiring quick assessment of warnings to determine possible impact and determine whether or not actions are required to protect lives or assets.

(d) Recovery Phase. Takes place after a tsunami strikes and may employ resources needed to sustain displaced personnel, employ continuity-of-operations (COOP) or continuity-of-business (COB) plans, and/or eventually normalize all operations.

b. Tasks

(1) Camp Commander, Camp Foster

(a) Retain command over all crisis incidents on all areas of Camps Foster and Lester, Plaza Housing, Taiyo Golf Course, and Fort Buckner until management responsibilities have been assumed by a higher agency having primary jurisdiction for such incidents.

(b) Provide guidance in the development and management of the tsunami order.

(c) Serve as a member of the Camp Foster Emergency Management Working Group.

(2) Camp Director

(a) Maintain a NIMS qualified EOC Director and Watch Officers as part of Camp Services and/or Camp Guard.

(b) Serve as a member of the Emergency Management Working Group.

(c) Coordinate the use of internal/external resources as required by the on-scene commander via the CEOC.

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(d) Ensure the Camp Commander and the BEOC are notified when the CEOC has been fully activated.

(e) Develop and maintain the capability to man and operate a primary CEOC in accordance with reference (d) and (e).

(3) CEOC Emergency Managers

(a) Conduct and supervise a Tsunami exercises annually. Ensure regular drills are conducted with the local community.

(b) Develop and maintain the Camp Foster and Camp Lester Tsunami order. Order will be annually reviewed at a minimum. Order will be digitally stored on the Marine Corps Installations Pacific Camp Foster Unclassified SharePoint, <https://sharepoint.mcipac.usmc.mil/installation/foster/sl/Directives/Forms/AllItems.aspx> and the Camp Foster Camp Services disaster assistance webpage at <http://www.mcbbutler.marines.mil/Camps/Camp-Foster/Camp-Services/Disaster-Preparedness/>.

(c) Prepare the agenda and conduct a quarterly Emergency Management Working Group meeting.

(d) At a minimum, attend Incident Command System 100 through 800 level courses and ATHOC administrator training.

(e) Plan, develop, and conduct tsunami disaster exercises and training. Ensure tenants aboard camps are familiar with the tsunami evacuation routes and safe areas.

(f) Review and become familiar with the references listed in this tsunami order.

(g) Collect, maintain and monitor all current destructive weather and natural disaster threat information relative to Camp Foster and Camp Lester.

(h) Maintain regular coordination with all Camp Foster Emergency Management Working Group personnel.

(i) Where possible, coordinate emergency management efforts with host nation authorities.

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(j) Serve as a CEOC watch officer and provide the CEOC with technical advice and recommendations for disaster relief and mitigation efforts.

(k) Be prepared to create and disseminate notifications to tenant organizations and residents via mass notification systems.

(l) Ensure the Camp Duty Officer posts the Camp's bilingual tsunami evacuation signs on the tsunami evacuation route.

(4) Camp Emergency Operations Center

(a) Perform actions per reference (a) and applicable tsunami checklists for disaster response and relief efforts.

(b) Ensure Force Protection Condition (FPCON) measures are back in place as soon as possible after the tsunami event.

(c) Re-task all Camp Guard personnel and activate the Security Augmentation Force (SAF) to serve as Rescue and Damage Assessment Teams.

(5) MCIPAC G-3/5 Chemical, Biological, Radiological, Nuclear and Explosives Defense (CBRNE-D) Officer. Provide CBRNE support to the Foster CEOC in the event of a CBRNE incident in conjunction with a tsunami.

(6) Provost Marshal's Office (PMO)

(a) Participate in the Emergency Management Working Group.

(b) Support the Camp's annual exercise as required by the Camp Commander.

(c) Upon announcement of a tsunami evacuation, open the gates to allow unobstructed access to the humanitarian evacuation routes without identification check and regardless of SOFA status per enclosure (2) and reference (g).

(7) Fire and Emergency Services (F&ES)

(a) Participate in the Emergency Management Working Group.

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(b) Ensure full capabilities remain for response AFTER the tsunami all clear has been issued.

1. It is vitally important for F&ES to be functional after the water has receded in order to provide aid to the injured and stranded.

(8) U.S. Naval Hospital Okinawa

(a) Participate in the Emergency Management Working Group as a member.

(b) Be prepared to receive large numbers of incoming casualties (SOFA and non-SOFA) at the U.S. Naval Hospital's Emergency Room Ambulance Bay per the mass casualty plan reference (f).

(c) Be prepared to plan, supervise, and provide the following for destructive weather/natural disaster incidents:

1. Mass casualty plan internal to the hospital for handling patients who have already been brought into the hospital. Be prepared to execute per reference (f).

2. Medical care of civilians within the command's area of operations.

3. Treatment and hospitalization of sick or injured personnel.

4. Patient evacuation, including the use of both Marine Corps dedicated Medical Evacuation platforms (air and ground), Air Force, Navy, and civilian evacuation aircraft.

5. Director of Public Health may assist in environmental surveys and inspections.

6. Supervision and preparation of health-related incident reports.

7. Ambulance and medical personnel.

8. Psychiatric personnel, as required.

9. Review of victim(s) medical records.

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(d) Be prepared to coordinate with the Installation Protection/Emergency Management Officer to conduct a mass casualty drill.

(9) Community Relations Specialist (COMREL)

(a) In the event of an emergency, the COMREL will act as a liaison and translator between local governments, local government agencies, and the Camp Commander under the guidance of the Camp Commander, MCIPAC PAO, and MCIPAC G-7.

(b) COMREL will direct local media to the MCIPAC Public Affairs Office and G-7.

(c) Assist CEOC personnel in coordinating disaster preparedness drills with Chatan and Ginowan City, as well as other Host Nation agencies to include the Japanese Red Cross.

(10) Camp Environmental Office

(a) Participate in the Emergency Management Working Group meeting.

(b) Support the CEOC with assistance for chemical spills after a tsunami, as required. Conduct quarterly inventories on spill supplies and equipment. Ensure Camp environmental personnel attend training required to comply with emergency planning and response requirements.

(c) Support the Camp's annual tsunami exercise as required by the Camp Commander.

(11) Tenant Units

(a) Ensure that a tsunami emergency action plan is created. Plan must contain emergency actions that will take place for all members of the unit if the alarm calls for an immediate evacuation, an evacuation in 30 - 60 minutes, and an evacuation for anytime over 2 hours. Emergency action plan must contain all mission essential gear and vehicles that can be evacuated given the previous evacuation times.

(b) Ensure personnel in all buildings are knowledgeable of the camp tsunami safe zones and your individual unit emergency action plan. Ensure all essential vehicles, equipment, and personnel are prepared to evacuate given a tsunami alarm IAW enclosure (2).

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(c) Coordinate with the CEOC and ensure the CEOC is aware of all mission essential gear and vehicles that will be evacuated by the tenant unit.

(d) Ensure all personnel in the unit and their families enter and update their information in the ATHOC mass notification system application on all NIPR computers per enclosure (4).

(12) Red Cross

(a) Be prepared to send one representative to the CEOC during an emergency. Red Cross representative will manage emergency communication programs for families (Safe and Well Program).

5. Administration and Logistics

a. Administration

(1) Common Operational Picture. The Headquarters Marine Corps (HQMC) program of record for Antiterrorism and Emergency Management collaboration is the Command, Control, Communications, Computers, and Intelligence (C4i) Suite. The following C4i shortcuts should be saved to all EOC desktops and key unit workstations, and all potential users should coordinate their C4i accounts and training through the Camp Emergency Manager. Other systems may be directed for use and will be used in conjunction with the HQMC directed program of record. The Camp Foster C4i page is located at <https://c4isuite.atfp.cniv.navy.mil/usmc/mcicom/mcipac/MCBButler/foster/default.aspx>

(2) Forms and Reports. Forms and reports will be in accordance with EOC procedures which incorporate localized NIMS/ICS forms and reports and standard military message traffic (i.e., SITREPS, SPOTREPS, OPREPS).

(3) The Camp Foster EOC Director has lead on this order and will take lead on its review at least once annually.

b. Logistics/Resources. A significant tsunami on Okinawa will likely be associated with a major earthquake, creating the potential for mass casualties throughout Okinawa and will impact much of the island's critical infrastructure and capabilities. Infrastructure and capabilities at great risk include; important

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road access, the ability to move displaced personnel, availability of security or guard personnel, adequacy of communications systems and/or devices, operability of utilities such as water and power, etc. A tsunami alone will threaten Okinawa's lower lying areas, which includes a large portion of Camp Foster and over 90% of Camp Lester. Baseline resources for each Emergency Management (EM) Phase associated with tsunami threats include:

(1) Mitigation Phase. Mass-Notification Systems (MNS) and Wide Area Alert Network (WAAN) are the most important resources required. They allow the Camp to rapidly notify personnel of emergency situations and instruct them on necessary response actions, which mitigates loss of life and sustainment of MEFs.

(a) AtHoc. The most important system available on Camp Foster is AtHoc. AtHOC provides an Automated Telephone Notification System (ATNS), Computer Desktop Notification System (CDNS), text messaging, a smart-phone AtHoc app, and email capability which can instantly contact all personnel across the region that have registered in the system. For AtHoc to meet notification requirements, units must leverage it as their Recall Roster repository. Detailed instructions on registration are in enclosure (4).

(b) Giant Voice. The second most important mass-notification system available to Camp Foster is Giant Voice. Giant Voice announces messages over loudspeakers, but is limited to notifying only those personnel who are within reach of the system when it is used.

(c) Signage. Tsunami signs in or on buildings and roadways serve as a constant reminder of the threat and will help direct personnel towards safe areas in the event of a tsunami threat.

(2) Preparedness Phase. The most important resources for affected personnel are their "Go Kits" and the items packed therein. Two types of kits are recommended: (1) a portable, easy to grab and carry back pack for a quick dash when time is short and/or vehicles are not immediately available or roads are impassable; (2) a storage box for their vehicles that allow for more robust kit inventories and rapid movement, assuming roads are passable. The Go Kits should include essential items for at least 4 days sustainment. Items to consider for kits include water, nonperishable food, first aid kits, medications, sanitation supplies, flashlights, portable radios, batteries,

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money, small tools, maps, important family paperwork, special-needs items, disposable eating utensils, waterproof matches/lighters, disinfectants, sunscreen, sleeping bag, changes of clothes, etc. Sponsors and/or family members are encouraged to research kit recommendations and determine the best inventory for their family's needs.

(3) Response Phase

(a) The Camp Commander fulfills the role of the agency executive or senior official during a crises. In this role, the Camp Commander provides policy, mission, strategic direction, and authority to the Incident Commander (IC).

(b) During a crises, the CEOC will provide general guidance and assistance to first responders (Fire and Emergency Services, PMO, and Explosive Ordnance Disposal (EOD)). The CEOC is also responsible for coordinating resources in support of any request from the first responders.

(4) Recovery Phase. A tsunami event will likely affect widespread areas and will not be isolated to one camp. As such resources will be in tight competition and coordination from the Foster CEOC to the MCIPAC BEOC for resources will be vital. Therefore, all Requests for Support (RFS) for Camp Foster response and recovery operations will be routed through the Foster CEOC for prioritization, processing, tracking and coordination with resource providers and the MCIPAC BEOC as applicable.

6. Command and Signal

a. Command

(1) This order is applicable to all U.S. Forces, Japan commands and personnel under the local sub-area coordination of the Camp Commander and will remain in effect until superseded.

(2) The MCB Butler EOC will take lead in coordinating tsunami warning response and recovery operations for U.S. Services on Okinawa.

(3) The Camp Foster EOC will take the lead for coordinating tsunami warning response and recovery operations for commands and personnel under the local sub-area coordination of Camp Foster.

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(4) Succession of Command. In the event of the Commander's absence, the following personnel shall assume the duties as the overall Commander for EM related incident responses.

1. First alternate: Camp Director, Camp Foster

2. Second alternate: Camp Foster ATO.

(5) This order is effective the date signed.

b. Signal

(1) Emergency Mass Notifications are critical to saving lives in the event of a major tsunami and will be announced to all Camp Foster personnel.

(2) During an emergency, the CEOC will communicate with tenant units and organizations using C4i, the Defense Collaboration Services (DCS), and land line telephones. The Foster CEOC is continually monitoring mailbox mcbbutler.ceoc.foster.wo@usmc.mil as well as the Foster CEOC Swift chatroom at campfosterceoc.conference.chat.apps.mil. The CEOC will send out the internet link to the MCIPAC DCS chatroom after the CEOC is notified by the BEOC of the address.

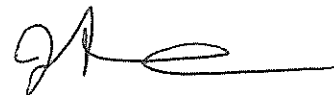
(3) Key contact phone numbers are provided below.

(a) Camp Foster EOC: 645-9804/5/6/7

(b) Camp Foster 24/7 Duty: 645-7315

(c) Camp Butler EOC: 645-7218/2644

(d) 18th Wing Command Post: 634-1800/1876



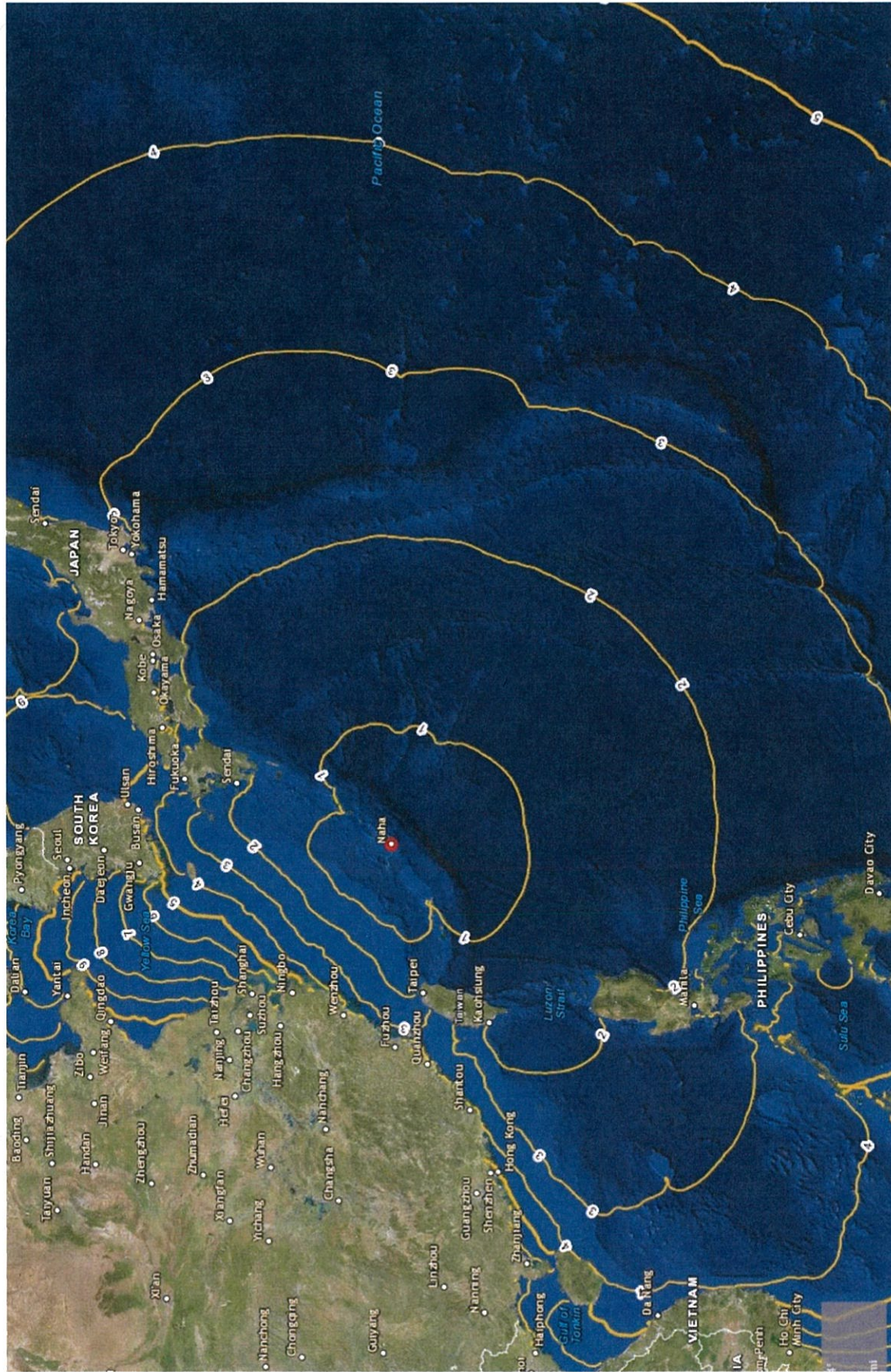
J. L. HAMMOND

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Personnel and Equipment Evacuation

Tsunami Travel Time Map



*Rings are travel time in hours



Personnel and Equipment Evacuation



Bilingual Tsunami Evacuation Route Signs



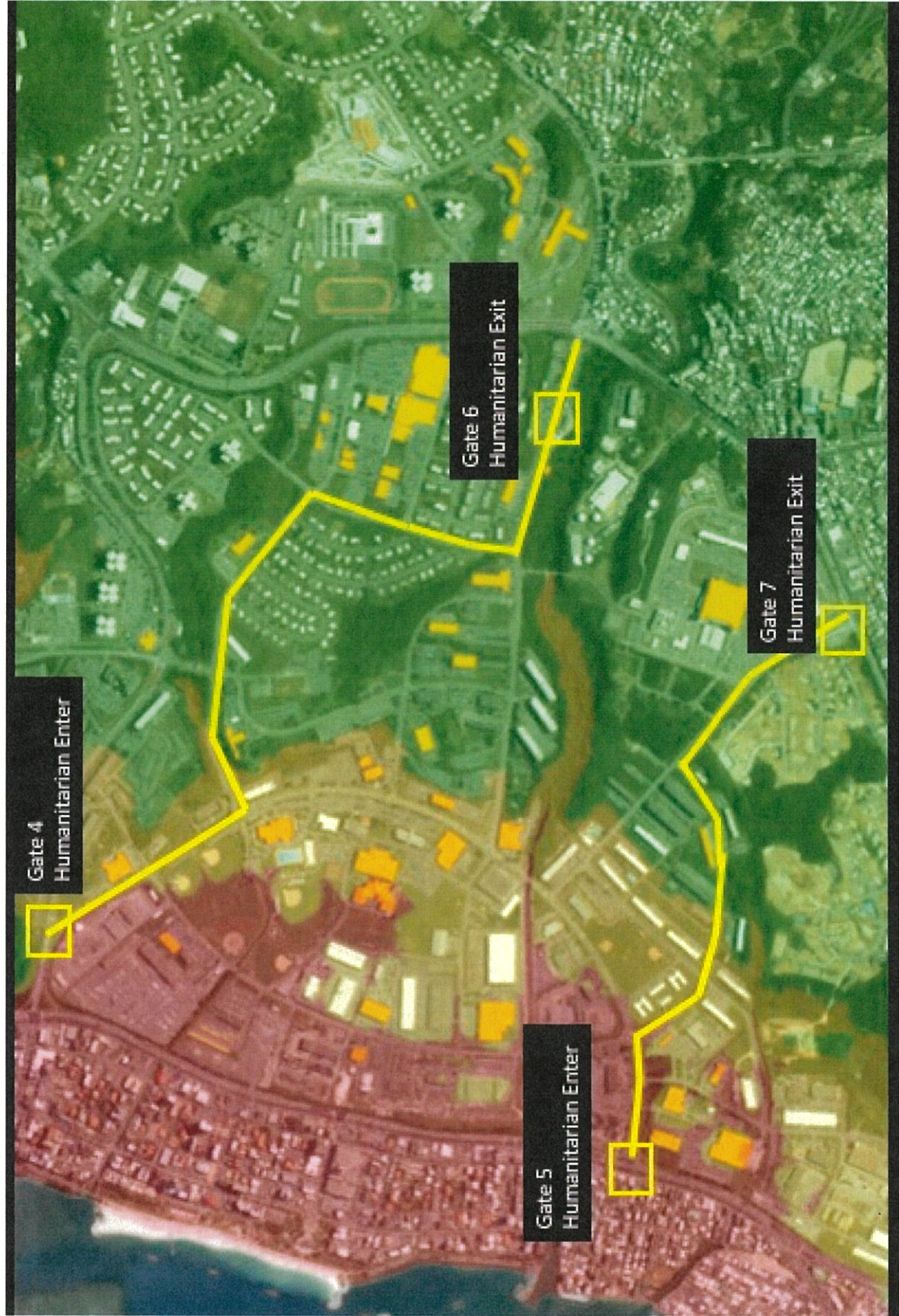
Bilingual Tsunami Safe Haven Building Signs



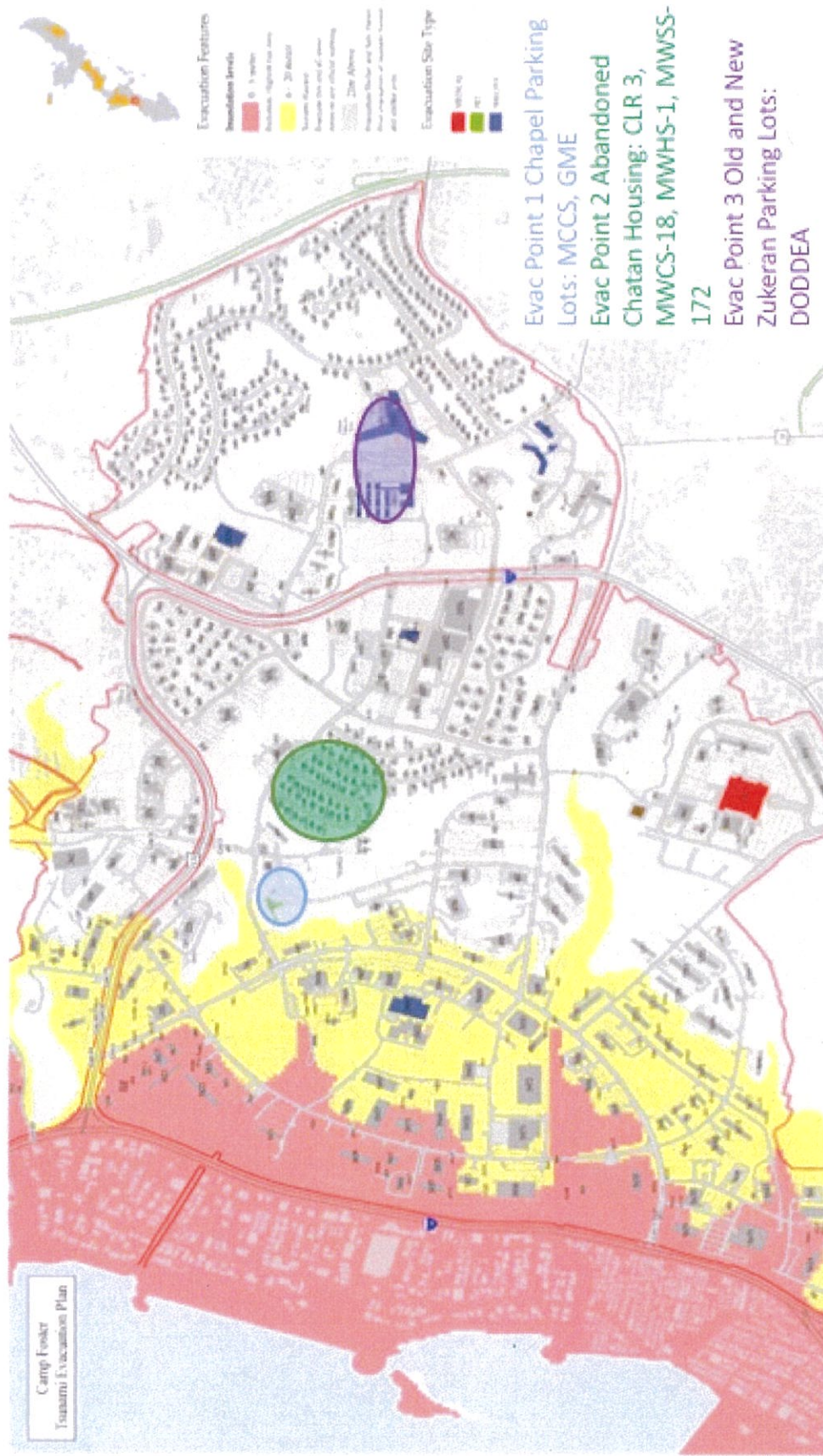
Camp Foster Tsunami Evacuation Procedures for Personnel

1. In the event that a tsunami warning/advisory occurs, pay attention to the estimated tsunami arrival times, and be prepared to evacuate to higher ground above 21 meters.
2. Proceed to high ground by taking the most expeditious route possible. During a tsunami evacuation the camp will place bilingual evacuation signs throughout the host nation tsunami evacuation route (time permitting).
3. The two main tsunami evacuation routes for host nation evacuees are:
 - a. Starting at Gate 4, go straight on Stillwill Dr. Turn left onto Saipan Dr and continue up the hill. Turn right onto Montana St and continue straight. Turn left onto Guadalcanal Rd and proceed out Gate 6.
 - b. Starting at Gate 5, go straight on Stillwill Dr. Turn right on 6th Marine Division Rd and continue up the hill. Turn right on Tarawa Rd and continue out Gate 7.
4. Personnel should remain in the safe zone until all tsunami/warnings are lifted. In the event of a major tsunami, it can take hours or days for the water to completely recede. Tsunamis will come in "waves" leading people to believe it is over when there is a larger wave on the way. There may also be many additional hazards such as chemical spills and fires that are created in the areas affected by a tsunami. Help will be on the way as soon as possible.

Camp Foster Humanitarian Evacuation Route



Camp Foster Unit Staging Areas



Camp Lester Tsunami Evacuation Procedures for Personnel

1. In the event that a tsunami warning/advisory occurs, pay attention to the estimated tsunami arrival times, and be prepared to evacuate to higher ground above 21 meters.
2. Proceed to high ground by taking the most expeditious route possible. During a tsunami evacuation the camp will place bilingual evacuation signs throughout the host nation tsunami evacuation route (time permitting).
3. The two main tsunami evacuation routes for host nation evacuees are:
 - a. Starting at Gate 4, go straight on Stillwill Dr. Turn left onto Saipan Dr and continue up the hill. Turn right onto Montana St and continue straight. Turn left onto Guadalcanal Rd and proceed out Gate 6.
 - b. Starting at Gate 5, go straight on Stillwill Dr. Turn right on 6th Marine Division Rd and continue up the hill. Turn right on Tarawa Rd and continue out Gate 7.
4. Personnel should remain in the safe zone until all tsunami/warnings are lifted. In the event of a major tsunami, it can take hours or days for the water to completely recede. There may be many additional hazards such as chemical spills and fires that are created in the areas affected by a tsunami.

Lester Middle Evacuation Route





Command Notification Chart



Camp Foster Command Notification Chart

Camp Butler

MCB Butler OOD	645-3745/2644/7218
BEOC Watch Officer	645-0282

Camp Foster Emergency Operations Center

CEOC Watch Officer	645-9802/080-8592-9531
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Tenant Units

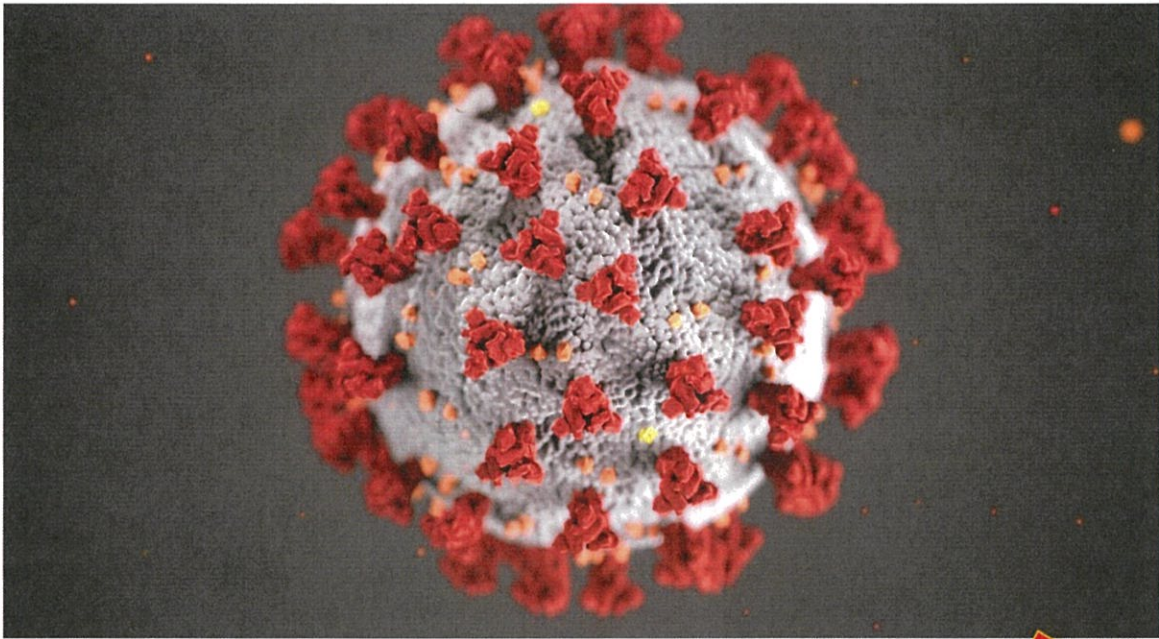
Headquarters and Support Battalion CDO	645-7315
1 st Marine Aircraft Wing	645-2564
MWCS-18 (CDO)	645-2038
MWCS-18 (WDC)	645-2564
MWSS-172 (SDO)	645-3293/3208/2622
MWHS-1	645-7436
CLR-3/CLB-4/3 rd TSB	645-3711
3 rd Dental Battalion	645-7381
USNH Okinawa	646-7916/090-6861-4958
3 rd Medical Battalion	645-9564

Tenant organizations

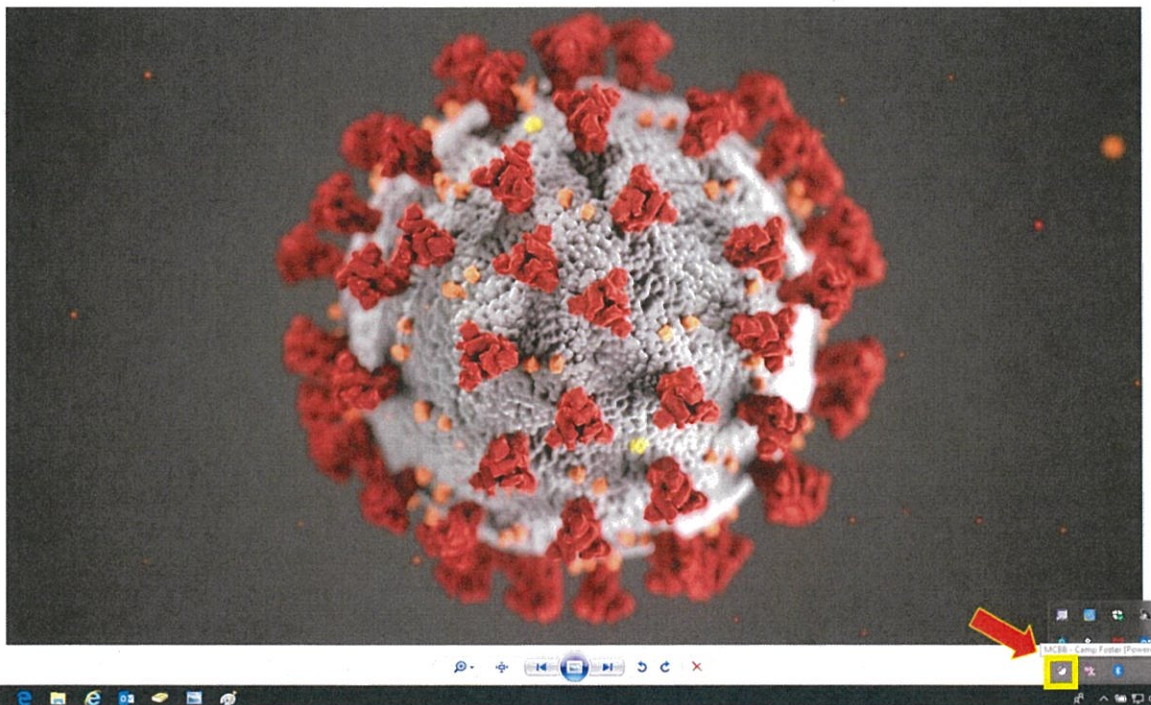
MCCS (emergency, non-emergency)	645-9131, 645-3082
Red Cross	645-3800
DODEA	634-7383/6015
AAFES	645-7709/771



AtHoc System Registration

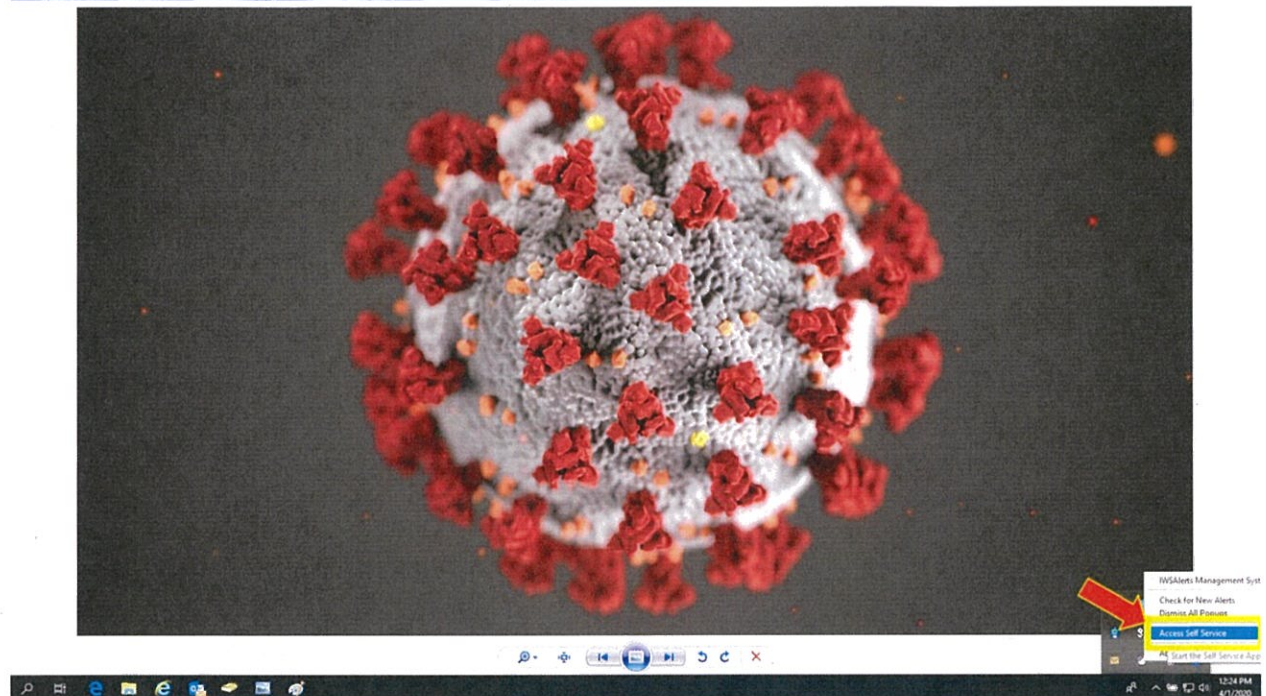


1. Left-click on the upward-facing arrow in the lower right hand corner of your screen.

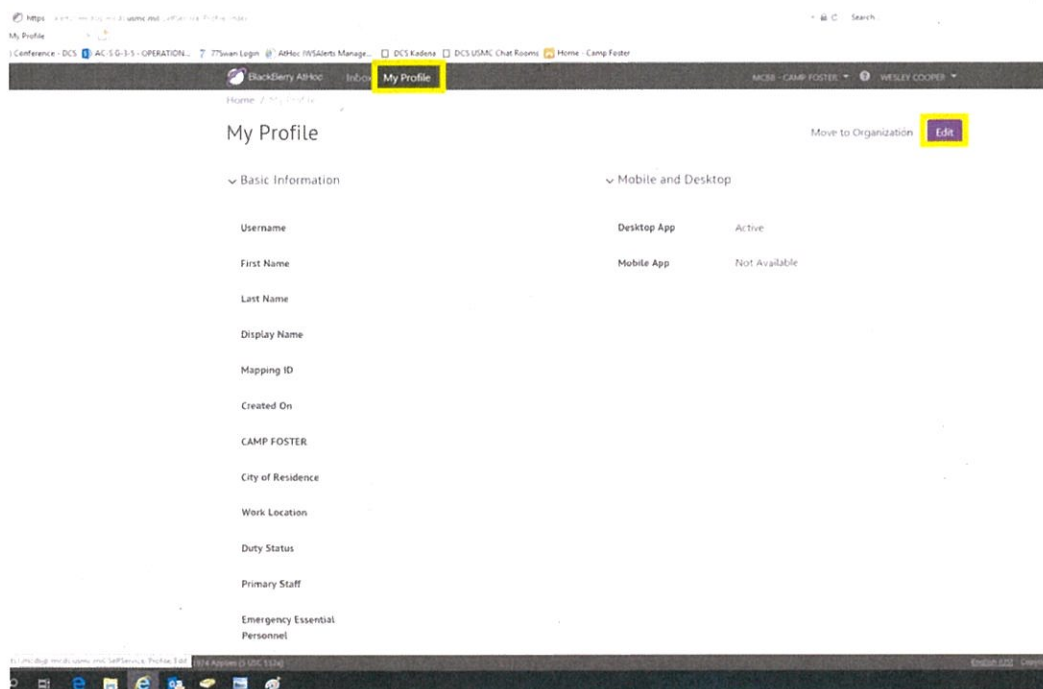


2. Click on the purple globe located on your toolbar

If you are not on a MCEN computer and do not have the AtHoc globe go to <https://alerts1.mcdsjp.mcds.usmc.mil/SelfService/2060392> for Camp Foster and skip to #4.

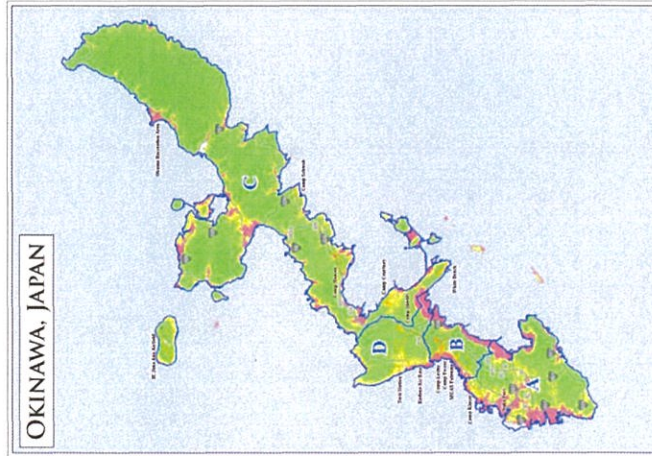


3. Select (Access Self Service). A new Internet window will open. If it does not fully open just repeat this step again.



4. Click on "My Profile" Tab in the upper left hand corner.
5. Click on EDIT in the upper right hand corner.
6. Enter/Update your contact and unit information then hit SAVE. DONE

EMERGENCY WEATHER INFORMATION AND HAZARD NOTIFICATION SYSTEM



How to Receive Emergency
Notifications in English
on Your Cell Phone

EMERGENCY NOTIFICATIONS

Cell phones across Okinawa currently receive emergency text notifications in Japanese from mobile phone service providers such as Softbank, AU, and Docomo.

Follow the steps in this pamphlet to receive emergency notifications by email in English.

SERVICE PROVIDER EMAIL

In order to receive notifications automatically, you must first visit your mobile phone service provider to ensure you have an active email account setup through your service.

Other email accounts such as Gmail or Yahoo will not work.

You must use the email account linked to your phone through your mobile phone service provider.

GETTING STARTED

☐ **Download QR Code Reader**

A QR code reader is needed to complete the process. You can download one for free from the application store.

This process should take only a moment.

REGISTRATION

☐ After downloading the QR reader, **Scan the QR code below**



☐ After scanning, **Select URL Hyperlink**

☐ **Click "Registration/Change/Cancellation"**

An email is automatically opened. Do not change the subject or body of the message.

☐ **Click "Send"**

☐ If asked, do you want to send it anyway?

Click "Send"

You will receive an email in your inbox containing a URL Hyperlink.

☐ **Select URL Hyperlink**



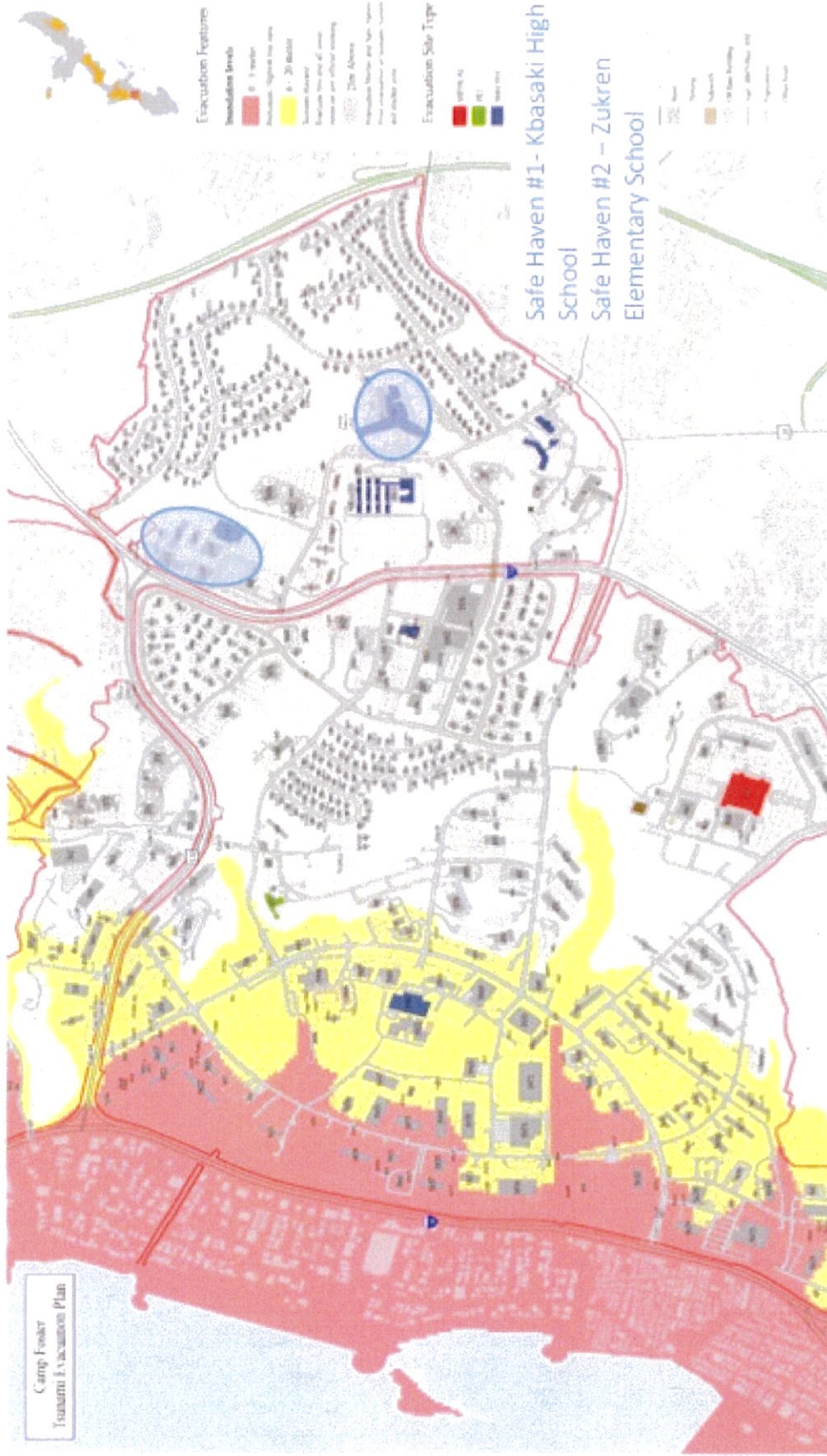
Camp Foster Temporary Shelters



Temporary Shelters aboard Camp Foster serve as a short-term residence that families and personnel can expect reasonable safety and security from whatever crises displaced them initially. In the event of a crises, under the direction of the Camp Commander or the BEOC, Camp Foster will activate their temporary shelters. Personnel that arrive at a shelter can expect the following:

- The Camp Foster Security Augmentation Force will provide security for personnel in the temporary shelters to ensure that evacuees are maintaining a safe environment and that only registered personnel can enter the temporary shelters.
- Personnel that wish to enter shelters will be required to answer questions on standard Red Cross shelter forms. These questions will help shelter managers provide a safer more efficient shelter for all evacuees. An example of the shelter registration form is provided at the end of this enclosure.
- Arrangements will be made for all evacuees to have access to food and water, cots, and medical care.
- The Red Cross will manage the Safe and Well Program to ensure that personnel admitted to the shelter can let family members and friends know that they are safe.
- Personnel will remain in the temporary shelters until other long-term housing can be acquired, personnel are evacuated to another location, or the danger is no longer present and they can return to their homes.

Camp Foster Shelter Locations



American Red Cross Safe and Well Registration Form

“Have you contacted your loved ones yet?”

The American Red Cross can assist you in telling your loved ones that you are safe and well. If you complete this form, your information will be entered into the American Red Cross Safe and Well website at www.redcross.org/safeandwell where your loved ones can search for information about you. Family members or loved ones will enter your name and address or phone number. Results will show your first and last name, the date and time of registration, and the messages you selected to tell your story. Other identifying information, such as your current location, date of birth, email address, and phone number will not be made available to those who search. The American Red Cross may use this information to provide disaster relief services such as family reunification, and may share it with other organizations involved in providing disaster relief.

ARC Instructions for Using Form			
Use this form when there is no internet connectivity available and someone wishes to register on the Safe and Well website. Forms should be taken to the nearest location for data entry into the Safe and Well website. Treat the form as confidential information and shred it following data entry.			
CLIENT INFORMATION			
FIRST NAME (N/A IF REGISTERING AS AN ORGANIZATION)		LAST NAME (OR ORGANIZATION NAME)	
EMAIL ADDRESS (SUGGESTED)		DATE OF BIRTH (SUGGESTED)	
PRE-DISASTER HOME INFORMATION			
PRIMARY PHONE	WORK PHONE (SUGGESTED)	OTHER PHONE (SUGGESTED)	
HOME ADDRESS	CITY	STATE	ZIP
BEST CURRENT CONTACT INFORMATION			
ADDRESS	CITY	STATE	ZIP
SAFE AND WELL MESSAGES			
(Check boxes next to the appropriate messages to make your selections)			
<input type="checkbox"/> I am safe and well <input type="checkbox"/> Family and I are safe and well <input type="checkbox"/> Currently at shelter <input type="checkbox"/> Currently at home <input type="checkbox"/> Currently at family member/friend's house <input type="checkbox"/> Currently at a hotel <input type="checkbox"/> I am safe and in the process of evacuating		<input type="checkbox"/> I am evacuating to a shelter <input type="checkbox"/> I am evacuating to the house of a family member/friend <input type="checkbox"/> I have evacuated and I am safe <input type="checkbox"/> I am currently/remaining at home <input type="checkbox"/> Will make phone calls when able <input type="checkbox"/> Will email when able <input type="checkbox"/> Will mail letter/postcard when able	
CUSTOM MESSAGE			
You may also add your own short message, up to 255 characters. Please take care that your message is appropriate for the public, and do not include names or details if doing so could be harmful to you or others.			
For ARC Use Only			
Date and Time Entered	DRO Number /Location	Print Name or Enter DSHR No.	

Rev. 01-11

Shelter Dormitory Registration

Date: _____ Incident/DR#: _____ Shelter Name/Location: _____

Observations:

1. Does the client or a family member appear to be in need of immediate medical attention, appear too overwhelmed or agitated to complete registration, or a threat to themselves or others?
2. Does the client have a service animal, use a wheelchair/walker, or demonstrate any other circumstance where it appears they may need help in the shelter?

Questions:

1. Is there anything you or a member of your family needs right now to stay healthy while in the shelter? If not, is there anything you know you will need in the next 6-8 hours?
2. Do you/family member have a health, mental health, disability, or other condition about which you are concerned?

HOUSEHOLD INFORMATION

Family Name (Last Name):		# Family members registered:	
		0-3yrs: 3-7yrs: 8-12yrs: 13-18yrs: 19-65yrs: 65+yrs:	
Pre-disaster Address:		Post-disaster Address (if different):	
Primary Phone:	Other Phone:	Email:	
Primary Language:		If Not English, Family Member Present Who Speaks English:	
Method of Transportation:		If Personal Vehicle, Lic. Plate #/State (for security purposes only):	

INDIVIDUAL FAMILY MEMBER INFORMATION (for additional names, use back of page)

Name (Last, First)	Age	Gender (M/F)	Arrival Date	Rm./Cot	Volunteer? (y/n)	Departure Date	Departure Notes:

☐ Yes ☐ No Someone in the household is required by law to register with a state or local government agency.
☐ Yes ☐ No Someone in the household is a veteran or active military.
☐ Yes ☐ No I agree to have my information shared with other agencies providing disaster relief services.

By signing here, I acknowledge that the information on this form is accurate, I have initialed the three statements above, and I have read/been read and understand the *Shelter Client Welcome Handout*:

Signature: _____ Date: _____

Shelter Worker Name/Signature: _____