

MILITARY DEPARTMENT
USNS GENERAL JOHN POPE (T-AP 110)
CARE OF FLEET POST OFFICE
SAN FRANCISCO, CALIFORNIA 96601

COMILDEPTINST 3121.1
TAP110:BAH:jwc
10 December 1967

MILDEPT INSTRUCTION 3121.1

From: Commanding Officer, Military Department
To: Distribution List

Subj: Emergency Evacuation Plan

Ref: (a) COMSTSINST P3120.2 (1-5-10)
(b) MILDEPT INST 3120.2
(c) SHIPSINST 3121.1

Encl: (1) Information Sheet
(2) Evacuee Complaint Form

1. Purpose. This Instruction outlines the emergency evacuation plan for the Military Department.

2. Definition. For purposes of this Instruction, local emergencies are defined as conditions which develop in or between countries as a result of hostilities, which make the evacuation of U.S. non-combatants and certain foreign nationals necessary. This condition presupposes a situation in which sufficient time exists to permit the orderly withdrawal of non-combatant personnel as opposed to general evacuation conducted on an all-out emergency basis.

3. General. In keeping with policy of COMSTS, this ship must be prepared to conduct safely, expeditiously, and creditably its portion of the water borne phase of any local emergency evacuation of non-combatant personnel from a foreign country. This plan has been developed to insure this readiness. It must be remembered, however, that no fixed plan can cover all foreseeable situations and circumstances. Hence, the concept stated herein are broad and general in nature and deviation therefrom will be necessary to suit the conditions of the moment.

4. Experience. Previous evacuation conducted by MSTS ships have shown that the following conditions will generally prevail:

- a. Little, if any, information relative to the number of evacuees and family composition to be embarked will be available beforehand.
- b. Evacuees may be a composition of military and civilians, both sexes, and of all ages.
- c. Total number of evacuees may exceed cabin capacity of the ship, creating the necessity to utilize troop facilities.
- d. Many of the evacuees may be emotionally upset.
- e. Evacuation may occur in a port or area where there is no assigned MSTS Representative or other personnel familiar with billeting problems and ship capabilities.
- f. All ship's facilities will be overburdened, thus demanding an all out effort on the part of every crew member and all able bodied evacuees to administer and care properly for the large number of personnel embarked.

g. No pets will be carried.

5. Action. Once a local emergency has been declared and evacuation is directed, the following information will be transmitted to the operational commander MSTS Office or other representative of the affected area.

CABIN:	224		
COMPARTMENT (FEMALE):	Special 2125	Immediate emergency	2521
COMPARTMENT (MALE):	Special:1464	Immediate emergency	2020
Air HOSPITAL:	81		

A breakdown of compartment capacity is listed Paragraph 12.

6. Military Department Assignments and Administration. The Military Department shall continue their administrative duties with as little deviations as possible from the normal troop and cabin lift routine. However, under the emergency conditions prevailing, the duty assignments of Military Department personnel will be many and varied and often entirely foreign to their normal duties. Whatever the assignment, it is expected that each member of the Military Department will perform his duties in keeping with the highest traditions of the Naval Service, remembering that maximum cooperation, friendliness, and courtesy toward evacuees and fellow members of the ship's company are prime prerequisites to the accomplishment of the task assigned. In addition, closer contact than is normally maintained with passengers may be necessary with evacuees, however, Military Department personnel will continue to conduct themselves with prudence and decorum, keeping all contacts with evacuees strictly in the line of duty.

7. Voyage Staff. As soon as possible after embarkation the COMILDEPT shall appoint a Voyage Staff composed on representative individuals from among the evacuees. The purpose of this staff is to provide for the establishment of an internal organization among the evacuees as a means of liaison between them and the ship's personnel. Reference (c) shall be followed in assigning the Voyage Staff. However, some positions may be unnecessary due to the existing conditions and may not be filled, at the discretion of the COMILDEPT. All instructions to the evacuees and questions raised or complaints made by evacuees shall be channeled through the Voyage Staff. The Voyage Staff will be identified by arm bands supplied by the Military Department Chief Master-At-Arms.

8. Voyage Staff Indoctrination. The COMILDEPT shall insure that the Voyage Staff is thoroughly indoctrinated concerning their duty assignments as prescribed in reference (c).

9. Complaints. It is anticipated that some of the evacuees will have complaints. Each complaint will be handled individually and the information recorded accurately on the form shown in enclosure (2). This form shall be completed in its entirety and retained on board as a permanent record of the complaint and corrective action taken.

10. Information for Evacuees. The Executive Officer, Military Department, shall prepare, mimeograph, and distribute an information sheet to evacuees as they embark. The information should be similar to that shown in enclosure (1). This sheet must be as complete as possible so minor changes may be necessary to meet the existing situation. The Public Address

system usage should be kept to a minimum and, should only be used when necessary to supplement the information sheet and Plan of the Day.

11. Berthing. Berthing of the evacuees will generally be accomplished in accordance with the following:

- a. To the extent that cabins are available, families (except fathers and boys seven years of age and over) will be berthed in cabins. Unaccompanied boys under twelve years of age may be berthed together in cabins or such personnel may be berthed in troop compartments under adult supervision.
- b. Fathers, boys seven years of age and over, and unaccompanied adult males will be berthed in the after troop compartments under adult supervision.
- c. Unaccompanied adult females will be berthed in the forward troop compartments.
- d. Aged and infirm personnel will be treated as individual cases and may be berthed in the hospital area.
- e. All berthing assignments will be tentative until such time as it is known positively that all evacuees are on board. They may then be made permanent at the discretion of the COMILDEPT. In the interests of harmony, changes should be kept to an absolute minimum.

12. Berthing Capacity. The berthing by compartment is as follows:

Forward Troop Compartments (Female)	Special (4 high)	Immediate Emergency
Brig	25	25
4-1	29	29
2-2	219	299
3-2	174	254
4-2	192	284
1-3 (Hatch square)	—	40
2-3	321	369
3-3	314	362
4-3	375	423
4-4	476	476
TOTAL	2125	2521
After Troop Compartments (Male)	Special (4 high)	Immediate Emergency
4-5	112	112
2-6	—	56
3-6	—	64
4-6	264	468
2-7	287	319
3-7	310	342
4-7	351	399
Large Troop Rec Room	—	190
Small Troop Rec Room	—	70
TOTAL	1464	2020
Cabins	224	224
Hospital	81	81
GRAND TOTAL	3894	4886

13. Messing.

a. Cabin Mess: This area will normally be used to serve only those persons who are berthed in the cabin spaces. Food will be served cafeteria style. Persons who are berthed in cabins and for various reasons may be unable to go to the dining salon for meals will have their food delivered to them by evacuees organized for this purpose. If conditions allow, families with mates living in compartments may eat together in the cabin mess.

b. Troop Mess: All other evacuees will eat in the troop mess.

14. Work Details. All work details will be assigned as prescribed in reference (c).

15. Police and Sanation. All cleaning will be done as prescribed in reference (c). In addition to those outlined in the SOP, all cabin personnel will be responsible for cleaning their cabins. The community heads located in the cabin area will be maintained by the ship's crew.

16. Medical. The Medical personnel will function in their normal manner deviating therefrom only as the circumstances may dictate. Medical records of evacuees, when available, will be screened very carefully upon embarkation or as soon thereafter as possible. The Medical Officer shall recommend to the COMILDEPT any deviations from the normal routine that he deems necessary and shall keep the COMILDEPT informed of the general situation regarding the health and comfort of the evacuees.

17. Plan of the Day. Provisions will be made for publishing a Plan of the Day containing as much useful and interesting information for the evacuees as possible for each day of the voyage.



B. A. HAWKINS

Distribution:
List I Case I
Purser (15)

INFORMATION SHEET

The Master, Commanding Officer, Military Department, and all members of the crew welcome you aboard and hope that your voyage on the POPE will be most pleasant.

With the exception of the Military Department personnel, the POPE is manned and operated entirely by civilian marine personnel who are members of the United States Civil Service. The Military Department consist of a small group of US Naval Personnel who, under the Commanding Officer Military Department, are responsible solely for the administration and control of all passengers. While you are on board the POPE you will be required to comply with all rules, regulations, orders or directives initiated by the Commanding Officer, Military Department, or his staff.

To provide for proper administration of all passengers, it will be necessary for the Commanding Officer, Military Department, to appoint a Voyage Staff of assistants from among the passengers. These Staff members will be readily identified by their arm bands. Their authority is derived directly from the Commanding Officer, Military Department and their orders must be obeyed without question.

Please remember that the POPE is a military transport with very austere accomodations. However, within the limitations of the ship, everything possible will be done for your comfort and well being. All passengers will be afforded equal treatment and no individual should expect preferential treatment of any sort. Because the ship's company is limited in number to the minimum required for normal operation as a troop transport, services that can be provided will definitely be limited.

The number of cabins on board are not nearly sufficient to accomodate all personnel, therefore, billeting will be accomplished according to the following plan:

1. To the extent that cabins are available, family units, (except fathers and boys seven years of age and over,) will be berthed in cabins. Unaccompanied boys under twelve years of age may be berthed together in cabins or may be billeted in troop compartments under adult supervision.
2. Fathers, boys seven years of age and older and unaccompanied adult men will be berthed in the after troop compartments.

3. Unaccompanied adult women will be berthed in the forward troop compartments.

4. Aged and infirm personnel may be berthed in the hospital area.

5. Berthing assignments shall not be considered firm and final until they are announced as such by the Commanding Officer, Military Department.

All evacuees will be subsisted cafeteria style. Those living in cabin spaces will eat in the dining salon and those living in the compartments will eat in the troop mess. The schedule for eating will be announced.

Because of the crew limitations, it will be necessary for evacuees to assist in the serving of food and in the cleaning and maintenance of their living quarters and other areas of the ship used by evacuees.

You will find a number of sentries posted about the ship. These men are on duty for your own safety. Therefore, please obey any directions they might give you. Do not converse with the sentries except in the line of duty.

You will find numerous signs about the ship warning you that certain areas are out of bounds for passengers. Please obey these signs since they are placed there for your protection. Also, male passengers will not be allowed to enter any living spaces where only women and children are berthed, except for security patrols and work details. Female passengers, will not be allowed in living spaces of the male passengers.

It is requested that you check the bulletin boards at least twice a day and pay close attention to the public address system. These will be used to pass useful information on to you during your stay on the POPE.

Your wholehearted cooperation is earnestly solicited and will be greatly appreciated by all of the officers and crew of the POPE.

Commanding Officer
Military Department

USNS GENERAL JOHN POPE (T-AP 110)
FLEET POST OFFICE
SAN FRANCISCO, CALIFORNIA 96601

EVACUEE COMPLAINT FORM

DATE _____

VOYAGE FROM _____ TO _____

NAME (LAST) - FIRST - MIDDLE)

AGE SEX CITIZENSHIP BERTHING SPACE

ADDRESS (PERMANENT ADDRESS OR ONE WHICH WILL FORWARD CORRESPONDENCE)

COMPLAINT: (USE REVERSE IF NECESSARY)

SIGNATURE

DO NOT WRITE BELOW THIS LINE

ACTION TAKEN:

COUNTEREDSIGNED:

SIGNATURE - VOYAGE STAFF MEMBER

SIGNATURE - VOYAGE STAFF MEMBER

APPROVED:

COMMANDING OFFICER
MILITARY DEPARTMENT