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NONCOMBATANT EMERGENCY EVACUATION INSTRUCTIONS

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***This pamphlet supersedes USFK Pam 600-300, 28 June 1991.**

INTRODUCTION

This pamphlet contains information and guidance for all noncombatants living in the Republic of Korea. It is prepared by U.S. Forces Korea and the U.S. Embassy. It tells you how to prepare for and respond to emergencies and what assistance you can expect from the U.S. Government and military authorities. Procedures in this pamphlet are termed NEO.

YOUR ROLE AS A NONCOMBATANT

As a noncombatant, you have definite responsibilities under NEO. First and foremost, you need to be involved in your NEO program. Take an active interest. Under a worst case scenario, armed conflict, warning time and the period to prepare for evacuation may only be a matter of hours. You must be constantly prepared and ready to start processing within a matter of minutes and you must understand NEO and how it works. You must devote time to participation in local-level readiness drills, to prepare your NEO kits, and to plan for your role under the NEO program. You must also clearly understand what the U.S. Government will and will not do for you. The military and U.S. Embassy will work to notify you, and move you safely and quickly away from danger once you report to an assembly point. They will also attend to only your basic needs: subsistence, shelter, transportation, and security. Keeping you safe and alive is the sole purpose of NEO. Therefore, whatever advance planning and preparation you can do for a possible rapid or hectic departure from Korea will help.

NONCOMBATANT EVACUATION OPERATIONS (NEO) CONCEPT

The U.S. Embassy in Seoul has the overall responsibility to safeguard and protect U.S. citizens and dependents of U.S. citizens in Korea. NEO in Korea has one objective: to remove you from danger quickly and effectively. The NEO system relies heavily on the U.S. military to provide personnel, facilities, and vehicles to carry out the NEO plan There are three separate and distinct steps under NEO. First, assembly. Assembly is simply the process of notifying you to report to any one of fifteen assembly points (see Appendixes A and B). The second step, if needed, is relocation. Relocation involves moving noncombatants from assembly points to relocation centers; This may be a short trip such as moving across a base, or a long trip, such as moving from Uijongbu to Pusan. Evacuation, the third step, is actually leaving the peninsula. Normally this will occur from one of the relocation centers and will be by airplane. However, depending on the situation, noncombatants may be moved from one relocation center to another relocation center that is safer prior to actually departing the peninsula.

TERMS

Assembly Point. Location designated by military or civilian authorities where noncombatants go when directed to report to await transportation to a relocation or evacuation site. (The first step in any NEO processing.)

Collection Point. Location where noncombatants first come under military control. All USFK installations are collection points for noncombatants who need assistance getting to an assembly point. Noncombatants should go to an assembly point first. Noncombatants are not required to go to a collection point.

COURAGEOUS CHANNEL. A semiannual exercise designed to practice local noncombatant emergency operations and assembly point processing procedures.

Evacuation. Orderly and directed departure from the Republic of Korea under emergency conditions.

Evacuee. A person who has been, or is about to be, moved out of the Republic of Korea under emergency conditions.

Expatriates. Governments often refer to U.S. "noncombatants" as "expatriates".

NEO Kit. A set of pre-identified items set aside to assist noncombatants in their processing through the NEO flow, aid their departure from Korea, and assist in their transition to residence elsewhere (See Appendix C).

NEO Warden. An individual appointed to serve as the liaison between the noncombatant and a unit or organization. Serves as an initial point of contact for the noncombatants for NEO questions or concerns, and is the individual designated to assure noncombatants are notified of reporting or assembly instructions.

Noncombatants. Any foreign nationals living in the Republic of Korea (except military personnel) who are not Korean citizens and those Korean citizens who are bona fide family members of resident foreign nationals. Those personnel eligible for relocation or evacuation under U.S. NEO procedures

Noncombatant Evacuation Operations (NEO). An orderly plan to remove noncombatants from areas of danger to areas of greater safety.

Relocation. Movement within the Republic of Korea from a location of potential danger to one of safety. (The second step in any NEO processing.)

Relocation Center. A location where noncombatants will be moved, in country, 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 the ROK.

Safe Haven. A location of greater safety in another country to which noncombatants will be evacuated.

REGISTRATION

Current records must be maintained on the numbers and locations of noncombatants in Korea. This information is compiled through a wide range of sources, including the U.S. military's ration control system. Sponsors must advise their unit NEO warden of changes in local addresses or dependent information. Military sponsors must also update official ration control records using the USFK Form 42-2 (Change to Application). All other individuals not connected with the U.S. Government or U.S. military (such as businessmen, students, the clergy, and citizens of other nations) should register with the consular section of their embassy as soon as possible after arriving in Korea; also at the beginning of each year. Additionally, to assure registration is kept current in the NEO system, continually participate in NEO-related exercises such as COURAGEOUS CHANNEL. This applies to all U.S. citizens and their dependents (businessmen, missionaries, etc.).

COMMUNICATIONS

During emergencies, American Forces Korea Network (AFKN) radio and television and the U.S. Embassy are the best sources of information. **You should have a portable radio and make it part of your NEO kit.** Keep it with you during an emergency and keep extra batteries handy. AFKN radio stations and TV channels are shown in appendix D. The NEO warden system is an important factor in the notification process. During an emergency, your NEO warden will attempt to contact you to provide directions. The NEO warden will telephone you; or if unable to reach you by telephone, visit your residence. It is essential you know who your NEO warden is; keep him or her posted on any changes in residence, telephone, family members, or availability. They are also available to assist you in other ways.

If you have questions during what appears to be a crisis or contingency, DO NOT CALL THE U.S. MILITARY AUTHORITIES. AFKN will provide the most authoritative, up-to-date information available from military channels. Within their geographical area of responsibility, all U.S. military commanders have established the NEO warden system to contact all noncombatant Department of Defense (DoD) family members and employees during an emergency. Similar provisions have been established by the U.S. Embassy and other organizations in Korea. Appendix E lists the six commanders responsible for NEO across Korea.

CIVIL DISORDER

In the event of an outbreak of civil disorder, the U.S. Embassy and AFKN will provide information and recommend actions you should take. If the disorder occurs in your area, remain indoors and restrict travel as much as possible until order is restored. In case civil disorder results in relocation or evacuation, you will be notified (either through the NEO warden system or via AFKN) and provided instructions.

ARMED CONFLICT

ORDERLY WITHDRAWAL. If the threat of armed conflict increases gradually, you may decide to leave the country voluntarily. The U.S. Embassy may also recommend that you leave. In these situations, the military will not necessarily provide transportation although the embassy may provide some assistance (either out of Korea, or your return to country at a later date).

SUDDEN CRISIS. If a crisis should suddenly occur and normal commercial means of travel are no longer available, American authorities may implement NEO. Noncombatants should stay indoors and monitor AFKN radio and TV. As much advance notice and as much information as possible will be broadcast over AFKN radio and TV. AFKN and your NEO warden will tell you when to report to the nearest assembly point for immediate processing (see Appendix B). Be prepared to act quickly, and cooperate completely with the authorities.

THE THREE STEPS IN NEO

ASSEMBLY. When assembly instructions are broadcast over AFKN or if contacted by a NEO warden, you should--

- Report to the nearest assembly point when told to do so (see Appendix B).
- Bring your NEO kit (see Appendix C).
- Be prepared to stay.

It is your responsibility to get to the assembly point. You may even have to walk, depending on the situation.

RELOCATION. Relocation from assembly points will use military vehicles, chartered buses, trains, or privately owned vehicles under military convoy control. Convoys will be controlled and escorted by military authorities. U.S. military forces will attempt to provide limited feeding, sleeping, and medical services, but conditions will be austere and services extremely limited. Expect to rely on the supplies you have, and accept inconvenience and discomfort in return for safe relocation and evacuation.

EVACUATION. If an evacuation is ordered, you will be moved, either by ship or air to a nearby Safe Haven country or directly to the U.S. If you were not authorized movement to Korea by the U.S. Government, you may be asked to sign a promissory note for the cost of transportation and assistance provided by the U.S. Government during an evacuation. You will be assisted in returning to your home country by consular personnel. The Government of any Safe Haven country will probably require your rapid onward movement. Your stay in Safe Haven countries could be extremely short, even to the point of never leaving the aircraft. It may involve merely touching down and then continuing on to the U.S. You should not plan for extended stops or setting up residence in Safe Haven countries. Conversely, you should be prepared to accommodate a layover of several days if the situation dictates.

CHILDREN IN SCHOOL

Most schools for foreign students (including the U.S. DoD dependent schools on military installations) will suspend classes in times of growing crisis; however, relocation or evacuation could be ordered while children are in school. Each school should develop local procedures, and parents should be aware of what arrangements have been made 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 evacuation authorities. If conditions do not permit returning students to parents, children will be relocated/evacuated under school faculty/teacher supervision. Every effort will be made to reunite children with noncombatant parents at relocation centers or subsequent stops. In all cases, schools will work closely with the local U.S. military NEO authorities to adequately plan for NEO.

MEDICAL CASES

Hospital patients who can safely travel without constant medical care will be discharged and directed to report to the nearest assembly point or relocation center. Pregnancy cases beyond the seventh month, mothers with babies under six weeks of age, and other patients as determined by U.S. military medical authorities may be evacuated through military medical evacuation channels.

PERSONAL PREPARATION

NEO KIT DOCUMENTS AND SUPPLIES. Appendix C contains a list of required and recommended items that should be maintained in your NEO kit.

PERSONAL VEHICLE. Your personal vehicle may be needed during NEO. You may be permitted to drive it to the port of embarkation as part of a military convoy. However, you also may be required to abandon your car, or it may be confiscated by military or civilian authorities for official use. Above all, do not expect to be able to drive your family in your vehicle unescorted on the highways during times of crisis. Highway access and use will be strictly controlled by Government and military authorities to reduce congestion.

PETS. Noncombatants are authorized to evacuate their pets. Pets will be evacuated with their owners, if possible. Pet owners are required to have portable pet carriers and a 10-day supply of pet food as a part of their NEO kit. Every effort will be made to allow pets to accompany their owner.

PREPARATION. You need to be prepared for relocation or evacuation. It is your responsibility. The military and Government agencies involved will provide the means for relocation and evacuation, but noncombatants have to fulfill certain responsibilities, for their own benefit. Maintenance of a proper and complete NEO kit includes: continuing contact with unit NEO wardens, maintaining current information with unit NEO wardens, knowing where assembly points are, etc., and participating in NEO drills. It is the sponsor's responsibility to ensure his dependents are prepared for NEO.

NONCOMBATANT SAFE ARRIVAL NOTE. Military dependents will be provided two copies of USFK Form 194 (Noncombatant Safe Arrival Note) which is a postcard for notifying military sponsors of your safe arrival at the relocation center and in the Safe Haven country. These postcards must be pre-addressed by you or your sponsor. You will be able to write a brief note and mail them through the military postal system upon arrival at the relocation center and the Safe Haven country at no cost. They may not be used for other purposes or be mailed from other places.

YOUR RESPONSIBILITIES

You must acquaint yourself and family members with primary and alternate routes (walking and by automobile/transportation) from your residence to the nearest assembly point. Become familiar with your surroundings and landmarks. Complete your emergency preparations in advance as detailed in this pamphlet. Should an emergency arise, you should--

- DISREGARD RUMORS.
- STAY PUT AND LISTEN TO AFKN.
- OBEY INSTRUCTIONS FROM NEO PERSONNEL AND BE PREPARED TO REACT QUICKLY.
- REMAIN CALM AND FLEXIBLE.

EXERCISES

Twice a year, U.S. military authorities will test their local relocation and evacuation plans in an exercise called COURAGEOUS CHANNEL. You may be asked by AFKN, your NEO warden, or your sponsor (for U.S. Government family members) to report to your nearest designated assembly

point for a short period of time. All U.S. military personnel and Government employees will ensure their family members participate in these important COURAGEOUS CHANNEL exercises. Though participation by other noncombatants is voluntary, it is strongly encouraged so they will better understand what occurs during a real emergency. Your active and continuing participation in these exercises is critical to assuring the capability to support all potential noncombatants and that you are included in the planning. It is also important that you regularly participate to ensure your name is maintained in the NEO database.

Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) to the Commander, USFK, ATTN: FKJ1-PPO, Unit #15237, APO AP 96205-0010, or to the USAMEMB. You can request briefings to organizations or family support groups through your NEO commander to the J1 representative at the Joint NEO Branch at Commander, EUSA, ATTN: EAGC-NEO, Unit #15236, APO AP 96205-0027.

FOR THE COMMANDER:

OFFICIAL:
RANDOLPH W. HOUSE
Lieutenant General, USA
Chief of Staff

///ORIGINAL SIGNED BY///

JOHN A. HALL
Assistant Adjutant General

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B. List of Assembly and Relocation Points
C. Emergency Checklist/NEO Kit
D. AFKN Radio Frequencies and TV Channels
E. NEO Area Commanders

DISTRIBUTION:
A

SPECIAL DISTRIBUTION:
11000 - Cdr 19th TAACOM, APO AP 96212-0171
6000 - PPCK
6000 - American Embassy, Seoul
1000 - Cdr, 51st FW, APO AP 96570-5000
500 - Cdr, 8th FW, APO AP 96264-5000
100 - ACofS J1
300 - COMNAVFORKOREA

APPENDIX A

KOREA PENINSULA MAP

APPENDIX B

LIST OF ASSEMBLY AND RELOCATION POINTS

CITY	INSTALLATION	ASSEMBLY POINT
Bongiljung	Camp Howze	Gym
Chinhae	Chinhae Naval Base	Duffys Club
Chunchon	Camp Page	Recreation Center
Kunsan	Kunsan Air Base	Seabreeze NCO Club
Pusan	Camp Hialeah	Community Center
Pyongtaek	Camp Humphreys	Gym
Seoul	Hannam Village Housing	Chapel
Seoul	Yongsan	Collier Field House
Seoul	K-16 (Seoul Air Base)	Gym
Songtan	Osan Air Base	Elementary School
Taegu	Camp George	Elementary School
Weagwan	Camp Carroll	Fitness Center
Tongduchon	Camp Casey	Hanson Field House
Wonju	Camp Long	Community Club
Uijongbu	Camp Red Cloud	Recreation Center

Other locations may be designated by U.S. Military or Embassy Authorities

APPENDIX C

EMERGENCY CHECKLIST/NEO KIT

C-1. DOCUMENTATION.

a. Required Documents. To be accepted for relocation and evacuation, noncombatants must present proof of citizenship or resident status, or ties to the US. For other countries authorized (by the US Department of State) to be evacuated under the US plan, they must show a clear tie to that country. Any of the following is sufficient:

(1) Passports. (Preferred-the most effective document to clear Safe Haven country for US or other destination country.)

(2) Military or US Government identification (ID) cards (US, DoD, or government family members).

(3) Birth Certificates.

(4) Marriage Licenses.

(5) Naturalization Certificate.

(6) Alien Registration Card (Form I-551).

b. Desirable Documents. These documents are optional and are not mandatory for relocation or evacuation.

(1) DD Form 1337 (Authorization for Emergency Pay and Allowances) for families of military personnel; DD Form 2461 (Authorization for Emergency Evacuation Advance & Allotment Payment for DoD Civilian Employee's) or AF Form 1143 (Authorization & Record-Emergency Payments to Dependents) for DoD civilian personnel and their family members. Failure to have the appropriate form may result in your inability to receive a predesignated evacuation allowance from the sponsor's pay entitlements. It is important to understand that these forms must be filled out and validated by an accounting and finance representative prior to processing. They cannot be prepared and validated during actual evacuation processing.

(2) DA Form 2402 (Exchange Tag), used as an assembly point control card.

(3) DA Form 4986 (Personal Property Record).

(4) DD Form 1701 (Inventory of Household Goods) or other inventory of household goods.

(5) Letter of authorization for processing potential claims for damage or loss of property.

(6) Immunization (shot) records.

(7) DA Form 3955 (Change of Address and Directory Card).

(8) A will.

(9) Financial records (credit cards, checkbooks, etc.).

(10) USFK Pamphlet 600-300.

(11) Copy of vehicle registration/title.

(12) Insurance policies.

(13) USFK ration control plates.

(14) USFK Form 194 (Noncombatant Safe Arrival Note) (postcard), 2 copies.

(15) USFK Form 178-R (Noncombatant Evacuation Operations (NEO)) which will be locally reproduced on 8 1/2 by 11-inch paper), 2 copies, or downloaded from the EUSA Website.

c. Married military couples and sole military parents are required by regulation to have powers of attorney for other adult noncombatants to serve as NEO "Loco Parentis" to transport dependents under 18 to the US and provide permanent care for them there. These powers of attorney, while not required to permit evacuation, should be among those important documents noncombatants 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.

C-2. MONEY. For emergency use, $100 in cash and 30,000 Won is recommended to defray costs of travel and subsistence on the economy, if required. Do not carry large amounts of cash.

C-3. NEO KITS.

a. Needed emergency supplies. Bring what can be easily carried, such as:

(1) A 3-day supply of lightweight, high energy, packaged ready-to-eat foods (due to weight, canned foods are not recommended).

(2) A 3-day supply of baby food/formula, ready mixed, (when appropriate).

(3) Toiletries (toilet paper, soap, Kleenexes, handywipes, etc.).

(4) Baby toiletries (if appropriate).

(5) A 30-days supply of any critical medication required to control serious medical conditions.

(6) Pet carrier (if required).

(7) Bottled Water.

(8) A small transistor radio and extra batteries.

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

(1) A backpack.

(2) Blankets or sleeping bag.

(3) Feminine hygiene articles.

(4) Extra clothing.

(5) Baby articles.

(6) A first aid kit.

(7) A flashlight and extra batteries.

(8) A small transistor radio and extra batteries.

APPENDIX D

AFKN RADIO FREQUENCIES AND TV CHANNELS

LOCATION	RADIO FREQUENCY AM	FM	TELEVISION CHANNEL
Cheju-Do	1512	NONE	NONE
Chinhae	1512	88.5	2
Chunchon (Camp Page)	1044	88.5	46
Kunsan (Kunsan AB)	1440	88.5	49
KwangJu (Kwangju AB)	NONE	88.5	NONE
Munsan (Camp Pelham)	576	88.5	19
Pohang (Camp Libby)	1512	NONE	NONE
Pusan (Camp Hialeah)	1260	88.1	2
Pyongtaek (Camp Humphreys)	1440	88.3	58
Sangdong (Kotar)	1512	NONE	NONE
Seoul (Yongsan)	549	1027	2
Songtan (Osan)	1359	88.5	49
Taegu	585	99.3	12
Taejon	NONE	96.1	12
Tongduchon (Camp Casey	1197	88.3	49
Uijongbu (Camp Red Cloud)	1161	88.5	58
Waegwan (Camp Carroll)	1440	NONE	49
Wonju (Camp Long)	1440	88.3	58

APPENDIX E

NEO AREA COMMANDERS

AREA	MAJOR INSTALLATIONS	AREA COMMANDER	NEO OFFICE
I	Camp Casey	CDR,	Area I
	Camp Page	Area 1	Unit No. 15707
	Camp Howze		Spt Activity
	Camp Red Cloud		APO AP 96258-0707
II	K-16	CDR, 34th ASG	34th ASG
	Yongsan Army Garrison		EANC-SA-NEO
	Hannam Village		APO AP 96205
III	Camp Humphreys	CDR, USASA	USASA
			Unit No. 15716
			APO AP 96271
IV	Camp Hialeah	CDR 20th SG	20th SG
	Camp George		EANC-T-ADJ
	Chinhae NB		APO 96218
	Camp Carroll		
V	Osan AB	51st TFW/CC	51st MSSQ/MSP
VI	Kunsan AB	8th TFW/CC	8th MSSQ/MSP
			APO AP 96264

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HEADQUATERS
UNITED STATES FORCES KOREA
APO SAN FRANCISCO 96301

28 February 1983

INTERNATIONAL MARRIAGES