



TSA MANAGEMENT DIRECTIVE No. 1100.61-6  
EMERGENCY EVACUATION  
ADMINISTRATIVE PROCEDURES

*To enhance mission performance, TSA is committed to promoting a culture founded on its values of Integrity, Respect and Commitment.*

*NOTE: Pursuant to Section 101 of the Aviation and Transportation Security Act (49 U.S.C. 114(n)), this directive and all related Handbooks, Attachments, and Appendices, establish Transportation Security Administration (TSA) policy and must be applied accordingly.*

**REVISION:** This revised directive supersedes TSA MD 1100.61-6, *Emergency Evacuation Administrative Procedures*, dated March 5, 2014; Human Capital Advisory Memo (HCAM) 2017-61.6, *Special Allowances for Subsistence Expenses*; HCAM 2017-61.6b, *Special Allowances for Subsistence Expenses – Lodging*; and HCAM 2017.61-6c, *Reduced Subsistence Expenses*.

**SUMMARY OF CHANGES:** Section 5, Responsibilities, revised A. TSA Administrator responsibilities to add his/her designee and to delete a day-to-day responsibility; B. Executive Assistant Administrator for Law Enforcement/Federal Air Marshal Service deleted “preparing TSA’s emergency response, incident management, emergency preparedness, and continuity of operations policies, planning, and procedures”; C. Added Executive Assistant Administrator for Operations Support is the TSA official responsible for preparing TSA’s emergency response, incident management, emergency preparedness, and continuity of operations policies, planning, and procedures; E. Assistant Administrator for Human Capital responsibilities deleted preparing the personnel compensation and leave portion of the Handbook and revising as needed, and changed issuing the written TSA evacuation order to preparing the written TSA evacuation order; F. Added Assistant Administrator for Public Affairs is responsible for issuing the TSA evacuation order; G. AA for Finance responsibilities deleted “preparing the evacuation travel pay portion of the Handbook and revising as needed”; I. Employee responsibilities added “planning for evacuations and to the extent possible, taking all necessary identification badges, equipment (e.g., laptop), and for uniformed employees all necessary uniform items when evacuating”, added TSA Headquarters Office as a location to work, changed security operations requirements to agency requirements, and changed telework ready employees to telework program participants; and lettering adjusted for the addition of responsibilities for additional management officials; Section 6, Policy, added Evacuation Order and revised Safe Haven to add clarifying information; and administrative changes throughout the directive which includes changing excused absence to weather and safety leave and evacuation travel pay to evacuation allowances; Section 8, Approval and Effective Date, Distribution changed to All TSA Employees.

- 1. PURPOSE:** This directive provides TSA policy and procedures for assigning work and making payments related to releasing, relocating, and returning TSA employees who are evacuated from their permanent duty station (PDS) in connection with emergency situations. It requires all TSA employees to provide contact information and identify a primary and alternate safe haven in advance of emergency situations and to ensure these designations remain current.
- 2. SCOPE:** This directive applies to all TSA employees.

**3. AUTHORITIES:**

- A. 14 C.F.R. Sec. 139.325 – Airport Emergency Plan
- B. Aviation and Transportation Security Act, Public Law 107-71 (ATSA)
- C. The Homeland Security Act of 2002, Public Law 107-296

**4. DEFINITIONS:** See [TSA Handbook 1100.61-6, \*Emergency Evacuation Administrative Procedures\*](#).

**5. RESPONSIBILITIES:**

- A. The TSA Administrator or his/her designee is responsible for making a determination, in conjunction with DHS and other affected DHS components, to authorize TSA employees to evacuate for purposes of evacuation allowances and/or weather and safety leave.
- B. The Executive Assistant Administrator for Law Enforcement/Federal Air Marshal Service (EAA/LE/FAMS) is responsible for ensuring on-going, tailored emergency operations guidance are provided to affected LE/FAMS assets based on the nature and extent of the emergency.
- C. The Executive Assistant Administrator for Operations Support is the TSA official responsible for preparing TSA’s emergency response, incident management, emergency preparedness, and continuity of operations policies, planning, and procedures.
- D. The Executive Assistant Administrator for Security Operations (EAA/SO) is responsible for:
  - (1) Advising the TSA Administrator on how to continue TSA airport operations before, during, and after the emergency has occurred; and
  - (2) Ensuring on-going, tailored emergency operations guidance is provided to affected airports based on the nature and extent of the emergency.
- E. The Assistant Administrator for Human Capital (AA/HC) is responsible for:
  - (1) Exercising headquarters-level oversight of plans and procedures affecting assignment of work, compensation and leave for TSA personnel during emergency evacuations;
  - (2) Instituting procedures to ensure that [TSA Form 1141, \*Emergency Safe Haven Location Designation\*](#), is available to TSA officials during pre-planning periods and emergencies; and
  - (3) Preparing the written TSA evacuation order, when authorized by the TSA Administrator or his/her designee.

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- F. The Assistant Administrator for Public Affairs is responsible for issuing the TSA evacuation order.
- G. The Assistant Administrator for Finance (AA/FA) is responsible for exercising headquarters-level oversight of plans and procedures affecting the evacuation allowances of TSA personnel during emergency evacuations.
- H. Designated management officials, as defined in [TSA Handbook 1100.61-6, \*Emergency Evacuation Administrative Procedures\*](#), are responsible for:
- (1) Ensuring that all TSA employees under their supervision provide contact information and designate a primary and alternate safe haven on [TSA Form 1141](#); and
  - (2) Ensuring that all completed TSA Form 1141 are maintained in a separate, easy to retrieve file or database (for quick access prior to and during an emergency). Any electronic files should be backed up on moveable media (e.g., CD, DVD, or removal/external drive) or stored at an alternative TSA location (e.g., the continuity of operations (COOP) site) for access when the PDS is inaccessible. The records should be appropriately protected to prevent disclosure to unauthorized persons. The provisions of [TSA MD 3700.4, \*Handling Sensitive Personally Identifiable Information\*](#), should be followed.
- I. TSA employees are responsible for:
- (1) Planning for the evacuation of themselves and their family members and dependents. Planning for evacuation includes, but is not limited to, safeguarding their home and possessions, preparing (within their means and capabilities) to have a reliable source of transportation, access to emergency cash, and supplies.
  - (2) Taking to the extent possible, all necessary identification badges, equipment (e.g., laptop), and for uniformed employees all necessary uniform items, when evacuating.
  - (3) Providing to their immediate supervisor, or other management official within their chain of supervision, contact information and designating a primary and alternate safe haven following the procedures in TSA Handbook 1100.61-6, *Emergency Evacuation Administrative Procedures*. Once designated, keeping safe haven and contact information current;
  - (4) Complying with all agency requirements, lawful orders, and personnel procedures before, during, and after an emergency;
  - (5) Traveling by the safest most direct route, being mindful of directness and timeliness, to their designated primary safe haven location, or alternate safe haven location as applicable, when an evacuation order is given;

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- (6) Following the procedures in TSA Handbook 1100.61-6, *Emergency Evacuation Administrative Procedures*, for providing temporary contact information upon arrival at the safe haven;
- (7) Reporting for duty within the safe haven location area at the nearest TSA Headquarters Office, TSA-supported airport, LE/FAMS field office, SO Regional Director's office, TSA Mission Support Center, TSA Alternate Operating Facilities (AOF), or an approved alternative worksite, as appropriate:
  - (a) LE/FAMS employees will report to the location of their duty assignment in accordance with established LE/FAMS procedures.
  - (b) Agency COOP team personnel will report to the AOF in accordance with established procedures.
  - (c) Telework program participants are required to work and are expected to begin work on time at an approved alternate worksite, which will generally be the employee's safe haven location or the nearest TSA-supported office.
- (8) Returning to their PDS when it is safe to do so by the date required.

**6. POLICY:**

**NOTE:** All TSA offices shall apply this policy to the maximum extent possible, consistent with other specific guidance (e.g., the Department of State Foreign Affairs Manual for international offices) and specific operational requirements and considerations.

**A. TSA Evacuation Order:**

- (1) A TSA evacuation order may be issued when conditions are expected to be or are life threatening as a result of an emergency and the geographical area of TSA facilities are under mandatory evacuation by state or local government authorities.
- (2) The provisions of the evacuation order only apply when the PDS is in a mandatory evacuation area; and
- (3) The provisions of the evacuation order will not apply when an employee's primary residence is not in a mandatory evacuation area or when an employee's primary residence is in an affected area which is not within the geographical area of their PDS.

**B. Designation of Safe Havens:**

- (1) All TSA employees shall designate a primary and alternate safe haven location in advance of any actual or possible evacuation. Safe haven selections and employee contact information, together with all other requested information, will be documented on the [TSA Form 1141](#).

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(2) Safe haven locations must meet the following criteria:

- (a) Safe havens must be an area of safety far enough away geographically to avoid imminent life threatening conditions generated by a major natural or manmade disaster, but not so far as to be unreasonably removed from the PDS. Generally, a safe haven is within a day's travel of the PDS (approximately 400 miles). In rare situations, the employee may be able to stay in his/her residence and be in an area of safety. However, in most cases, the employee's residence may not be the safe haven location.
- (b) Safe havens must also be within commuting distance (approximately 50 miles or less) to a TSA Headquarters Office, TSA supported airport (one that is supported by TSA employees performing screening functions), LE/FAMS field office, SO Regional Director's office, TSA Mission Support Center, TSA AOF, or an approved alternative worksite, as appropriate for an employee's position in order to permit evacuated employees to perform duties while they are temporarily displaced from their PDS.
- (c) The primary and alternate safe havens should be located in different directions from the employee's PDS, so that if the primary safe haven cannot be reached (due to the storm path, wind currents, traffic congestion, road conditions, etc.), the alternate safe haven will still be viable.

(3) Undesignated Safe Haven:

- (a) An employee's relocation to an undesignated safe haven (i.e., a location other than the employee's primary or alternate safe haven), may be approved by the designated management official, on a case-by-case basis, based on unforeseen or intervening circumstances, when such action will further the interests of the U.S. Government and the employee concerned.
  - (b) Relocation to an undesignated safe haven must be approved by the designated management official in advance if possible, but within five calendar days after evacuation. If an undesignated safe haven is not authorized, the employee may be ineligible for evacuation allowances.
- (4) Absent unusual circumstances, employees shall not receive evacuation allowances in excess of what would be incurred if a safe haven was designated per the criteria of 6.B.(2) above.

C. Evacuation Allowances and Weather and Safety Leave:

- (1) Weather and Safety Leave may be authorized in accordance with [TSA MD 1100.61-1, \*Emergency Dismissals and Closures\*](#), and the associated [Handbook](#), when TSA operations are closed because of severe weather or other contingencies.
- (2) When evacuations are authorized by the TSA Administrator or his/her designee, TSA employees may receive weather and safety leave and/or evacuation allowances as outlined in the evacuation order.

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- (3) If evacuation allowances are approved, they shall be available only to those affected employees who comply with the policies, procedures and requirements of this directive and the associated Handbook. Evacuation allowances are not an entitlement.
- (4) To receive any evacuation allowances, a TSA employee shall be in an authorized duty status, to include weather and safety leave. No employee will receive evacuation allowances while absent without leave (AWOL) or in any personal leave status, including leave without pay.
- (5) When weather and safety leave is authorized as part of an evacuation order, the number of days/hours authorized will be identified in the evacuation order.
- (6) Weather and safety leave may also be authorized, in the absence of a TSA evacuation order, by designated management officials as defined in TSA Handbook 1100.61-6. Weather and safety leave may be granted for short periods of time normally not to exceed three days to permit TSA employees to safeguard property, make preparations and/or evacuate to and from a safe haven when a mandatory evacuation is ordered by state or local officials.
- (7) An employee's failure to report to his or her safe haven within a reasonable amount of time (no more than three days after departing the PDS) may cause the employee to be placed in an AWOL status:
  - (a) Any extensions in excess of three days of weather and safety leave shall be at the discretion of appropriate TSA officials (the EAA/SO, AA/LE/FAMS and/or other EAAs and AAs with affected employees in coordination with the AA/HC).
  - (b) As they deem appropriate, those officials, identified in 6.B.(7)(a) above, may delegate extensions of weather and safety leave approval authority to the PDS designated management official, the gaining (safe haven) designated management official, or other TSA designated management officials.
  - (c) For employees placed in AWOL status, the PDS or gaining (safe haven) designated management official may approve, if circumstances warrant, a retroactive change to an authorized absence status (e.g., annual leave, sick leave, leave without pay, etc.) and the effective date of such change.
- (8) Evacuation allowances shall cease on the termination date in the evacuation order or earlier when appropriate officials determine that the emergency has ended (as provided in TSA Handbook 1100.61-6), or pursuant to any other Federal pay or personnel directive, or otherwise determined to be terminated by the TSA Administrator or his/her designee. As a general rule, the end of an emergency will be determined based on when the immediate threat to human life and/or Government property has ceased. Such determinations will not be based on damage to or availability of housing in an affected area.

**7. PROCEDURES:** See [TSA Handbook 1100.61-6, \*Emergency Evacuation Administrative Procedures\*](#).

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- 8. APPROVAL AND EFFECTIVE DATE:** This policy is approved and effective the date of signature unless otherwise specified.

**APPROVAL**

*Signed*

5 March 2020

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Patricia Bradshaw  
Assistant Administrator for  
Human Capital

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Date

**EFFECTIVE**

15 March 2020

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Date

Distribution: All TSA Employees

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