



To enhance mission performance, TSA is committed to promoting a culture founded on its values of Integrity, Innovation and Team Spirit.

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 Planning and Procedures*, dated July 21, 2006.

SUMMARY OF CHANGES: Title, revised to better reflect MD content; Section 1, Purpose, updated to provide clarity; Section 2, Scope, updated to clarify the scope; Section 3, Authorities, updated to reflect correct ATSA authority and deleted 5 C.F.R. Part 550 as it does not apply to TSA; Section 4, Definitions, moved to the TSA Handbook to TSA MD 1100.61-6, *Emergency Evacuation Administrative Procedures*; Section 5, Responsibilities, revised to provide clarification of the responsibilities for all identified positions; Section 6, Policy, responsibilities contained within the policy section were moved to Section 5 and procedures were moved to the Handbook; and Section 7, Procedures, has been moved to the TSA Handbook to TSA MD 1100.61-6, *Emergency Evacuation Administrative Procedures*.

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. The Aviation and Transportation Security Act, Public Law 107-71 (ATSA)
 - C. The Homeland Security Act of 2002, Public Law 107-296
4. **DEFINITIONS:** Moved to the [TSA Handbook to TSA MD 1100.61-6, *Emergency Evacuation Administrative Procedures*](#).
5. **RESPONSIBILITIES:**
 - A. The TSA Administrator is responsible for:

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EMERGENCY EVACUATION
ADMINISTRATIVE PROCEDURES

- (1) Having an awareness of local conditions affecting TSA operations and coordinating, as necessary, with local, state and Federal officials involved in emergency preparations and responses; and
 - (2) Making a determination, in conjunction with DHS and other affected DHS components, to authorize TSA employees to evacuate for purposes of subsequent evacuation travel pay and/or excused absence.
- B. The Assistant Administrator for Office of Law Enforcement/Federal Air Marshal Service (AA/OLE/FAMS) is the TSA official responsible for:
- (1) Preparing TSA's emergency response, incident management, emergency preparedness, and continuity of operations policies, planning and procedures; and
 - (2) Ensuring on-going, tailored emergency operations guidance are provided to affected OLE/FAMS assets based on the nature and extent of the emergency.
- C. The Assistant Administrator for Security Operations (AA/OSO) 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.
- D. The Assistant Administrator for Human Capital (AA/OHC) 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;
 - (3) Issuing the written evacuation order, when authorized by the TSA Administrator and/or DHS Secretary; and
 - (4) Preparing the personnel compensation and leave portion of the [TSA Handbook to TSA MD 1100.61-6, *Emergency Evacuation Administrative Procedures*](#), and revising, as needed.
- E. The Assistant Administrator for Finance and Administration (AA/OFA) is responsible for:
- (1) Exercising headquarters-level oversight of plans and procedures affecting the evacuation travel pay and allowances of TSA personnel during emergency evacuations; and
 - (2) Preparing the evacuation travel pay portion of the [TSA Handbook to TSA MD 1100.61-6, *Emergency Evacuation Administrative Procedures*](#), and revising, as needed.
- F. Designated management officials, as defined in the accompanying [TSA Handbook to TSA MD 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.

G. TSA employees are responsible for:

- (1) 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 the accompanying [TSA Handbook to TSA MD 1100.61-6, *Emergency Evacuation Administrative Procedures*](#). Once designated, keeping safe haven and contact information current;
- (2) Complying with all security operations requirements, lawful orders, and personnel procedures before, during, and after an emergency;
- (3) 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;
- (4) Following the procedures in the [TSA Handbook to TSA MD 1100.61-6, *Emergency Evacuation Administrative Procedures*](#), for providing temporary contact information upon arrival at the safe haven;
- (5) Reporting for duty within the safe haven location area at the nearest TSA-supported airport, OLE/FAMS field office, OSO Regional Director's office, TSA Mission Support Center, TSA Alternate Operating Facilities (AOF), or an approved alternative worksite, as appropriate:
 - (a) OLE/FAMS employees will report to the location of their duty assignment in accordance with established OLE/FAMS procedures.
 - (b) Agency COOP team personnel will report to the AOF in accordance with established procedures.
 - (c) Telework ready employees are required to work and are expected to begin work on time at an approved alternate worksite, which will generally be the employees' safe haven location or the nearest TSA-supported office.
- (6) Returning to their PDS when it is safe to do so by the date required.

6. POLICY: 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. 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](#).
- (2) A safe haven is presumed to be one located away from the employee's residence, but generally within 400 miles of the employee's PDS. In addition, safe haven locations must meet the following criteria:
 - (a) Safe havens must be far enough away geographically to avoid threatening conditions generated by a major natural or manmade disaster, but not so far as to be unreasonably removed from the PDS. In most cases, the employee's residence may not be the safe haven location.
 - (b) Safe havens must also be within commuting distance (50 miles or less) to a TSA supported airport (one that is supported by TSA employees performing screening functions), OLE/FAMS field office, OSO Regional Director's office, TSA Mission Support Center, or TSA AOF 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) 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. 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 travel pay.
- (4) Absent unusual circumstances, employees shall not receive evacuation travel pay in excess of what would be incurred if a safe haven was designated per the criteria of 6A(2)(a) and (b) above. The Financial Management Division (FMD) may grant exceptions on a case-by-case basis when determined to be in the best interest of the government.

B. Evacuation Travel Pay and Excused Absence

- (1) Excused absence may be authorized in accordance with [TSA MD 1100.61-1, *Emergency Dismissals and Closures*](#), and [TSA MD 1100.63-1, *Absence and Leave*](#), and the associated

Handbooks, when TSA operations are closed because of severe weather or other contingencies.

- (2) When evacuations are authorized by the DHS Secretary and/or the TSA Administrator, TSA employees may receive excused absence and/or evacuation travel pay.
- (3) If evacuation travel pay is approved, it shall be available only to those affected employees who comply with the policies, procedures and requirements of this directive, including the Handbook. Evacuation travel pay is not an entitlement.
- (4) To receive any evacuation travel pay, a TSA employee shall be in an authorized duty status, to include excused absence. No employee will receive evacuation travel pay while absent without leave (AWOL) or in any personal leave status, including leave without pay.
- (5) When excused absence is authorized as part of an evacuation order, the number of days/hours authorized will be identified in the evacuation order.
- (6) Excused absence may also be authorized, in the absence of a TSA evacuation order, by designated management officials for short periods of time normally not to exceed three (3) days to permit TSA employees to make preparations and evacuate to a safe haven and return.
- (7) An employee's failure to report to his or her safe haven within a reasonable amount of time (no more than three (3) days of excused absence after departing the PDS) may cause the employee to be placed in an AWOL status:
 - (a) Any extensions in excess of three (3) days of excused absence shall be at the discretion of appropriate TSA officials (the AA /OSO, AA/OLE/FAMS and/or other AAs with affected employees in coordination with the AA/OHC).
 - (b) As they deem appropriate, those officials, identified in 6B(7)(a) above, may delegate extensions of excused absence 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 (annual leave, sick leave, leave without pay, etc.) and the effective date of such change.
- (8) Entitlement to evacuation travel pay shall cease when appropriate officials determine that the emergency has ended, unless payment is terminated earlier as provided in the Handbook, under any other Federal pay or personnel directive, or otherwise determined to be terminated by the TSA Administrator. 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 to TSA MD 1100.61-6, *Emergency Evacuation Administrative Procedures*](#)
8. **APPROVAL AND EFFECTIVE DATE:** This policy is approved and effective the date of signature unless otherwise specified.

APPROVAL

Signed

March 5, 2014

Karen Shelton Waters
Assistant Administrator for Human Capital

Date

EFFECTIVE

Date

Distribution: Assistant Administrators and equivalent positions, Regional Directors, Federal Security Directors, Supervisory Air Marshals in Charge, Business Management Division Directors, Human Resource Specialists

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