



DEPARTMENT OF THE NAVY
NAVAL MEDICAL RESEARCH CENTER DETACHMENT

LIMA, PERU
UNIT NUMBER 3800
APO AA 34031 - 3800

IN REPLY REFER TO
NMRCDINST 11320.2C
02 AUG 2004

NMRCD INSTRUCTION 11320.2C

From: Officer-in-Charge
To: Distribution List No 1

Subj: EMERGENCY EVACUATION PROCEDURES AND FIRE BILL FOR THE NAVAL
MEDICAL RESEARCH CENTER DETACHMENT

Ref (a) OPNAVINST 11320.23F

Encl: (1) Organization and Responsibilities
(2) Fire Station Bills
(3) NMRCD Mustering Point Diagram

1. Purpose. To provide instructions and prescribe procedures for the prompt, orderly, efficient and safe evacuation of all Naval Medical Research Center Detachment (NMRCD) personnel in the event of a fire or other emergency conditions.

2. Cancellation NMRCD Instruction 11320.2B is cancelled and superseded

3. Background. The procedures outlined in enclosures (1) and (2) are taken from established practices noted by the National Fire Protection Association, and other fire prevention guidelines in accordance with references (a).

4. Action. Department Heads shall ensure that all NMRCD personnel receive training in the specific organizational responsibilities and duties required during an emergency evacuation as listed in the fire station bill when there is a change in personnel.

5. Responsibilities. All NMRCD civilian and military personnel are responsible for compliance with the contents of this instruction.


G. J. MARTIN

ORGANIZATION AND RESPONSIBILITIES

1. Organization. The OIC shall designate in writing a Fire Marshall for NMRCDC. The Fire Marshall will be assisted in carrying out duties and responsibilities as listed on the fire station bill. The Administrative Officer is designated as the alternate Fire Marshall. Principal and Alternate Mustering Officers and Floor Coordinators will be designated to ensure all personnel are positively identified and evacuated.

2. Department Heads. Department Heads will be responsible for their respective department and ensure compliance with all related notices. In the absence of the Department Head, the Head Technician or other person in charge of the department will assume those responsibilities.

3. The Quarterdeck/Reception Desk. The Quarterdeck/Reception Desk is to function as NMRCDC Control Center for coordinating actions in case of fire. It shall have the proposed muster list posted with the following instructions added:

"Quarterdeck Functions as the command communications center during a Fire Emergency".

a. Maintain a phone watch as long as possible.

b. Relay messages received from the fire scene to inform the fire department, CEMENA Oficial de Guardia and Post One U.S Embassy.

c. Assign someone at the Quarterdeck entrance to meet and direct the Fire Department.

d. If the Quarterdeck must be abandoned, transfer the Communications Center to the front parking lot.

4. Mustering Officers. The OIC will designate in writing a Mustering Officer for each zone. The Mustering Officers will ensure they have an updated copy of the Command Evacuation Muster Report in their workspace and, in the event of an evacuation, take roll at the mustering point and report to the Fire Marshall once everyone has been located.

5. Fire Alarm Signal. Personnel will be alerted to the need for emergency evacuation by the fire alarm signal. The Fire Marshall will give the recall signal orally when it is considered safe to return to the buildings.

Enclosure (1)

6 Responsibilities

a. It is mandatory that all personnel in NMRCDC spaces familiarize themselves with this instruction and with the Fire Station Bill posted in the corridor of their workspaces. Personnel safety, including that of co-workers, depends on individual knowledge of fire exits and location of fire extinguishers. In addition, strict compliance with instructions given by personnel assigned fire evacuation duties during evacuation is imperative to minimize confusion and to preclude jeopardizing the safety of personnel.

b. Department Heads or senior representative will instruct personnel under their jurisdiction. The following actions will be taken by, either the Department Heads or senior representatives:

(1) They will direct subordinates and non-NMRCDC personnel (i.e.: visitors, collaborators, relatives.) to the nearest exit. They will notify the quarterdeck and Fire Marshall of the existence of the fire.

(2) Windows and doors will be closed after all personnel are out. The doors will not be locked.

(3) All electrical equipment will be turned off. The overhead lights will be left on.

4 All compressed gas cylinders will be turned off.

(5) Secure chemicals to proper storage lockers or ventilation hoods only if time permits.

c. Quarterdeck. The Fire Marshall or other senior person shall ensure that the following actions are taken once the alarm has been given:

(1) Phone the following number immediately. These numbers will be posted at the Quarterdeck at all times.

(a) Fire Department: "Cuerpo General de Bomberos" 222-0222 (central general de emergencia) or 429-0320 (central Callao).

(b) Centro Medico Naval: "Oficial de Guardia" 451-2070 or 211-3430, ext. 4630/4631.

(c) Post One, U.S. Embassy, 618-2436

(2) Direct all personnel to the designated assembly point outside of the building and roll will be taken to ensure persons are accounted.

Enclosure

NMRCD FIRE STATION BILL

AREA _____ MUSTER AREA _____

FIRE MARSHALL

POSITION	DUTIES	PRINCIPAL	ALTERNATE
MUSTERING OFFICER	*DIRECT AND ENFORCE EVACUATION *PROCEED TO MUSTER AREA AND REPORT TO FIRE MARSHALL		
FLOOR CORDINATOR	*CLOSE (DO NOT LOCK) ALL DOORS AND WINDOWS *CHECK WASHROOMS TO ENSURE PERSONNEL EVACUATED AREA *REPORT TO MUSTERING OFFICER		

REMEMBER: ALTHOUGH NMRCD, EQUIPMENT AND SUPPLIES ARE IMPORTANT THEY DO NOT COMPARE IN VALUE TO HUMAN LIFE. DO NOT TAKE UNNECESSARY RISKS!! INFORM PROPER AUTHORITIES AND STAY OUT OF THE PATH OF THE FIRE.

APPROVED: _____

A PERSON DISCOVERING FIRE

INFORM OTHERS BY WORD OF MOUTH

2. LOCATE the nearest fire extinguisher and exit and attempt to put it out using the proper technique. DO NOT endanger yourself or others in this process.

Keep your back to an exit and stand 6-8 feet away from the fire. Follow the four-step **P-A-S-S** procedure. If the fire does not begin to go out immediately, leave the area at once.

* **PULL** the pin: This unlocks the operating lever and allows you to discharge the extinguisher. Some extinguishers may have other lever-release mechanisms.

* **AIM** low: Point the extinguisher nozzle (or hose) at the base of the fire.

* **SQUEEZE**: the lever above the handle: This discharges the extinguisher agent. Releasing the lever will stop the discharge. (Some extinguishers have a button instead of a lever.)

* **SWEEP**: from side to side: Moving carefully toward the fire, keep the extinguisher aimed at the base of the fire and sweep back and forth until the flames appear to be out. Watch the fire area. If the fire re-ignites, repeat the process.

3. If the fire is already out of control and if you are not able to put it out, warn all persons in the building starting with those rooms nearest you, and inform the Command Fire Marshall, OIC or other acting authority as soon as possible. Note: soon we hope to have a fire alarm system installed, until then the word will have to be passed by word of mouth.

4. If you are the only one here, notify Centro Medico Naval "Oficial de Guardia", tel. 451-2070 or 464-2030, ext. 4630/4631, and Post one at the Embassy, tel. 648-2436 the duty officer.

B SENIOR PERSON ON-SCENE

Assume control as On-Scene Commander and designate persons to perform the following functions:

1 Search all spaces (including rest rooms) and have anyone found evacuate immediately. Do not attempt to open any closed doors that feel hot or have smoke curling around their edges: knock and call loudly to see if anyone is inside.

2. Carry out the posted muster list, with persons remaining on scene so indicate.

3. Secure all systems (electrical, compressed gas, chemicals, fuels, inflammables) at risk of contributing to the fire: shut down all equipment and gas. Remove flammables to the extent practical from the fire.

4. Contact On-Scene fire fighting to contain or extinguish the fire using proper technique and qualified personnel.*

5 Close all doors and windows but do not lock them

6. Leave the lights on unless the electrical system is involved in the fire

*Qualified personnel are those who have received hands-on training in the use of proper technique by the NMRCD Safety Officer within the last year.

7 Ensure that the following are informed

a. Officer-in-Charge

b. Centro Medico Naval: "Oficial de Guardia" tel 451-2070 ó 464-2030, ext. 4630/4631.

c Post one, U.S Embassy, tel 618-2436

8. In case of any safety concerns, the on-scene commander is in charge of the full evacuation. No person will be left behind to cope alone with the fire. Remain outside of the building until the Command Fire Marshall, OIC or other authority approves re-entry.

PISO _____, EDIFICIO _____

A. PERSONA QUE DESCUBRE EL INCENDIO

INFORMAR OTRAS PERSONAS VERBALMENTE

2. Localizar el extintor y la salida más cercanas y procurar usarlo con las técnicas apropiadas. NO ponga en peligro su vida o la vida de los demás en este proceso.

Mantenga la espalda hacia una salida y pararse a dos o tres metros del fuego y siga el procedimiento indicado a continuación. Si ve que el fuego no esta apagándose, retírese del área inmediatamente.

* QUITE el pasante: Esto desbloquea la palanca y permite activar el extintor. Algunos extintores pueden tener diferentes mecanismos.

* APUNTE hacia abajo: Apunte el inyector del extintor (o la manguera) a la base del fuego.

* PRESIONE la palanca. Esto descargara el agente extintor. Al soltar la palanca, el extintor dejara de descargar (Algunos extintores pueden tener un botón en vez de una palanca.)

* ESPARZA de lado a lado apuntando siempre hacia la base del fuego y una vez ahí barra hacia delante y hacia atrás hasta que la flama se haya ido. Tenga cuidado con el área donde estaba el fuego. En caso de volver a encenderse, repita el proceso.

3. Si el fuego se encuentra fuera de control y si no está apto para usar el extintor, avisar al resto de personas en el edificio empezando por las oficinas más cercanas, e informar al Command Fire Marshall, OIC o a la autoridad inmediata lo más pronto posible. Nota: pronto será instalada una alarma contra incendios, hasta entonces el aviso será verbal.

4. Si se encuentra solo en el NMRC, notificar al oficial de guardia del CMN, tel. 451-2070 o 464-2030, anexo 4630/4631, y al Puesto Uno de la Embajada, tel. 618-2436. Avisar al oficial de turno.

B. PERSONA PRINCIPAL EN-ESCENA:

Asumir el control como el Comandante En-Escena y designar al personal para realizar las siguientes funciones:

1. Buscar en todos los ambientes (inclusive servicios higiénicos) y hacer evacuar el edificio inmediatamente a las personas halladas. No tratar de abrir ninguna puerta cerrada que este caliente o que tenga humo a su alrededor: tocar y preguntar en alta voz si hay alguien dentro.

2. Llevar la lista de revista publicada, con las personas indicadas que permanecen en-escena.

3. Asegurar todos los sistemas (eléctricos, gas comprimido, químicos, combustibles, inflamables) de riesgo de contribuir al incendio: apagar el equipo, el gas. Colocar materiales inflamables a considerable extensión del fuego.

4. Ubicar el extintor mas cercano para contener o apagar el fuego usando las técnicas apropiadas y personal calificado.*

5. Cerrar puertas y ventanas pero no asegurarlas.

6. Dejar las luces prendidas a menos que el alambrado eléctrico sea afectado por el fuego.

*Personal calificado son las personas que han recibido entrenamiento en las técnicas apropiadas por el Oficial de Seguridad del NMRCO durante el año pasado.

7. Asegurarse que el siguiente personal sea informado

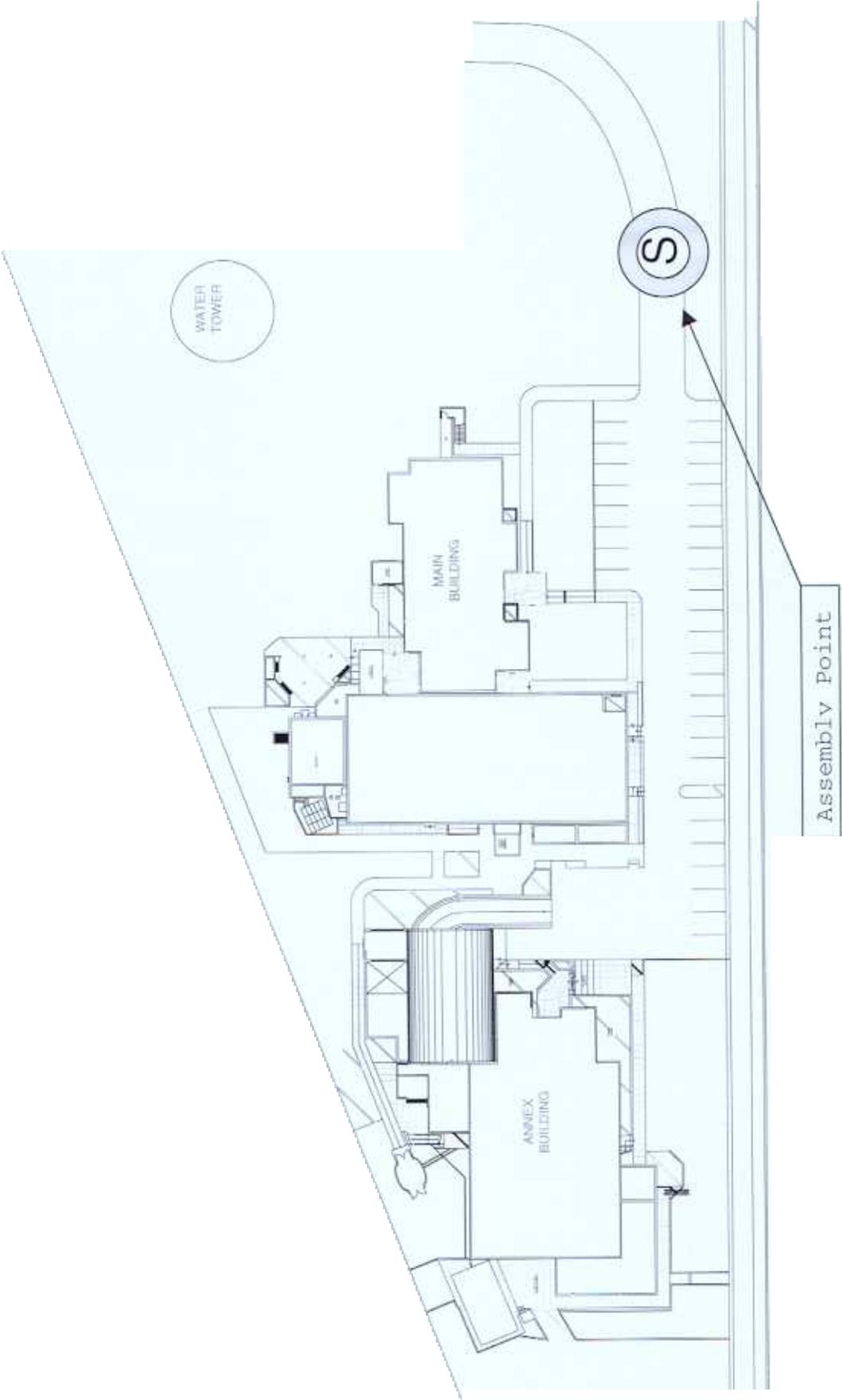
a. Jefe del NMRCO

b. Oficial de Guardia del CMN, tel 451-2070 ó 464-2030, anexo 4630/4631.

c. Puesto Uno de la Embajada tel. 618-2436

8. En caso de existir preguntas al respecto, el Comandante En-Escena esta encargado de la total evacuación. Bajo ninguna circunstancia nadie será dejado solo lidiando con el fuego. Permanecer fuera del edificio hasta que el Command Fire Marshall, OIC u otra autoridad lo aprueben.

Enclosure (2)



Enclosure (3)