



DEPARTMENT OF THE NAVY  
NAVAL MEDICAL RESEARCH CENTER DETACHMENT

LIMA, PERU  
UNIT NUMBER 3800  
APO AA 34041 - 3800

IN REPLY REFER TO

NMRCINST 3440.1C  
18 Feb 2003

NMRC INSTRUCTION 3440.1C

From: Officer-in-Charge

Subj: DISASTER PREPAREDNESS PLAN

Ref: (a) NMRCINST 3440.1I  
(b) United States Embassy Emergency Action Plan (N)

Encl: (1) Bomb Threats  
(2) Organization and Responsibilities  
(3) Disaster Scenario Guidelines  
(4) Administrative Procedure No. 1/93, U.S. Mission  
Lima, Peru  
(5) Emergency Evacuation of Animals

1. Purpose. To establish a comprehensive Disaster Preparedness Plan in accordance with references (a) and (b) for the Naval Medical Research Center Detachment (NMRC), Lima, Peru.

2. Cancellation. NMRCINST 3440.1B is hereby cancelled and superseded.

3. Background. Disaster preparedness encompasses all actions which are necessary to prepare for, endure, and recover from the effects of natural or man-made disasters. Disaster preparedness includes planning, organization, command and control, logistics and training. Enclosures (1) through (5) prescribe procedures for the prompt, orderly, efficient, and safe evacuation of NMRC personnel in the event of an emergency condition.

4. Action. Department heads and supervisors shall ensure that all NMRC personnel receive training. This training shall be in the specific organizational responsibilities and duties necessary to respond promptly and effectively in the event of an emergency situation.

5. Responsibility. To ensure that NMRC personnel are organized, trained and equipped to effectively respond to any and all emergency situations. All assigned personnel are responsible for compliance with the contents of this instruction.

a. Training. The Safety Officer shall develop, coordinate, and initiate training for NMRC personnel. This training should include, but not be limited to, bomb threats, earthquakes, fires, human and animal evacuation procedures, mass casualty assistance,

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and emergency public health assistance.

b. Department Heads/Supervisors. Department heads/supervisors are responsible for ensuring the widest dissemination of this instruction within their departments, and for ensuring participation of their personnel in periodic drills.

c. Supervisor, Supply Department. The Supervisor, Supply Department, is responsible for ensuring that this command:

(1) Is essentially self-sufficient for a minimum of one week in the areas of basic supplies and essential supportive materials.

(2) Has a pre-established plan for immediate supply of crucial items such as water, animal food and fuel.



C. A. FOSTER  
By direction



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**BOMB THREAT INFORMATION**

**FOR OFFICIAL USE ONLY**

- A. Telephone number that call was received on: \_\_\_\_\_.
- B. Date and time of call: \_\_\_\_\_.
- C. Exact words of caller: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_.
- D. Background noise (street sounds, baby crying, etc): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_.
- E. Information about caller: Age \_\_\_\_\_, Sex \_\_\_\_\_, Race \_\_\_\_\_.  
Education level \_\_\_\_\_, Speech Impediment (drunk, lisp,  
etc.) \_\_\_\_\_, Attitude (calm, excited, etc.) \_\_\_\_\_.
- F. Any suspects: \_\_\_\_\_.

**GUIDELINES FOR PERSON RECEIVING BOMB THREAT TELEPHONE CALL**

1. Keep the caller on the line as long as possible. Ask the caller to repeat the message. Record every word spoken by the person making the call.
2. If the caller does not indicate the location of the bomb or the time of possible detonation, the person receiving the call should ask the caller to provide this information.
3. Advise the caller that this a research facility and the detonation of a bomb could result in death or serious injury to innocent people, and that there are animals which are confined in cages and have no means of escape.
4. Pay particular attention to any strange or peculiar background noises such as: motors running, background music and any other noises which might give even a remote clue as to the place from which the call is being made.

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## ORGANIZATION AND RESPONSIBILITIES

1. Organization. The Officer-In-Charge (OIC) is designated as the Disaster Preparedness Officer. He will be assisted in carrying out duties and responsibilities.

2. Department Heads/Supervisors. Department Heads/Supervisors shall be responsible for their respective departments and ensure compliance with all related notices. In the absence of the department head/supervisor the head technician or other person in charge of the department will assume those responsibilities. The department head/supervisor shall designate in writing the technician selected to assume these responsibilities.

3. Quarterdeck/Reception Desk. The Quarterdeck/Reception Desk is to function as the NMRCD Control Center for coordinating actions upon activation of the Disaster Preparedness Plan. It shall have the muster list posted with the following instructions added:

"Quarterdeck/Reception Desk Functions as the Command Communications Center during Emergency Situations".

- a. Maintain a telephone watch as long as possible.
- b. Relay messages from scene of emergency to inform the rescue team, Centro Medico Naval Oficial de Guardia and Post One, U.S. Embassy.
- c. Assign someone at the Quarterdeck/Reception Desk entrance to meet and direct arriving rescue team(s).
- d. If the Quarterdeck/Reception Desk must be abandoned, transfer the Communications Center to a safer area in the front parking lot. Communication can be effected via cell phone.

4. Warning Signals. To alert NMRCD staff and indicate the survival action people should take in an emergency, two warning signals have been established to sound on the indoor warning devices. The ATTACK WARNING and the ATTENTION or ALERT signals will use a siren to sound these alarms. In the event of electrical outage, a verbal alarm will be given. Because of the unique location of NMRCD, initiation of the warning signal may be instituted by the Peruvian Navy or by telephonic or two-radio means from the U.S. Embassy Residential Security Office (RSO).

- a. ATTACK WARNING. The ATTACK WARNING signal is a 3 to 5

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minute wavering tone on siren or a series of short blasts on horns or other devices, repeated as deemed necessary. This signal will mean that protective action (seek shelter) should be taken immediately as an actual attack against NMRCDC has been detected. The attack could be by means of mortars, sniper action or direct assault by ground personnel (troops or terrorists). The ATTACK signal will be repeated as often as necessary to obtain the necessary response by NMRCDC personnel. If electrical power has been disrupted the ATTACK signal will be passed verbally as "CODE RED".

b. ATTENTION - ALERT WARNING. The ATTENTION - ALERT signal is a steady tone on sirens, horns or other devices lasting 3 to 5 minutes. This signal will be for the activation of an emergency response to natural disasters, fires or other dangers within and around the NMRCDC facility. In the event of the disruption of electrical power this signal will be passed verbally as "CODE YELLOW".

c. ALL CLEAR. The ALL CLEAR signal will be given verbally. There will be no siren, horn or other device used for this condition.

#### 5. Instructions for Personnel Action.

a. ATTACK WARNING. On hearing the ATTACK WARNING signal, proceed immediately to the nearest shelter and remain until movement from this area is directed after the attack or as directed by the OIC or the AO. Shelter is defined as any building or protected area that may shield one from flying debris, shrapnel or bullets, etc. Telephone warnings are acceptable in alerting all personnel who may not hear alarms within their work area.

b. ATTENTION - ALERT WARNING. On hearing the ATTENTION - ALERT WARNING signal, listen for or seek-out essential emergency information by whatever means available and act accordingly. In cases of fire, evacuate the building and report to your designated area for muster. Evacuation should move quickly, without panic with steps taken to safeguard NMRCDC property and self-preservation.

c. Activation of the Disaster Preparedness Plan may be directed by the OIC, Peruvian Navy Security Officials or the RSO, U.S. Embassy. The following personnel shall assemble at the front parking lot of the main building:

- (1) All U.S. military and civilian personnel.
- (2) The secretary to the Officer-In-Charge.
- (3) Supervisor, Supply Department.

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d. The OIC shall establish centralize locations to muster department personnel. These locations will be situated as to provide the best protection possible for the varied forms of emergency responses. (i.e., mustering under the water tower would not be ideal during or after an earthquake).

e. The senior official present will commence notification procedures to alert Peruvian Naval authorities or RSO of the U.S. Embassy if they have not been made aware of the local situation. Notification shall be of whatever means is available, telephone, two-way radios or messenger.

(1) RSO, U.S. Embassy by telephone is 434-3035 (during normal working hours, or Post one 434-3032 (after working hours). By radio is by calling call sign "COSMOS".

(2) Centro Medico Naval Security by telephone is 451-2070 or 211-3430, extension 4800.

f. In the event a decision is made to evacuate the entire command away from the NMRCD Facility, the primary mustering location would be CEMENA Auditorium. The OIC or the AO would direct a quick and orderly egress of all NMRCD personnel to the CEMENA Auditorium.

#### **ORGANIZATION AND GUIDELINES FOR CONDUCTING SEARCHES**

1. The OIC at the quarterdeck shall: organize search teams of sufficient size to cover designated areas; appoint a senior person as the team captain; provide the team captain with master keys to his assigned search area; and unlock all doors for the team members.

2. Areas to be searched may be assigned in any manner considered appropriate at the time depending on the specific nature or threat and other information received. However, it is suggested that teams be assigned by floor level and building.

3. If location is unknown, the priority of areas to be searched is as follows:

a. Outside of building(s) perimeter - ground level, paying particular attention to containers, hedges, shrubs and any evidence of forcible entry.

b. Inside buildings, starting in the basement and working

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up. Pay particular attention to air conditioning vents, bathrooms, closets, electrical distribution panels, elevator shaft, false ceiling panels, pipe shafts, storage spaces, utility rooms and other areas that are accessible to the public.

4. When conducting the search the following precautions must be observed:

a. DO NOT energize or de-energize any electrical equipment (except lights as needed).

b. If a suspicious object is found:

(1) DO NOT DISTURB it in any manner.

(2) Notify the quarterdeck immediately.

(3) DO NOT USE portable, two-way, radios within the vicinity of the object.

(4) Clear the area and await further instructions.

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**DISASTER SCENARIO GUIDELINES**

1. **FIRE** - Alarm: **INSTALLED FIRE ALARM**

Action: **Evacuation**: To southwest end of parking lot, where the road leads into NMRCD.

**Inspection**: Terminal Area Security Officers (TASCO) will ensure their area of responsibility is clear of staff members.

1st Deck TASCO: Primary: \_\_\_\_\_ .  
Secondary: \_\_\_\_\_ .  
2nd Deck TASCO: Primary: \_\_\_\_\_ .  
Secondary: \_\_\_\_\_ .  
Animal Bldg TASCO: Primary: \_\_\_\_\_ .  
Secondary: \_\_\_\_\_ .

Secondary TASCO's will fill in for primary TASCO's who are absent for any reason.

**Muster**: Mustering Officers (MO) are responsible for taking accurate attendance and reporting the same to the Security Officer. Secondary MO's respond in the same manner as primary secondary TASCO's.

1st Deck MO: Primary: \_\_\_\_\_ .  
Secondary: \_\_\_\_\_ .  
2nd Deck MO: Primary: \_\_\_\_\_ .  
Secondary: \_\_\_\_\_ .  
Animal Bldg MO: Primary: \_\_\_\_\_ .  
Secondary: \_\_\_\_\_ .

**\*IN THE EVENT THE ALERT WARNING SYSTEM IS INOPERABLE A VERBAL ALERT WITH INSTRUCTIONS WILL BE PASSED.**

2. **BOMB THREAT** - Alarm: **ATTENTION - ALERT WARNING**

Action: Follow notification of bomb threat. Occupants of the laboratories and offices shall complete a quick sight inventory of their respective spaces and report any suspicious packages or containers to the Security officer or his assistant and:

- a. Open all doors as applicable.
- b. Evacuate to the same location as for a fire. MO's perform same responsibilities. TASO's report to the either the OIC, AO or Security Officer at the quarterdeck for further instructions.
- c. Either the OIC, AO or the Security Officer will notify the appropriate officials (RSO, U.S. Embassy and the Security Office of Centro Medico Naval).
- d. The Bomb Threat Information Form (maintained at the Quarterdeck) will be completed by the individual receiving the threat.

**\*IN THE EVENT THE ALERT WARNING SYSTEM IS INOPERABLE A VERBAL ALERT WITH INSTRUCTIONS WILL BE PASSED.**

3. **ATTACK** - Alarm: **ATTACK WARNING**  
Attack is defined as a direct assault by mortars, snipers, grenade attack by an individual or group(s) on the NMRCDF facility.

- Action:
- a. Either the OIC, AO or the Security Officer will notify the appropriate officials as soon as possible (RSO, U.S. Embassy and the Security Office, Centro Medico Naval).
  - b. All doors shall be secured, all drapes closed.
  - c. Personnel will take whatever action necessary to gain protective cover. Stay inside and away from windows.
  - d. All U.S. personnel will report immediately to the Quarterdeck if possible along with the Supply Supervisor and the Secretary to the OIC. These personnel will establish an action plan and relocate to the Supply Office to establish a Control Center and safety.

**\*IN THE EVENT THE ALERT WARNING SYSTEM IS INOPERABLE A VERBAL ALERT WITH INSTRUCTIONS WILL BE PASSED.**

4. **EARTHQUAKE** - Alarm: **ATTENTION - ALERT WARNING**

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Action: Personnel will be notified to evacuate building. Immediate evacuation by all NMRCDC personnel to the front parking lot area. Location to be well away from walls and buildings. A clear area where good visibility is available and further evacuation is possible in event of collapse of water tower or wall.

5. **RIOT or DISTURBANCE** - Alarm: **ATTENTION - ALERT WARNING**  
A riot or group of demonstrators focus their anger on NMRCDC creating a serious threat for the continued safety of it's personnel and equipment.

**\*IN THE EVENT THE ALERT WARNING SYSTEM IS INOPERABLE A VERBAL ALERT WITH INSTRUCTIONS WILL BE PASSED.**

Action: Information on the location of the disturbance will be passed over the public address system. If the disturbance is nearby (within 100 meters), all drapes will be closed and personnel are to remain out of sight of the offending group(s). Either the OIC, AO, or the Security Officer will determine the need to alert local officials (RSO, U.S. Embassy and the Security Office, Centro Medico Naval). All personnel will follow the instructions passed over the public address system as they are provided. In the event of the disruption of electrical power a verbal alert with instructions will be passed.

## EMERGENCY EVACUATION OF ANIMALS

I. PURPOSE: This document establishes policy and procedures for the evacuation of animals in the event of adverse temperature conditions or other emergencies that could threaten the health of the animals.

### II. TEMPERATURE GUIDELINES

The recommended room temperature ranges for the various species of laboratory animals held at NMRCD are: (From the Guide for the Care and Use of Laboratory Animals).

<u>Animal</u>	Required Temperature	
	<u>°C</u>	<u>°F</u>
Mouse	18 - 26	64 - 79
Nonhuman Primate	18 - 29	64 - 84

### III. POLICY AND PROCEDURES

A. If a room temperature exceeds the accepted range for a species, or if some other environmental condition threatens the health of the animals, the animal caretaker will notify a building engineer and the Duty Officer immediately.

B. If the temperature is greater than 5 degrees Farenheit above the acceptable range, or if temperatures are increasing rapidly, the engineers and the Duty Officer will be notified that a potential emergency situation exists and that immediate action must be taken to prevent loss of life.

C. When a room temperature exceeds the accepted range an engineer will place a portable air cooler in that room. If an air cooler is not available, he will leave the door open and position a fan to vent corridor air into the room.

D.If a room temperature is below the accepted range, an engineer will place a portable heater in the room. If this cannot be done safely, he will skip this procedure and initiate paragraph E.

E. If a room is five or more degrees (F) above or below the accepted range and there is an available room with a more acceptable temperature, the animals will be moved in their caging to the other room. If other rooms are unavailable and the corridor has favorable temperatures, the animals may be moved to the corridor.

F. The Duty Officer, Officer in Charge, Attending Veterinarian, should be notified prior to moving animals. (It is the Duty Officer's responsibility to notify the senior staff.) However, in the event the Duty Officer or other senior staff are unavailable and an emergency situation exists, the animal caretaker should proceed immediately with moving the animals.

G. If the building is excepted to remain out of the accepted temperature range for several hours and the main building has available space, the animals may be moved to the main building. As in section D, this should be done after notifying the Duty Officer and other senior staff. However, in an emergency, a move should not be delayed if the health of the animals is threatened.

H. As a last resort, animals may be moved outside if remaining inside the buildings would jeopardize the animals' health and the conditions outside would be better than inside.

**I. If animals are in a barrier room, senior staff must be consulted prior to moving animals.** If, in the opinion of Officer in Charge, the Attending Veterinarian, moving the animals will cause a significant risk to human health, the animals will not be moved regardless of the conditions. The Attending Veterinarian may authorize euthanasia to prevent animal suffering.

J. In the event of any other type of emergency such as fire, chemical hazard spill, or earthquake, similar procedures will be followed. Any threat to the animals health will be communicated immediately to the Duty Officer who will in turn notify the Officer in Charge and other senior staff members. Whereas moving any animals should ideally be a decision made in consultation and discussion with senior staff, the animal care handlers are authorized to take whatever actions are necessary to protect the health of the animals.

K. Human life will not be risked to save the animals. The first priority in an emergency situation will always be human safety.

L. The Officer in Charge is ultimately responsible for the well being of the animals. However, in an emergency situation, if the Officer in Charge cannot be reached, other senior staff (the Attending Veterinarian or the Duty Officer) have the authority to take whatever actions are necessary to protect animal and human health.

Key Home Phone Numbers

Officer-in-Charge	222-9034, cellular 9672-0190
Attending Veterinarian	275-7943, cellular 9672-0214
Engineer	460-4060, cellular 9864-5818
Navy Hospital	451-2070, Security ext 4630