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Annex B (Emergency Evacuation Plan) to UPR-M (Army ROTC)

1. PURPOSE. The purpose of this annex is to describe responsibilities and procedures to be taken in the event of an Evacuation.

2. APPLICABILITY. This annex is applicable to all UPR-M Army ROTC personnel.

3. GENERAL.

a. The Potential to evacuate will be evaluated by the PMS or by the senior Cadre member present in order to determine the need for evacuation.

b. The decision to evacuate or not should be based on all available information, such as the current threat situation and information received and recorded on Homeland Security/Emergency Telecast Threat.

c. The procedures set forth in this plan are designed to provide information in order to safeguard personnel, government equipment and material, and avoid confusion if and when the ROTC program is notified of an actual evacuation of the premises.

4. RESPONSIBILITY.

a. The PMS and Cadre will:

(1) Educate subordinates on the specifics of this plan:

(a) A verbal announcement should be given for evacuation and must be made calmly to avoid panic.

(b) If the affected building is evacuated, adjacent buildings with windows and doors facing it should also be considered for evacuation.

(c) Instruct personnel not to touch disturb or move any unusual or out-of-place objects or packages. This includes light switches, windows and doors.

(d) Instruct personnel not to use any CB radios, short wave radios, cell phones, or any other Radio-transmitting device within 300 meters of the threatened building or area.

(e) Instruct personnel to check their immediate surroundings and take their briefcases, coats, and other personal items with them when they evacuate.

(f) Establish priorities and routes of evacuation. Consideration must be given to modifying routes of evacuation in the event an actual bomb or suspicious object is located.

(g) Establish a holding area! At Alternate rally point to conduct formation/accountability of Personnel.

(h) Ensure that classified materials are secured IAW AR 380-5, unless in the area is unsafe. During an actual or anticipated emergency, some specific sectors may need to evacuate.

(i) You will be advised to leave the area using designated evacuation routes for your sector. Such routes will be closed to non-essential traffic and reserved for the use of people exiting the evacuation area only.

(j) All other vehicles will be diverted away from the evacuation routes to ensure that they are kept open and the traffic evacuating the area keeps flowing smoothly.

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2. There will be ample time for an orderly evacuation. You will be given more than enough time to pack essential items, turn off appliances, look after pets, close and secure your home, and leave the area. It is probable that only some specific sectors will need to evacuate during a controlled release.

3. If it is necessary to check for radioactivity you will be informed by the designated radio and TV stations, and will be directed to the Reception Center on your evacuation route. At the Reception Center, you and your car will be checked for radiation and cleaned if necessary. All necessary information about the evacuation will be broadcast over radio and television.

5. Assistance

1. Evacuee Centers will be set up for people requiring food, lodging and other forms of assistance. Details will be broadcast by the designated radio and TV stations, and directions will be provided along the evacuation routes. The MWR personnel should provide assistance in coordinating for food, lodging, blankets, and etc. for affected Personnel and response personnel. Remember to take prescription drugs and important medicines or a list of prescriptions to be filled while you are away from home.

2. Consider Special Needs/Disabled/Handicap personnel and family members. List detailed instructions for evacuating. Coordinate with the Installation Veterinarian on recommendations in dealing with pets.

6. Protecting Loved Ones Children at School or Day Care

1. If an emergency is declared, and you are asked to stay indoors or evacuate, you should not try to pick up children from school or day care centers. Remember most schools are evacuation centers and maybe safer than your homes.

2. The School Boards in your community should have detailed plans for taking care of all children. These plans include information about where your child may be picked up should evacuation be necessary. This information will also be broadcast over radio and television stations during an emergency.

3. If your children attend private school or day care, you should check now with officials there about their plans.

7. Other Family Members

1. Other family members who are not at home but are within the area affected by the emergency may be evacuated to an Evacuee Center. Family members will then be reunited as soon as possible. Hospitals, homes for the aged, nursing homes and other live-in institutions have their own emergency plans for both "Take Shelter" and "Evacuation".

2. If you have family members at any of these institutions, you should check now with officials about their plans.

8. Pets

1. If you are instructed to evacuate, and have not made previous private arrangements for accommodation, leave pets indoors with enough food and water for two days. You will be permitted to return to care for them as soon as possible. If you choose not to stay in an official evacuee Center, you may take your pets with you.

9. For Those Requiring Assistance

1. Set up a registration system to identify people who may need special assistance during an emergency. If you know you will need assistance (including transportation if you do not own a vehicle), please notify the appropriate channels to ensure transportation is available. This will register your special needs with your installation.

2. If an emergency occurs and you need help, wrap a white cloth (sheet, towel, shirt, etc.) around an outside doorknob, or hang it from a window visible from the street. Window markers to identify residence of special needs or children is recommended.

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3. Neighbors or emergency workers patrolling the area will see this distress signal, and provide assistance.

10. Traffic Control and Neighborhood Security

1. In an emergency, strict traffic control is essential for a quick and orderly evacuation, and will assist in keeping neighborhoods secure. Police may have to reroute traffic and restrict entry to certain areas. This would help keep main traffic routes free for evacuation, and for the use of emergency vehicles.

2. These controls will help prevent unauthorized persons from entering evacuated areas. Information concerning traffic controls will be broadcast over radio and television at the time of the emergency.

3. No one will be prevented from entering a restricted area if they are doing so to join their family. However, remember that children at school will be evacuated by their school authorities. In an emergency, reuniting families will be a priority.

11. General Information.

1. Do as instructed. Listen to the announcement over the media or if fire/rescue, law enforcement, or other official instructs you to do something, just do it. Do not second guess the one group of people with the training, experience, and equipment to know what's actually going on.

2. Their instructions will take precedence over any general instructions as this one. Some Emergency Management Operations will establish a hotline for rumor control and to answer questions that the public may have. Do not contact the emergency responders and tie up their communications unless there is an extreme emergency in situations of public emergencies.

12. When Warned of an Explosion.

1. Duck and take cover. Stay away from windows and glass doors and take cover behind something solid. As you do curl up to protect your face and eyes from exposure and fragments.

13. Out of Doors and If an Explosion/Attack Occurs, or If You See People Collapsing or Choking.

1. Cover your mouth and nose. A major concern and threat most hazardous elements are inhaling them. Use thin fabrics—a handkerchief, towel, scarf, or shirt — may reduce the chance of inhaling much of the radioactive particles, hazardous, chemical and biological agents, and the choking smoke dust which ordinary bombs and fires may produce.

2. Quickly move away at an angle. If downwind of the incident, dangerous particles, smoke, and dust may be drifting toward you. You cannot outrun the wind; therefore, head sideways to the direction that it's blowing. In most instances, going around a corner will also put a complex between you and the source of danger. Seek medical attention as soon as you can.

3. Look for shelter inside a complex or natural shelter. Locate an intact, complex and go in it. Most modern complexes and facilities are somewhat airtight and will keep out most toxic substances for some time. Immediately shut off the ventilation systems (AC/Heating systems).

4. As soon as you can strip and shower with warm water and soap. If there are no showers available, use soap and the running water from a sink. If exposed to toxic particles, most of it will have settled on your outer layer of clothing and exposed skin. Take outer garments off carefully (ideally, shower with your clothes on first so they're safer to handle) and put them where no one will touch them (ideally, sealed in a plastic bag). This is no time to be concerned about perception of how you look without clothing.

5. When you shower or of someone hose you down, gently and thoroughly get the residue off your skin.

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14. CAUTION:

a. A few hazardous/toxic chemicals react negatively and may be volatile with water; if anything significantly unusual occurs, cease showering immediately. If you are exposed to chemical or biological agents, you may be contaminated and risk contaminating those who are not; therefore, allow the rescue personnel to come to you.

b. Do not wander off until you get clearance from medically qualified personnel. Seek medical attention immediately and inform the 911 operator that you have been exposed to hazardous materials. Give the 911 operator the following information:

1. Who you are and who you are with.
2. What the circumstances of the emergency are and what you have been exposed to.
3. Also explain any symptoms that you may be suffering from.
4. When this occurred and approximate time of exposure if applicable.
5. Where the incident occurred and your location.

15. If Indoors and the Incident is outside.

1. Secure the complex by closing all doors and windows. Turning off air conditioners and any other ventilation systems, this will make majority of modern complexes reasonably airtight. This will assist in keeping most toxic substances from drifting in.

2. If the windows are broken (say, by an explosion) or your part of the complex is otherwise leaky, find a room which is intact to shelter in. If you have time, hang a white towel, t-shirt, or cloth outside of the window. This will identify to rescue personnel that someone is inside and needs assistance.

3. Keep away from windows and glass doors. Just in case there's a second device or explosion, or from release of penetrating (gamma) radiation, you want to be behind a nice, solid wall (ideal if it is made of thick steel).

4. Stay in place and watch TV or listen to the radio of emergency instructions. Pay attention for official or emergency announcements over television and radio. Depending upon the situation (e.g., the complex is adjacent to where a toxic smoke or cloud is released, or the windows are all blown out, or if it's burning down), it's probably safer to stay put than to go outside unless otherwise instructed to do. Wait for someone in authority to tell you when, how, and where to evacuate.

16. If Indoors and the Threat is inside.

1. Exit the complex immediately in an orderly fashion. Try to remain quiet and calm. Avoid glass windows and doors if possible and be alert to secondary devices and explosions.

2. Because most modern complexes may be airtight, a dangerous substance released inside one may stay dangerously concentrated.

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17. STATEMENT OF ACTION IN EVENT OF FIRE (Informative)

18. PERSON DETECTING FIRE In the event of an outbreak of fire:

- 1 Alert persons nearby and request assistance.
- 2 Call the Fire Department by either operating nearest fire alarm or by telephoning 911.
- 3 Summon a complex Security officer.
- 4 Inform Security Staff of the location of fire.
- 5 Use fire extinguishers or hose reels if safe to do so.
- 6 Evacuate if necessary, closing doors to confine fire.

19. SECURITY when advised of a fire, Security Staff should:

1. Telephone the Fire Department and confirm alarm has been received.
2. Notify the on IOC
3. Notify the Installation ATO.
- 4 . Ensure arrangements are made to meet and direct emergency services to the emergency site.

20. AT OFFICER On advice of a fire or other emergency, the Force Protection Officer should:

- 1 Determine the nature of the emergency and initiate action required to safeguard persons and property.
- 2 Depending on the level of threat or emergency, notify the Crises Management OIC.
3. Consider sending appropriate assessment team to assist the first responder on behalf of

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ANNEX C (Civil Disturbance - React to Demonstrations) to UPR-Mayaguez Antiterrorism-Force Protection SOP

1. **PURPOSE.** The purpose is to describe responsibilities and procedures to be taken in the event of a demonstration or protest.
2. **APPLICABILITY.** The annex is applicable to all UPR-Mayaguez Army ROTC Cadre, staff and Cadets.

3. **GENERAL: Demonstrations.**

a. Reporting.

(1) Report immediately any known demonstrations in your area to the UPR- Mayaguez ROTC Cadre. Include as a minimum the location, time, date, group name, and purpose of the demonstration.

(2) Cadre will report the above information to Puerto Rico Mayaguez Police Department.

(3) Follow up reports should include as a minimum the following information: location, time, date, group name, demonstration purpose, estimated attendance, and peaceful or non-peaceful.

(4) Immediately report any acts of vandalism or violence to ROTC personnel or equipment, through the chain of command and ATO channels.

b. Reaction.

(1) Refer all media queries to your university PAO.

(2) Do not interfere with law enforcement activities.

(3) Minimize staff and cadet exposure to demonstrators.

(4) Do not confront demonstrators unless acting in self defense. Shouting matches and debates with demonstrators are to be avoided.

(5) Assess the situation and, if necessary, cancel classes and training to avoid confrontation with demonstrators.

(6) If demonstrators enter the ROTC building, politely ask them to move outside. If they refuse, call the campus police and allow them to remove the demonstrators.

(7) Ensure that staff and Cadets use an alternate exit when departing the building to avoid contact with demonstrators.

(8) Consider moving ROTC Government Owned Vehicles to a more secure location (National Guard Reserve armory) when known demonstrations are planned.

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4. Checklist for Reacting to Demonstrations.

- a. Submit an initial SIR.
- b. Keep Cadre and Cadets informed.
- c. Keep alert to changing situations.
- d. Do not interfere with law enforcement activities.
- e. Be prepared to adjust class schedule.
- f. Ensure that Cadre and Cadets know to report suspicious items/people.
- g. Periodically inspect exterior/interior of building and Government vehicles.
- h. Secure doors to unused areas.
- i. Consider relocating government vehicles to more secure location.
- j. Evaluate operational risks.

5. **Media Guidance.** Army ROTC is a visible military presence on colleges/universities throughout the country. Thus, they may become a focal point for local groups or students wishing to publicly demonstrate opposition to U.S. foreign policy and other initiatives that involve the deployment of the U.S. military. As such, all personnel should adhere to the following:

- a. Peaceful protest conducted on public property and within the parameters of local ordinances is a citizens Constitutional right under the First Amendment.
- b. If questioned by the media, refer them to the University Public Affairs Office.
- c. It is highly recommended that Cadet Command personnel do not speak to the media about their personal opinions. This includes Cadre, staff and Cadets.
- d. Refrain from engaging in debate or name calling with protestors. Maintain a calm, professional demeanor.

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ANNEX D (Emergency Operations, Inclement Weather-Natural Disaster) to UPR-M

1. **SITUATION:** UPR-M and Puerto Rico is susceptible to numerous emergency and natural disaster situations year round. The area of operations is at high risk of hurricanes, flooding, weather, and extreme heat. Along with natural disasters, as members of the military we are always faced with the threat of a possible terrorist event in our area of operations. The primary threats to UPR-M are storm/hurricane building damage followed by water damage. Our contingencies are based upon these historical threats.

2. **MISSION:** UPR-M ROTC will be prepared for any disaster contingency at all times in order to mitigate damage and reduce residual risk.

3. **EXECUTION:**

a. **Commander's Intent:** My intent is for the Battalion to be familiar with the Emergency Action OPLAN, specific to our geographic location. We need to stay apprised of any situation through preparedness to mitigate the effects of an emergency situation. All Battalion personnel must have continuous access to local news, weather, and emergency warnings once a hurricane or other warning/watch is issued. Two-way communication is also critical; ensure every measure is taken to maintain communication with higher headquarters at all times during an emergency situation.

b. **Concept of the Operation:**

Phase 1- Upon receipt of this plan, each Cadre will immediately review and update their current Disaster Preparedness SOPs. These SOPs will have at a minimum:

1. Cadre/Cadet Alert Roster to include NOK Info.
2. Building evacuation plan, strip map to rally point or residence depending on reaction time.
3. Strip map to every Cadre member's home. (Enclosure 3)
4. A plan to evacuate with, or protect key data and equipment, necessary to resume operations after the emergency.
5. Instructions to all Cadre and Cadets for actions to be taken in the event of an emergency.
6. Follow university guidelines or directives if higher readiness on the part of the campus. (Enclosure 4)

Phase 2- Each Cadre will immediately begin to take measures to mitigate lost or damaged records, data or key equipment.

1. Place critical files, folders, papers in waterproof bags, high off the floor or in water resistant containers.
2. Routinely back up key data with external hard drives or share drives.
3. Ensure automation is in protective bags as high off of the floor as possible.

Phase 3 - Once a local emergency has been identified, the following actions will be taken at a minimum:

1. All off-campus personnel must be released from duty with adequate time to drive home or find shelter in a secure location and take necessary precautions.

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2. The ranking individual on campus will ensure their buildings/classrooms are secured and readied as much as possible prior to leaving campus. All crucial records and equipment will be secured, waterproofed, etc. in order to safeguard them throughout the emergency.
 3. All personnel will continue to monitor news/emergency updates.
 4. Immediately following the emergency situation, Cadre will use an alert roster to make verbal contact with all Cadre and Cadets to establish 100% personnel accountability. Once 100% of personnel have been accounted for, the ranking individual will report 100% to the PMS. The PMS will then report to the BDE CDR, BDE SGM, or BDE XO.
 5. When it is safe to do so, Cadre will survey damage and take accountability of property and equipment. Once complete, the ranking individual will give a written report to BDE CDR, BDE SGM, or BDE XO IAW Attached Spreadsheet.
 6. If necessary, each affected battalion will submit a more thorough report of damage and effects. Personnel will coordinate with their Cadre staff counterparts in order to get necessary items to maintain operations. From the onset of the emergency, APMS or their designated representative will contact the Battalion 787-833-0171 or 787-833-0054 at least once daily with a status report. Status report will include, at a minimum, accountability of personnel, equipment and facilities /Status
 7. If the emergency exists prior to the start of the duty day, the alert roster will be initiated and the chain of command will determine if Cadre do not report into duty.
4. SERVICE SUPPORT:
- a. Cadre will attempt to secure the following items to be used during a disaster:
GSA vans
 - b. All CLS bags, medical supplies, stretchers and all MREs
 - c. All water cans
 - d. Sensitive items and high dollar items will be evacuated.
 - e. Ensure your Cadets know who to call and advise them to seek out the nearest ROTC program if they evacuate to another city.

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5. **COMMAND AND SIGNAL:** See attached Alert Rosters. Cadre will establish communications with brigade using local libraries and police departments after arrival outside the evacuation area.

a. PMS or their designated representative will contact higher unit

b. Mayaguez Hospital Perea (787) 834-0101

c. PR. Red Cross: 407-894-4141

Appendix 1 (Status Reporting Sheet Format)

Appendix 2 (UPR-M Cadre Alert Roster)

Appendix 3 (UPR-M Other Emergency Information)

17 Dec 13

Army / Air Force

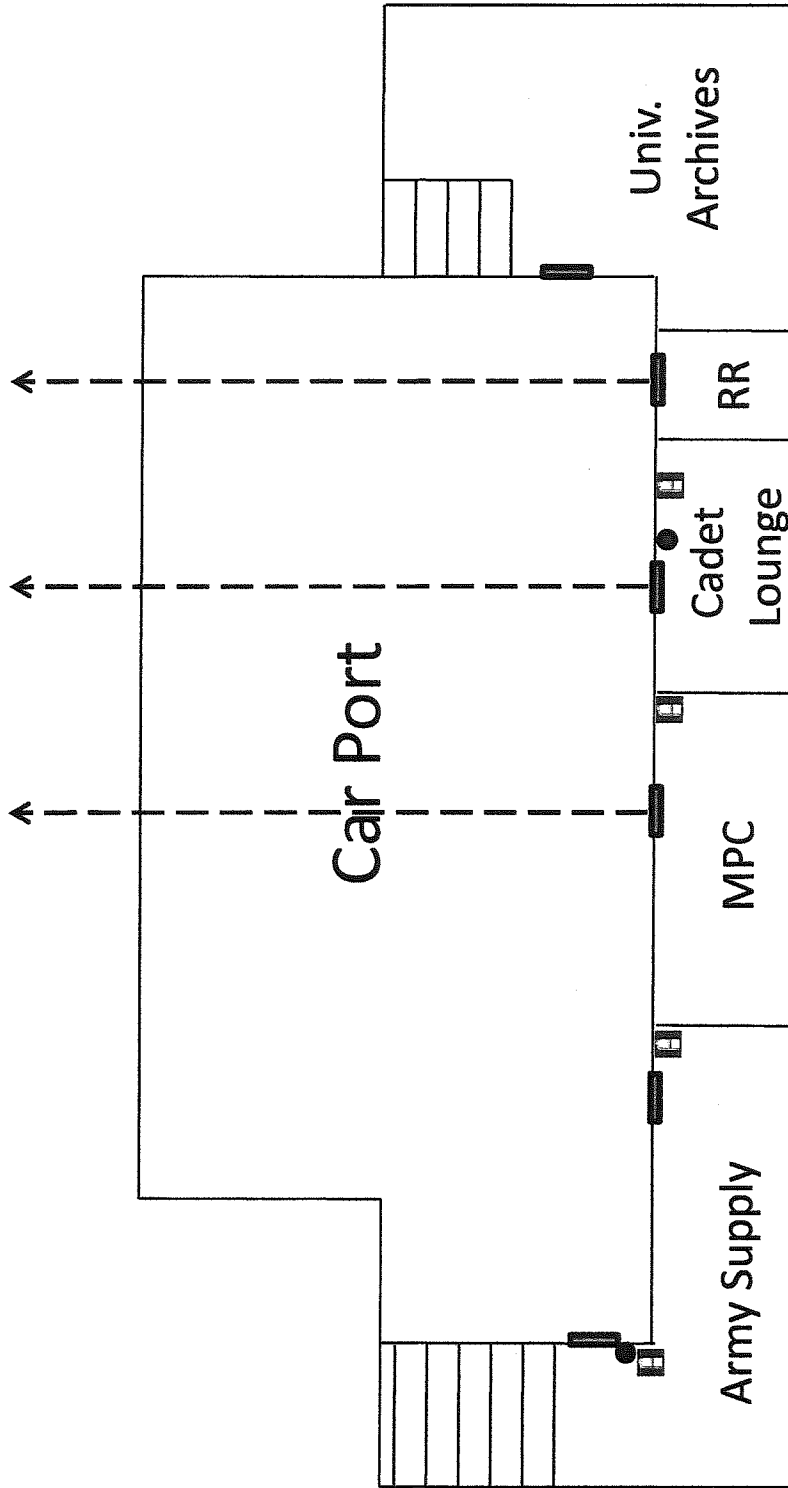
Plan Desalajo

For: UPRM ROTC

ROTC Rally Points

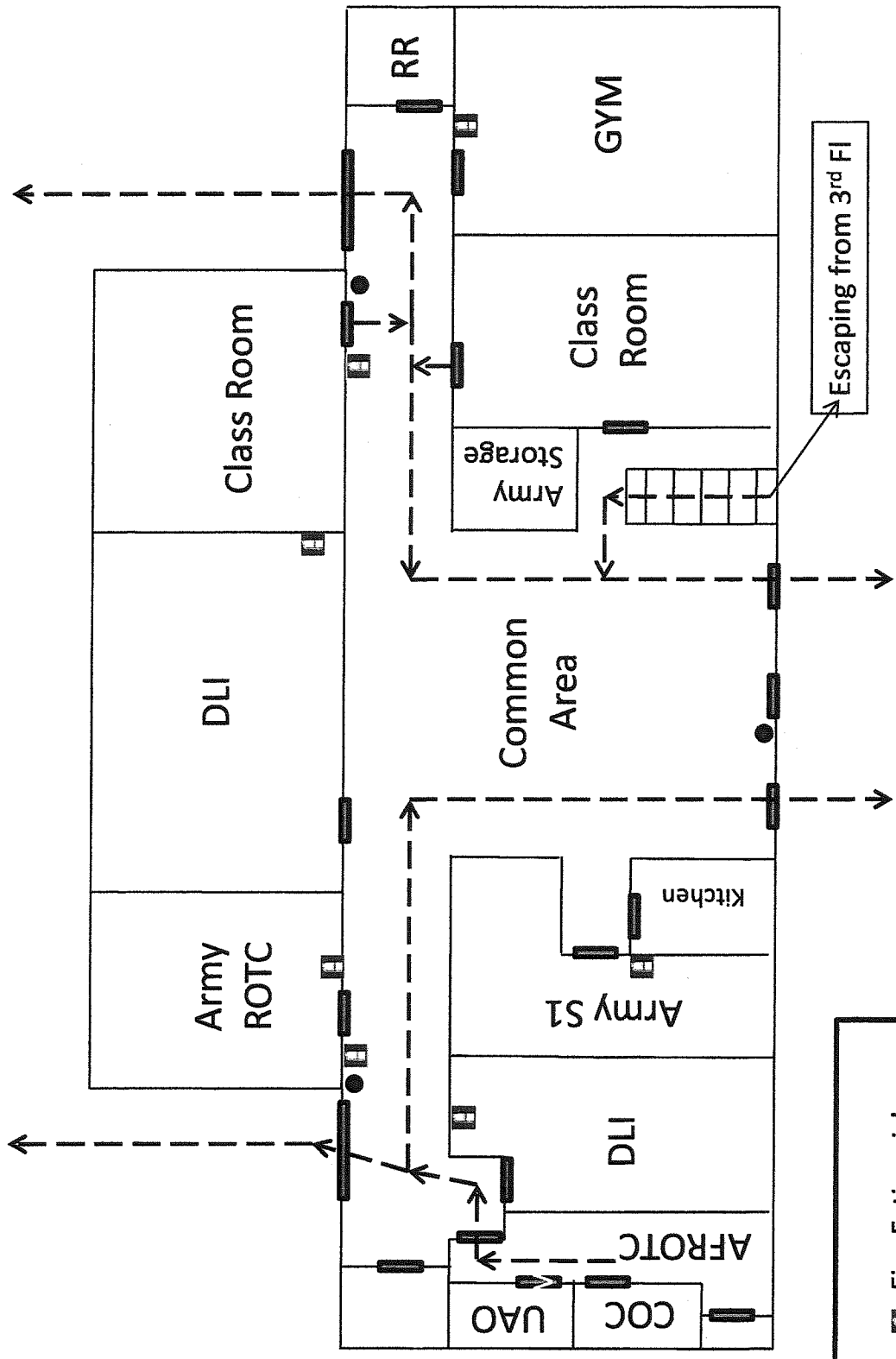


SANCHEZ HALL
Car Port Level



	Fire Extinguisher
	Entry Way
	Fire Alarm Pull
	Escape Route

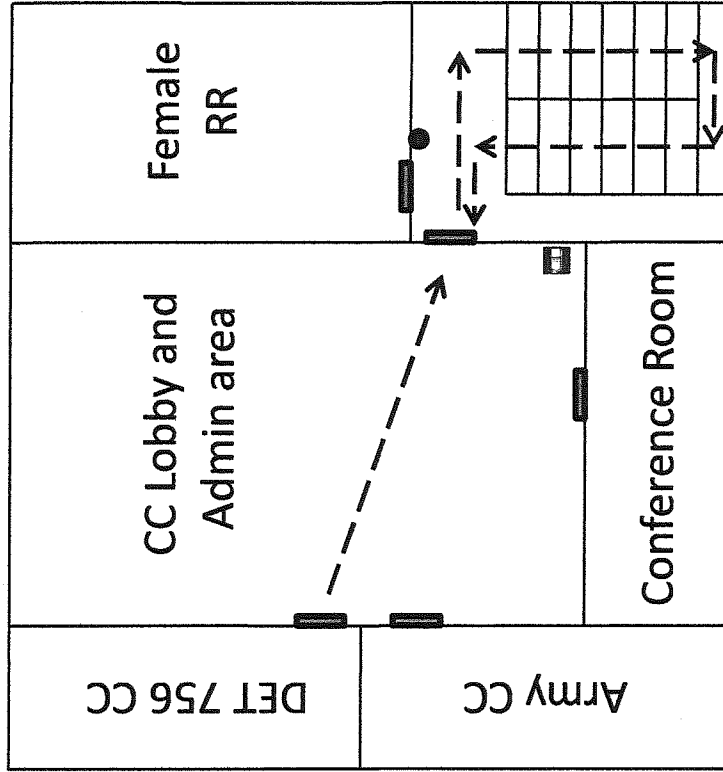
SANCHEZ HALL 2nd Floor







Escaping from 3rd FI

	Fire Extinguisher
	Entry Way
	Fire Alarm Pull
	Escape Route

SANCHEZ HALL
3rd Floor



	Fire Extinguisher
	Entry Way
	Fire Alarm Pull
	Escape Route