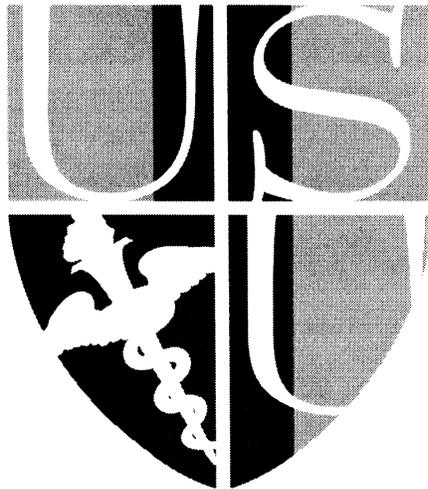


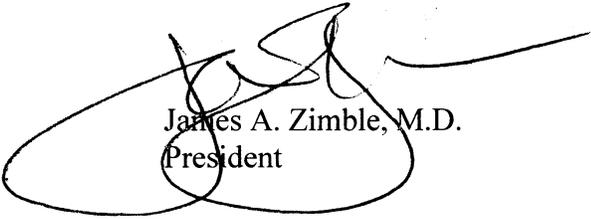
**USUHS  
INSTRUCTION  
3000**





# USUHS

## DIRECTIVE SYSTEM TRANSMITTAL

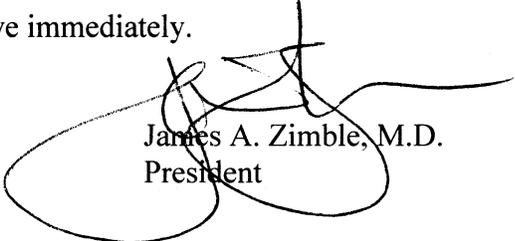
|  |                     |
|--|---------------------|
| NUMBER<br>USUHS I-3000 (VAM), Change 3   | DATE<br>JUL 12 2004 |
| ATTACHMENTS<br>None  |                     |
| <p style="text-align: center;"><b>INSTRUCTIONS FOR RECIPIENTS</b></p> <p>The following change to USUHS Instruction 3000, "Occupant Emergency Plan for the Uniformed Services University of the Health Sciences (USUHS)," dated Oct 25, 2002 have been authorized.</p> <p><b><u>Pen Changes</u></b><br/>Enclosure 3, page 4, paragraph 1 should read:</p> <p>Commandant <span style="float: right;">A1040T</span> <span style="float: right;">295-9698</span></p> <p><b><u>Effective Date</u></b><br/>This change is effective immediately.</p> <p style="text-align: center;"><br/>James A. Zimble, M.D.<br/>President</p> |                     |

WHEN PRESCRIBED ACTION HAS BEEN TAKEN, THIS TRANSMITTAL SHOULD BE FILED WITH THE BASIC DOCUMENT



# USUHS

## DIRECTIVE SYSTEM TRANSMITTAL

|  |                            |                                  |       |          |                             |       |          |            |       |          |                |       |          |  |                   |          |   |                   |          |
|--|----------------------------|----------------------------------|-------|----------|-----------------------------|-------|----------|------------|-------|----------|----------------|-------|----------|--|-------------------|----------|---|-------------------|----------|
| <b>NUMBER</b><br>USUHS I-3000 (VAM), Change 2  | <b>DATE</b><br>MAY 27 2004 |                                  |       |          |                             |       |          |            |       |          |                |       |          |  |                   |          |   |                   |          |
| <b>ATTACHMENTS</b><br>None   |                            |                                  |       |          |                             |       |          |            |       |          |                |       |          |  |                   |          |   |                   |          |
| <p style="text-align: center;"><b>INSTRUCTIONS FOR RECIPIENTS</b></p> <p>The following changes to USUHS Instruction 3000, "Occupant Emergency Plan for the Uniformed Services University of the Health Sciences (USUHS)," dated Oct 25, 2002 have been authorized.</p> <p><b><u>Pen Changes</u></b><br/>         Enclosure 3, page 4, paragraphs 1 and 2 should read:</p> <p><b><u>GRADUATE SCHOOL OF NURSING – ADMINISTRATION</u></b></p> <table border="0"> <tr> <td>Dean, Graduate School of Nursing</td> <td>A1024</td> <td>295-9004</td> </tr> <tr> <td>Executive Assistant to Dean</td> <td>A1029</td> <td>295-9002</td> </tr> <tr> <td>Commandant</td> <td>C1002</td> <td>295-9562</td> </tr> <tr> <td>Associate Dean</td> <td>A1017</td> <td>295-3369</td> </tr> </table> <p><b><u>GRADUATE SCHOOL OF NURSING – DEPARTMENTS</u></b></p> <table border="0"> <tr> <td>Acting Chair, Department of Health, Injury, and Disease Management (DHIDM)</td> <td>Silver Spring, MD</td> <td>295-1023</td> </tr> <tr> <td>Acting Chair, Department of Health Systems, Risk, and Contingency Management (DHSRCM)</td> <td>Silver Spring, MD</td> <td>295-1180</td> </tr> </table> <p><b><u>Effective Date</u></b><br/>         These changes are effective immediately.</p> <div style="text-align: center;"> <br/>         James A. Zimble, M.D.<br/>         President       </div> |                            | Dean, Graduate School of Nursing | A1024 | 295-9004 | Executive Assistant to Dean | A1029 | 295-9002 | Commandant | C1002 | 295-9562 | Associate Dean | A1017 | 295-3369 | Acting Chair, Department of Health, Injury, and Disease Management (DHIDM) | Silver Spring, MD | 295-1023 | Acting Chair, Department of Health Systems, Risk, and Contingency Management (DHSRCM) | Silver Spring, MD | 295-1180 |
| Dean, Graduate School of Nursing   | A1024                      | 295-9004                         |       |          |                             |       |          |            |       |          |                |       |          |  |                   |          |   |                   |          |
| Executive Assistant to Dean  | A1029                      | 295-9002                         |       |          |                             |       |          |            |       |          |                |       |          |  |                   |          |   |                   |          |
| Commandant   | C1002                      | 295-9562                         |       |          |                             |       |          |            |       |          |                |       |          |  |                   |          |   |                   |          |
| Associate Dean   | A1017                      | 295-3369                         |       |          |                             |       |          |            |       |          |                |       |          |  |                   |          |   |                   |          |
| Acting Chair, Department of Health, Injury, and Disease Management (DHIDM)   | Silver Spring, MD          | 295-1023                         |       |          |                             |       |          |            |       |          |                |       |          |  |                   |          |   |                   |          |
| Acting Chair, Department of Health Systems, Risk, and Contingency Management (DHSRCM)  | Silver Spring, MD          | 295-1180                         |       |          |                             |       |          |            |       |          |                |       |          |  |                   |          |   |                   |          |

WHEN PRESCRIBED ACTION HAS BEEN TAKEN, THIS TRANSMITTAL SHOULD BE FILED WITH THE BASIC DOCUMENT



# USUHS



## DIRECTIVE SYSTEM TRANSMITTAL

|   |                                |
|---|--------------------------------|
| <p>NUMBER</p> <p>USUHS I-3000 (VAM), Change 1</p>   | <p>DATE</p> <p>OCT 25 2002</p> |
| <p>ATTACHMENTS</p> <p>None</p>  |                                |
| <p style="text-align: center;">INSTRUCTIONS FOR RECIPIENTS</p> <p>The following changes to USUHS Instruction 3000, "Occupant Emergency Plan for the Uniformed Services University of the Health Sciences," dated Oct 25, 2002 have been authorized.</p> <p><b><u>Pen Changes</u></b></p> <p>Enclosure 4, BUILDING INFORMATION SHEET</p> <p>1. Page 2, paragraph 1 add,</p> <p><b>Occupants should evacuate at the rear of the building out of the door near Logistics (leading to the Bay areas), and proceed to the AFFRI parking lot.</b> During adverse weather occupants will assemble at the NNMC Gymnasium, Bldg 23.</p> <p>2. Page 2, paragraph 2 add,</p> <p><b>Occupants should walk upstairs to the ground floor and evacuate at the rear of the building out of the door near Logistics (leading to the Bay areas), and proceed to the AFFRI parking lot.</b> During adverse weather occupants will assemble at the NNMC Gymnasium, Bldg 23.</p> <p><b><u>Effective Date</u></b></p> <p>This change is effective immediately.</p> <p style="text-align: right;"><i>Mary A. Dix for</i><br/>James A. Zimble, M.D.<br/>President</p> |                                |



# UNIFORMED SERVICES UNIVERSITY OF THE HEALTH SCIENCES



## SUBJECT: Occupant Emergency Plan for the Uniformed Services University of the Health Sciences (USUHS)

Instruction 3000

OCT 25 2002

(VAM)

### ABSTRACT

This Instruction is issued to comply with the Presidential Directive mandating that each Federal agency establish an emergency response plan for safeguarding lives and property during emergencies. Contingency planning is an important facet of any physical security program or emergency response plan, whether it is for a single building, a facility, or an installation. This plan provides the basic procedures to be followed at the Uniformed Services University of the Health Sciences (USUHS) in cases of emergency to include fires, natural disasters, hazardous materials incidents, and/or the receipt of a bomb or terrorist threat.

**A. Purpose.** This Instruction reissues USUHS Instructions 3000<sup>a</sup> and continuing requirements for an Occupant Emergency Plan (OEP), so as to ensure that the USUHS policies conform with those in DoD Directive 5200.8<sup>b</sup> and NNMC Instruction 3440.1<sup>c</sup>. The Instruction provides guidance, promulgates procedures, assigns responsibilities, and defines actions to be taken by USUHS employees during emergencies or upon receipt of a bomb/terrorist threat.

**B. References.** See *Enclosure 1*.

**C. Applicability and Scope.** The provisions of this Instruction apply to all civilians, including students and contract employees, uniformed services personnel, and any private groups conducting/attending meetings or visiting the USUHS complex.

**D. Policy.** It is USUHS policy that:

1. All personnel should take every bomb/terrorist threat seriously and remain alert at all times;

2. The OEP is an emergency response program, which establishes procedures for safeguarding lives and property during emergencies;

3. The OEP has the following components:

a. an Occupant Emergency Committee (OEC) comprised of employees designated to undertake certain responsibilities and to perform specific tasks. For more information see *Enclosure 2*; and,

b. the development of procedures to protect life and property in federally occupied space under certain emergency conditions;

4. Emergency contact lists will be provided to all USUHS personnel. An abridged USUHS Emergency Call List is at *Enclosure 3*;

5. The OEP contains detailed information about each building on the USUHS complex, to include general construction information and descriptions of the varied purposes for which the space is used. The Building Information Sheet is at *Enclosure 4*;

6. The handling of bomb threats and emergency situation planning should be cross-referenced and coordinated with the emergency response plan, and should include procedures to ensure the following:

- a. The reduction of opportunities for the introduction of a bomb into USUHS spaces;
- b. The evaluation and handling of threatening messages;
- c. The evacuation routes for all USUHS personnel;
- d. An appropriate search of the complex;
- e. Obtaining assistance from law enforcement and military ordinance disposal;
- f. The notification of appropriate response organizations (e.g., NNMC Law Enforcement, Naval Criminal Investigative Service, NNMC Fire Department, Medical and Hazardous Materials personnel); and,
- g. Actions to be followed in the event of an explosion or detonation.

**E. Responsibilities.**

1. The President, USUHS shall:
  - a. Have primary responsibility for the management of emergencies and the implementation of appropriate response plans at the USUHS. The President has delegated this responsibility to the Acting President in his/her absence; and
  - b. In the event of a reported bomb threat, direct one of the following actions:

- (1) search without evacuating;
- (2) partial evacuation and search; or,
- (3) total evacuation and search.

2. The Vice President, Administration and Management shall oversee and supervise:

- a. The development and maintenance of the OEC and the staffing and training requirements for OEC members;
- b. The publication and distribution of an abridged listing of the USUHS Emergency Call List which will be updated quarterly; and,
- c. The preparation, publication, and distribution of the USUHS Building Information Sheet.

3. The Director, Security Office shall:

- a. Be the point of contact for activating the appropriate alarm systems and distinguishing the cause of the evacuation such as fire, bomb, or other type of emergency;
- b. Be responsible for updating both the fire prevention and the evacuation plans; and notifying appropriate response organizations of the situation and any resulting action as determined by the President;
- c. Establish a command and control center at the USUHS Security Guard Office during all emergencies, except in the case of a bomb threat, when the command and control center shall be established at the AFRRI; and,
- d. Be responsible for the management of the Command Center.

4. The Director, Administrative Support Division shall update the abridged listing of the USUHS Emergency Call List numbers as assignments change. (The Offices of the CMD, BDE, EHS, and CHR shall notify the Administrative Support Division (ASD) of changes.)

5. The Commandants of both the School of Medicine (SOM) and Graduate School of Nursing (GSN) shall ensure coordination in the event of a fire, bomb, or terrorist threat among the CMD, the BDE, EHS, SEC, and the FAC.

6. The Commandants SOM and GSN and Brigade Commander shall:

- a. Serve as members of the Command Center Team;
- b. Direct all operations of the Damage Control Teams until the situation is deemed "under control;" and,
- c. Appoint military enlisted personnel to serve as Damage Control Team Members on the recommendation of the Brigade Headquarters Company Commander.

7. Deans, Department Chairs/Activity Heads shall :

- a. Provide the necessary personnel from within their departments/activities who will participate and receive training as active members of the OEP;

b. Ensure that personnel are familiar with their assigned areas of responsibility;

c. Designate search team members and assign duties in coordination with the Commandants of the SOM and the GSN who serve as the Damage Control Leaders.

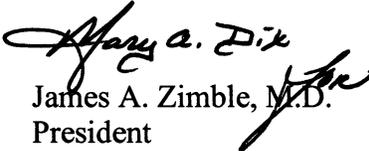
SEC will assist with setting up training as required for initial search procedures in coordination with the appropriate Department Chair/Activity Head;

d. Assign monitors for the handicapped (one monitor for each);

e. Ensure that the assigned monitors know the locations, telephone numbers, types of handicaps, the location of crutches, wheelchairs, and other support devices required for the evacuation of handicapped persons; and,

f. Ensure that a bomb threat checklist, see *Enclosure 5*, is placed in close proximity to every telephone within all departments/activities for use by personnel in the event of a bomb/terrorist threat.

**F. Procedures.** See *Enclosure 6*.

  
James A. Zimble, M.D.  
President

Enclosures:

1. References
2. Occupant Emergency Committee
3. Emergency Telephone Numbers and Abridged USUHS Emergency Call List
4. Building Information Sheet
5. Bomb/Terrorist Threat Checklist
6. Evacuation Procedures



**REFERENCES**

- (a) USUHS Instruction 3000, "Occupant Emergency Plan for the Uniformed Services University of the Health Sciences (USUHS)," dated May 13, 1997 (hereby cancelled)
- (b) DoD Directive 5200.8, "Security of DoD Installations and Resources," April 25, 1991
- (c) NNMC Instruction 3440.1 dated May 4, 1998, Disaster Management Plan 98



## THE OCCUPANT EMERGENCY COMMITTEE

Emergency response procedures for the facility are coordinated by the members of the OEC. The Vice President, Administration and Management (VAM) is responsible for the establishment and continuity of the OEC. This committee consists of the Command Center Team (CCT), Floor Teams, and a Damage Control Team (DCT).

Floor Team members will be provided with red colored safety hats and the CCT and DCT members will be provided with white colored safety hats. Occupants of the USUHS should become familiar with these identifiers through simulated drills. The Civilian Human Resources (CHR) Office and the Military Personnel Office (MPO) will notify all new personnel of these identifiers and provide a copy of the Building Information Sheet to all new employees.

The following positions shall assume leadership for the USUHS OEC:

1. Command Center Leader (CCL) - the USUHS Security Officer; and
2. Damage Control Team Leaders - the Commandants (CMDs) SOM and GSN.

### **The Command Center**

Emergency operations will be directed from a Command Center, to be located at the USUHS Security Guard Office (Room G-192) on the Ground Level of Building B. This site is centrally located and accessible for effective communication and control, and includes an alarm panel.

Portable radios and pagers will be provided to the command center by Security (SEC). Messengers will be designated by SEC, the CMDs, and the Brigade Commander (BDE). The delineation of messenger requirements shall be included in the floor monitor listings. In the case that the Command Center becomes incapacitated or has been threatened, the alternate Command Center will be located at the Armed Forces Radiobiology Research Institute (AFRRI) Security Area, (the same procedures to be followed in bomb-related emergencies). The locations and telephone numbers of the Command Center and alternate site are included in the Emergency Telephone Listing (See abridged listing at *Enclosure 3*).

The Command Center will include the following personnel:

1. The Command Center Team will direct all emergency operations. Its members are the USUHS Security Officer, the CMDs of the SOM and GSN, and the BDE;
2. The Director, Environmental Health and Occupational Safety (EHS) who also serves as an advisor to the Damage Control Team Leaders and the CMDs of the SOM and GSN;
3. A Medical Coordinator from the University Health Clinic (UHC)/Department of Family Medicine (FAP), who will be appointed by the USUHS Surgeon; and,
4. Technical Advisors from Facilities (FAC) and EHS who will be appointed by the Directors of FAC, SEC, and EHS.

a. Duties of the Command Center Team:

(1) The Security Officer will serve as the CCL; the Director, FAC, will serve as an advisor to the CCT. The CCL shall prepare and coordinate an emergency plan, inform all tenants of an emergency, and along with the VAM, shall;

(a) Provide and coordinate training with the appropriate Team Leaders for all of the OEC members;

(b) Ensure that appropriate procedures are followed during emergencies, to especially include the differentiation between fire and bomb evacuations;

(c) Identify and establish working relationships with Federal, State, and local agencies which would respond to an emergency at the USUHS;

(d) Initiate formal activities and drills to prepare all occupants for emergencies and to inform them of response procedures; and,

(e) Provide advice on security and law enforcement matters, in coordination with the National Naval Medical Center (NNMC) Security Office.

**(2) The Damage Control Team Leaders will include the CMDs of the SOM and the GSN, with the Director, EHS and a Medical Coordinator serving as advisors.** The Damage Control Team will be comprised primarily of military enlisted personnel appointed by the CMDs and the BDE. The Damage Control Team members shall also serve as Building/Floor Monitors. The Damage Control Leaders will:

(a) Coordinate and monitor the planning of occupant movement between floors during an emergency; and,

(b) Identify utilities, alarm systems, communications equipment, and other pertinent systems and equipment in each building, and make recommendations on their use during an evacuation, in coordination with the Director, FAC.

**(3) The Medical Coordinator shall:**

(a) Assess the situation and identify the mix of medical personnel, from a prepared list, who will provide and assist with medical emergency services (e.g., one or two physicians, one registered nurse, one emergency medical technician and one receptionist);

(b) Maintain basic first-aid equipment (e.g., bandages, cold compress, emergency care for bleeding, breathing, shock, etc.); and,

(c) In coordination with the USUHS Surgeon, provide Cardio-pulmonary Resuscitation (CPR), first aid, and other paramedical assistance as necessary.

**(4) The Technical Advisor/FAC Director shall:**

(a) Provide information about the building and the operation of its mechanical systems; and,

(b) Maintain the emergency call list for utilities and hazardous substances, in coordination with the Director, EHS.

**(5) The Damage Control Team/Floor Team Leaders will ensure that there are two floor monitors and one alternate for each floor. Each building shall have one building monitor. As members of**

the Damage Control Team, **Floor Monitors shall:**

- (a) Provide progress reports to the Damage Control Team Leaders;
- (b) Assist the Building Monitor, maintain communication with the Command Center during an emergency, and notify the Building Monitor when the floor is completely cleared. The Building Monitor will then notify the Command Center once the building has been cleared;
- (c) Ensure that evacuation routes are clearly identified and posted on bulletin boards and at corridor intersections, and ensure that office exits are known to occupants;
- (d) Direct the orderly flow of persons during fire drills and emergencies along prescribed routes, including the orderly exit of individuals from the buildings at the first or ground floor;
- (e) Ensure that all persons have vacated the floor;
- (f) Ensure that windows and doors are closed, lights are on, and electrical appliances are off **during a fire evacuation;**
- (g) Ensure that all electrical equipment within the area is left as it was when the warning was initiated **during a bomb threat evacuation** (e.g., if the windows and doors were open when the evacuation warning began, leave them open);
- (h) Supervise Monitors for the Handicapped; receive a copy of the list of handicapped persons, which will be maintained and updated by CHR (copies should also be provided to UHC and DCT to ensure proper coverage and evacuation);
- (i) During a bomb threat evacuation, search the stairwells;
- (j) Be familiar with the

provisions of GSA Bulletin FPMR D-198<sup>e</sup>, emergency plans for using elevators to evacuate handicapped personnel;

- (k) During fire evacuations, direct persons attempting to use elevators to the appropriate stairways and relinquish control of elevators to fire department personnel once they arrive;
- (l) If fire department personnel arrive by elevator, meet and direct them to the scene of the emergency; and,
- (m) Assist in the evacuation of handicapped personnel, either by an elevator, which has been approved for use or another evacuation route.

(6) **The Damage Control Team Advisors** consist of the FAC Manager and other people familiar with the USUHS construction, equipment, and overall operating systems. Team members will report to the Damage Control Coordinator. Generally, their job is to control dangerous conditions until further help arrives to assess potential danger and real damage.

b. Duties of the Damage Control Team:

- (1) The Director, FAC, along with the Damage Control Leader, shall:
  - (a) Appoint members who will initiate reasonable fire suppression or confinement by using the USUHS portable fire extinguishers;
  - (b) Assist emergency response personnel; and,
  - (c) Appoint qualified members from FAC, Logistics (LOG), or University Information Systems (UIS) to disconnect utilities or equipment and/or remove equipment or records as required.
- (2) The Damage Control Leaders will appoint team members and, if necessary, supervise a bomb search.

**Enclosure 2**

(3) The Director, EHS, will assist the Damage Control Leader when hazardous substances must be removed.

(4) The USUHS Surgeon will assist the Damage Control Leader in providing rescue and first aid.

(5) The Director, FAC, will assist the Damage Control Leader in making necessary emergency repairs.

(6) In the event of an emergency at night, over the weekend, or on a holiday, the Security Guards will immediately contact the Security Officer, who will initiate the appropriate action via telephone prior to his arrival at the USUHS.

In the event that the Security Officer cannot be reached, the Security Guard should contact the VAM.

Attachment:  
Building/Floor Monitors

**BUILDING/FLOOR MONITORS**

| <u>Building</u>        | <u>Floor Location</u>      | <u>Floor Monitors</u> | <u>Alternates</u> | <u>Total</u> |
|------------------------|----------------------------|-----------------------|-------------------|--------------|
| A                      | 1                          | 2                     | 1                 | 3            |
|                        | 2                          | 2                     | 1                 | 3            |
|                        | 3                          | 2                     | 1                 | 3            |
|                        | (One Building Monitor)     |                       |                   | 1            |
| B                      | 1                          | 1                     | 1                 | 2            |
|                        | 2                          | 2                     | 1                 | 3            |
|                        | 3                          | 2                     | 1                 | 3            |
|                        | 4                          | 2                     | 1                 | 3            |
| (One Building Monitor) |                            |                       | 1                 |              |
| C                      | 1                          | 2                     | 1                 | 3            |
|                        | 2                          | 2                     | 1                 | 3            |
| (One Building Monitor) |                            |                       | 1                 |              |
| D                      | 1                          | 2                     | 1                 | 3            |
|                        | 2                          | 2                     | 1                 | 3            |
|                        | 3                          | 2                     | 1                 | 3            |
| (One Building Monitor) |                            |                       | 1                 |              |
| Ground Level           | LAM                        | 1                     | 1                 | 2            |
|                        | ATL                        | 1                     | 1                 | 2            |
|                        | LOG, Warehouse, etc        | 1                     | 1                 | 2            |
|                        | (One Ground Floor Monitor) |                       |                   | 1            |
|                        |                            |                       | Total             | 46           |

**Continuation of Enclosure 2**

| Building | Floor Location | Floor Monitors   | Alternates | Total  |
|----------|----------------|--|------------|--------|
| 28       | 1<br>2         | 1<br>Storage Only  | 1          | 2      |
| 53       | 1<br>2         | 2<br>1   | 1<br>1     | 3<br>2 |
| 59       | 1              | 1  | 1          | 2      |
| 79       | 1              | Occupied at this time<br>(One building Monitor per building) |            |        |

**EMERGENCY TELEPHONE NUMBERS**

All personnel in the USUHS should know whom to contact in case of an emergency. The publication of a list of emergency telephone numbers is the responsibility of the Office of the VAM.

A copy of this list shall be included and published with the OEP for the USUHS. The ASD shall update this list as assignments change. The Offices of the CMDs, BDE, EHS, and CHR shall be responsible for notifying ASD of changes. Home telephone numbers will be provided as required/appropriate.

**ABRIDGED  
UNIFORMED SERVICES UNIVERSITY OF THE HEALTH SCIENCES  
EMERGENCY CALL LIST**

|  | <u>Room Number</u> | <u>Phone Number</u> |
|--|--------------------|---------------------|
| <u>COMMAND CENTER</u><br>USUHS Security Office                                 | G192               | 295-3038/3039       |
| <u>ALTERNATE COMMAND CENTER (TO BE USED DURING A BOMB OR TERRORIST THREAT)</u> |                    |                     |
| AFRRI Security Office  | 3115               | 295-1302            |
| <u>COMMAND CENTER TEAM</u>   |                    |                     |
| Command Center Leader (Director, SEC)  | UP001              | 295-3654            |
| Damage Control Team Leaders (CMD, SOM/GSN)                                     | C1021/A1040R       | 295-3120/9562       |
| Damage Control Team Advisor (Director, EHS)                                    | A2020              | 295-3305            |
| Medical Coordinator  | A1038              | 295-3632            |
| Technical Advisors   |                    |                     |
| Environmental Health and Occupational Safety (Director, EHS)                   | A2020              | 295-3305            |
| Facilities (Director, FAC)   | G049               | 295-3045            |

UNIVERSITY

|  |                   |               |
|--|-------------------|---------------|
| President  | A1018             | 295-3013      |
| Executive Assistant                                  | A1019             | 295-3013      |
| Vice Pres for Administration & Management            | A1015             | 295-1956      |
| Vice Pres for Executive Affairs                      | A1017             | 295-3981      |
| Vice Pres for Recruitment & Diversity Affairs        | A1028             | 295-3965      |
| Vice Pres for Research                               | A1012             | 295-9440      |
| Vice Pres for Resource Management                    | A1014             | 295-3896      |
| Vice Pres for Teaching & Research Support            | A2027             | 295-3700      |
| Deputy, Administration & Management                  | A1020             | 295-3625      |
| Deputy, Recruitment & Diversity Affairs              | C1009             | 295-9561      |
| Deputy, Research                                     | A1032             | 295-1837      |
| Deputy, Resource Management                          | A1013             | 295-3443      |
| General Counsel                                      | A1030             | 295-3028      |
| Brigade Commander                                    | C1023             | 295-2690      |
| Brigade Executive Officer                            | C1016             | 295-3652      |
| Director, Administrative Support Division            | G056              | 295-3032      |
| Director, Audio Visual Center                        | G070              | 295-3339      |
| Director, Biomedical Instrumentation Center          | G230              | 295-8286      |
| Director, Civilian Human Resources                   | A1022             | 295-9432/3412 |
| Director, Environmental Health & Occupational Safety | A2020             | 295-3305      |
| Senior Exec Director, Cont Educ for Health Prof      | Silver Spring, MD | 295-0962      |
| Director, Cont Educ for Health Prof                  | Silver Spring, MD | 295-0962      |
| Director, Contracting Division                       | A1040C            | 295-3068      |
| Director, Facilities Division                        | G049              | 295-3045      |
| Director, Financial Management                       | A1040B            | 295-3370      |
| Director, Laboratory Animal Medicine                 | G169              | 295-1911      |
| Director, Learning Resource Center                   | D1001             | 295-3356/3399 |
| Director, Logistics Division                         | G013              | 295-3057      |
| Director, Military Personnel Office                  | C1016             | 295-3423      |
| Director, Military Training Network                  | Silver Spring, MD | 295-0964      |
| Director, Purchasing Division                        | A1040C            | 295-3067      |
| Director, Research Administration                    | A1032             | 295-3303      |
| Director, Resource Management                        |                   |               |
| Information Office                                   | G006              | 295-3287      |
| Director, Review & Evaluation                        | B1009             | 295-3116      |
| Director, Security Division                          | UP001             | 295-3654      |
| Director, University Affairs                         | A1025             | 295-9705      |
| Director, University Information Systems             | G007              | 295-3304      |
| Coordinator, Multidiscipline Lab                     | A2030             | 295-3300      |
| Veterinarian On Call Beeper                          |                   | (301)215-5065 |

SCHOOL OF MEDICINE - DEPARTMENTS/SECTIONS

|                                       |           |               |
|---------------------------------------|-----------|---------------|
| Chair, Anatomy, Physiology & Genetics | B2100     | 295-3200      |
| Chair, Anesthesiology                 | C1051     | 295-3140      |
| Chair, Biochemistry                   | B4058     | 295-3550      |
| Chair, Dermatology                    | WRAMC, DC | (202)782-8700 |
| Chair, Family Medicine                | A1038     | 295-3632      |
| Chair, Medical History                | D3013     | 295-3168      |
| Chair, Medical & Clinical Psychology  | B3056     | 295-3271      |
| Chair, Medicine                       | NNMC, MD  | 295-2010      |
| Chair, Microbiology & Immunology      | B4152     | 295-3419      |
| Chair, Military & Emergency Medicine  | C1045     | 295-3720      |
| Chair, Neurology                      | A1036     | 295-3643      |
| Chair, Neuroscience Program           | C2095     | 295-3679      |
| Chair, Obstetrics & Gynecology        | NNMC, MD  | 295-4390      |
| Chair, Pathology                      | B3152     | 295-3450      |
| Chair, Pediatrics                     | A3007     | 295-3745      |
| Chair, Pharmacology                   | C2007     | 295-3223/3260 |
| Chair, Preventive Medicine/Biometrics | A1044     | 295-3170      |
| Chair, Psychiatry                     | B3068     | 295-3293/2470 |
| Chair, Radiology & Nuclear Medicine   | C1071     | 295-3145      |
| Chair, Surgery                        | A3014     | 295-3155      |

SCHOOL OF MEDICINE - ADMINISTRATION

|  |        |          |
|--|--------|----------|
| Dean, School of Medicine                     | A1010A | 295-3017 |
| Executive Assistant to Dean                  | A1010  | 295-3017 |
| Assoc. Dean for Clinical Affairs             | A1008  | 295-1917 |
| Assoc. Dean for Faculty Affairs              | A3068  | 295-3603 |
| Assoc. Dean for Graduate Education           | A1045  | 295-3913 |
| Assoc. Dean for Graduate Medical Education   | A1007  | 295-3628 |
| Assoc. Dean for Medical Education            | A1005A | 295-9436 |
| Assoc. Dean for Student Affairs              | C1020  | 295-3185 |
| Asst. Dean for Admissions & Academic Records | A1041  | 295-3101 |
| Asst. Dean Clinical Sciences                 | C1020  | 295-3185 |
| Asst. Dean for Executive Affairs             | A1015  | 295-1956 |
| Deputy Asst Dean Student Affairs             | C1020  | 295-3484 |
| Commandant                                   | C1021  | 295-3120 |
| Director, Admissions                         | A1041  | 295-3381 |

GRADUATE SCHOOL OF NURSING - ADMINISTRATION

|                                  |                   |          |
|----------------------------------|-------------------|----------|
| Dean, Graduate School of Nursing | A1024             | 295-9004 |
| Executive Assistant to Dean      | A1029             | 295-9002 |
| Commandant                       | C1002             | 295-9562 |
| Associate Dean                   | Silver Spring, MD | 295-1025 |

GRADUATE SCHOOL OF NURSING - DEPARTMENT/SECTIONS

|  |                   |          |
|--|-------------------|----------|
| Chair, Nurse Anesthesia Department           | Silver Spring, MD | 295-1206 |
| Chair, Nursing Research Department           | Silver Spring, MD | 295-1023 |
| Chair, Nurse Practitioner Program Department | Silver Spring, MD | 295-1124 |

ARMED FORCES RADIOBIOLOGY RESEARCH INSTITUTE (AFRRI)

**(ALTERNATE COMMAND SITE TO BE USED DURING A BOMB OR TERRORIST THREAT)**

|                                |       |          |
|--------------------------------|-------|----------|
| Director, AFRRI                | 2215  | 295-1210 |
| Deputy Director (ADM)          | 3176  | 295-0438 |
| Safety & Health Department     | 1418  | 295-2723 |
| Veterinary Sciences Department | 1227  | 295-1365 |
| Admin Support Department       | 2156D | 295-1953 |

## BUILDING INFORMATION SHEET

UNIFORMED SERVICES UNIVERSITY OF THE HEALTH SCIENCES  
4301 Jones Bridge Road  
Bethesda, MD 20814

The University complex includes six buildings, numbered 70 through 75. Building 70 was completed in 1979; Buildings 71, 72, and 73 were completed in 1981; Building 74 in 1988; and, Building 75 in 1993. There are also several off-site locations.

Buildings 70 through 73 are brick and concrete structures with sheet rock wall interiors. Building 74 is a brick and concrete storage building. Building 75 is a metal storage building.

Building 70 (A Building) is comprised of three floors with two passenger elevators and one freight elevator. This building consists of administrative offices, three lecture halls, and a health clinic on the first floor. The second and third floors consist of offices with labs in the center of the floors. In between the first and second floors is a mezzanine level containing HVAC equipment. **Occupants should evacuate and proceed to the grassy area on the hill behind building D.** During adverse weather occupants will assemble at the NNMC Gymnasium, Bldg 23.

Building 71 (B Building) is comprised of four floors with two passenger elevators and one freight elevator. This building consists of offices with labs in the centers of the second, third, and fourth floors. The first floor consists of a cafeteria, kitchen, dining room, executive dining room, a large auditorium that extends to the second floor,

and some administrative offices.

**Occupants should evacuate and proceed west on Palmer Road to the grassy area on the hill leading to the USUHS parking garage.** During adverse weather occupants will assemble at the NNMC auditorium, Bldg 10, 2<sup>nd</sup> floor.

Building 72 (C Building) is comprised of two floors with two passenger elevators and one freight elevator. This building consists of offices with labs in the center of the first and second floors, as well as administrative offices and lecture halls on the first floor. A large student lounge is also located on the first floor. **Occupants should evacuate at the rear of the building and proceed to the grassy area on the far side of the service road.** During adverse weather occupants will assemble at the NNMC auditorium, Bldg 10, 2<sup>nd</sup> floor.

Building 73 (D Building) is the Learning Resource Center, which consists of three floors; Bldg D has one elevator. The third floor also contains the Board of Regents conference room. Between the first and second floors is another mezzanine level containing Heat Ventilation and Air Conditioning (HVAC) equipment. **Occupants should evacuate to the rear of the building and proceed to the grassy area on the other side of the service road.** During adverse weather occupants will assemble at the NNMC Gymnasium, Bldg 23.

## Enclosure 4

A ground level interconnects all buildings. Also, on the ground level are animal research labs, a warehouse, the loading dock, as well as administrative offices. Machine rooms are also on this level.

A small basement level exists under Building A. The main security office is located there.

Under Buildings 71, 72, and 73 is a three-level underground parking garage.

All areas are covered by sprinklers and smoke detectors.

Emergency lighting exists in all areas. The laboratories located on the ground floor of the animal facility have back-up battery power, while the rest of the university is backed up by diesel generators. The USUHS FAC Division, in coordination with SEC and EHS, will ensure that fire exit signs are maintained and properly displayed in accordance with OSHA regulations at all USUHS emergency exit locations.

### USUHS Off-Site Locations

Buildings 28, 53, and 59 are concrete and block structures with sheet rock wall interiors. Below is information concerning each building.

Building 28 was built in 1950 and has two floors. This building is equipped with a fire alarm system and smoke detectors. It does not have elevators. It is used for administrative/teaching purposes.

Building 53 was built in 1980. It has two floors and a diving tank in the basement. This building is equipped with fire sprinklers and smoke detectors. It has two

elevators. It is primarily used for research, but does have limited administrative/conference space.

Building 59 was built in 1990. It has two floors and a diving pool in the basement. This building is equipped with fire sprinklers and smoke detectors. There are no elevators. This space is primarily used for research.

All three of these building are equipped with emergency lights with battery back-ups should the electricity go off and all occupants have specific instructions on where to go in the case of evacuation.

# BOMB THREAT CHECKLIST

Enclosure 5

Date and exact time of call \_\_\_\_\_

Exact words of caller \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

## QUESTIONS TO ASK

1. When is the bomb going to explode? \_\_\_\_\_
2. Where is the bomb? \_\_\_\_\_
3. What does it look like? \_\_\_\_\_
4. What kind of bomb is it? \_\_\_\_\_
5. What will cause it to explode? \_\_\_\_\_
6. Did you place the bomb? \_\_\_\_\_
7. Why? \_\_\_\_\_
8. Where are you calling from? \_\_\_\_\_
9. What is your address? \_\_\_\_\_
10. What is your name? \_\_\_\_\_

## CALLER'S VOICE (circle)

|          |           |         |         |         |
|----------|-----------|---------|---------|---------|
| Calm     | Disguised | Nasal   | Angry   | Broken  |
| Stutter  | Slow      | Sincere | Lisp    | Rapid   |
| Giggling | Deep      | Crying  | Squeaky | Excited |
| Stressed | Accent    | Loud    | Slurred | Normal  |

If voice is familiar, who did it sound like? \_\_\_\_\_

Were there any background noises? \_\_\_\_\_

Remarks: \_\_\_\_\_

Person receiving call: \_\_\_\_\_

Telephone number where call was received: \_\_\_\_\_

Date: \_\_\_\_\_

Immediately after the caller hangs up, depress and then release telephone receiver button to get dial tone, then press \*57. Immediately report the threat to USUHS Security at 295-3033/3654 and remain available for interview by USUHS Security and Law Enforcement Personnel.

## PROCEDURES

### A. Evacuation Plan for the USUHS and Off-Site Locations

#### 1. Evacuation Plan for the USUHS

All personnel should familiarize themselves with the provisions of the evacuation plan. Once management has determined that a partial or full evacuation is necessary, the following should occur:

a. The fire alarm system will be activated to signal evacuation. All personnel should depart the building in an orderly manner as rapidly as possible. Unless absolutely necessary for health reasons, DO NOT use elevators to reach an exit;

b. Stairways and exits located by the stairways on first floors should be used to exit buildings. The parking garage should not be considered as a safe exit, nor should personnel attempt to remove their cars until it has been cleared to do so. Department personnel should remain together to facilitate the accounting of personnel. A designated individual should assemble all personnel in his/her department/activity to ensure that all are accounted for;

c. All personnel should proceed to areas away from the USUHS buildings (*See Enclosure 4*); and

d. During adverse weather conditions, alternate sites are:

(1) Building "A" and Building "D" occupants should assemble at the NNMC Gymnasium in Building 23, and

(2) Building "B" and Building "C" occupants should assemble at the NNMC Auditorium located in Building 10 on the 2nd floor.

e. Floor monitors should report to the building monitor once their floors have been cleared. Once all floors are cleared of personnel, the building monitor will report to the fire Department or a team leader.

#### 2. Evacuation Plan for USUHS Off-Site Locations

a. Metro Center 1, 1335 East West Highway, Silver Spring, MD 20910

Occupant emergency procedures for this location are the responsibility of the General Services Administration (GSA).

Copies of the occupant emergency procedures including evacuation, fire, bomb threats, and other emergencies will be issued to each of the USUHS organizations located at this address, which include:

(1) Graduate School of Nursing (GSN);

(2) Continuing Education for Health Professionals (CHE); and,

(3) Military Training Network (MTN).

b. 7514 Wisconsin Avenue, Bethesda, MD 20814

The Temps and Company have the responsibility for emergency procedures at this address. A copy of the occupant emergency procedures for this location has been issued to the Department of Anatomy, Physiology and Genetics (APG) Spaceline activity.

The occupants of the above off-site locations have been instructed to follow the occupant emergency procedures in place at each of these specific work locations.

Copies of these occupant emergency procedures are also maintained in the ASD and SEC files.

c. Occupants of buildings; 28, 53, 59, and 79, shall follow the evacuation plan set forth in paragraph 1 of this enclosure, with the exception that all personnel in these buildings should assemble in the "E" parking Lot, to wait further instruction.

**B. During Non-Working Hours**

1. Re-entry after Evacuation

If the USUHS buildings, to include the underground parking areas, have been evacuated due to a bomb or terrorist threat, no re-entry shall be permitted until the entire complex has been searched and no devices have been found, or the Explosive Ordnance Disposal (EOD) has removed any explosive devices. The decision to re-enter the buildings shall be made by the President, USUHS, or designee.

2. After Action Report

A complete and comprehensive after action report will be prepared by the Director, SEC for the President, USUHS, upon completion of the necessary actions to restore the USUHS community to operational status.

**C. Evaluating and Handling Threatening Messages**

1. In preparation for a telephoned bomb threat, *see Enclosure 5*, all personnel will be briefed on the information that should be noted in the event a telephoned bomb threat is received. Upon receipt of a bomb threat call, the person receiving the call should:

- a. Begin recording, word for word, exactly what the caller is saying. Keep the caller on the line as long as possible;
- b. Stay calm, be courteous, and do not interrupt the caller;
- c. If the location or the time of the threatened detonation is not given, ask for this information;

d. Inform the caller that the buildings are occupied and that the detonation of such a device could result in death and/or serious injury to many innocent people;

e. Pay attention to background noises (e.g., street noises, music playing, etc.) or any other items that could assist in learning the location of the caller;

f. Listen closely to the caller's voice in order to determine the following: gender, voice quality (e.g., excited, calm, etc.), any accents, and/or speech impediments;

g. Immediately, after the caller hangs up, depress and then release the cutoff bar of the telephone, upon hearing a dial tone, press \*57; and

h. Immediately report the threat to SEC at 295-3033/3654 and remain available for interviews by SEC or Law Enforcement personnel.

2. When the actual threat is written, all materials must be saved. Once the message is recognized as a threat, further handling of the envelope or documents should be avoided. Every possible effort should be made to save evidence such as fingerprints, handwriting or typewriting, paper, and/or postal marks. These items may become essential in tracing the threat and identifying the writer. A written warning of a specific device may occasionally be received. A WRITTEN THREAT SHOULD NEVER BE IGNORED AND SHOULD BE IMMEDIATELY REPORTED TO SECURITY.

**D. Search for Explosive Devices**

1. The following factors must be considered when conducting a search for a suspected explosive device:

a. If a search is made without evacuating the building, search team members should direct the search and maintain verbal communications with the Command and Control Center;

b. Search team members should be thoroughly familiar with their areas and reminded that they are searchers, not experts in explosive ordnance;

c. Supervisory searches consist of search team members conducting a rapid survey of communal areas (e.g., lobbies, hallways, the auditorium, cafeteria, etc.). More specific searches should then be assigned upon the conclusion of the supervisory searches;

d. The search should proceed from the bottom to the top floors, from more public areas to less public areas, and from floor to ceiling; and

e. At no time should electrical or monitoring equipment (e.g., radio, TV, office machines, etc.) that is ON at the time of the search be turned OFF; conversely, equipment that is OFF should not be turned ON. Such action could activate an explosive device.

2. If a suspicious object is found, personnel are not to touch or handle the object. The Command and Control Center should be immediately notified by verbal communication, at which time the evacuation of search personnel will commence. If the object is of a suspicious nature, the nearest EOD unit shall be notified by the Security Officer for inspection. EOD has the responsibility for deactivating and removing explosive devices. In the event an explosion does occur, debris shall not be tampered with, except to remove injured personnel. The area shall be secured until EOD can take control.

3. Personnel should take the following precautions in a bomb threat situation:

a. Turn off all handheld radios prior to a search;

b. Leave all electrical equipment within the area as is;

c. Do not touch anything; and

d. Take their purses and briefcases when evacuating the building.

Attachment:

Evacuation Areas for the USUHS