



**CARIBBEAN PRIMATE RESEARCH CENTER
UNIVERSITY OF PUERTO RICO, MEDICAL SCIENCES CAMPUS**



STANDARD OPERATING PROCEDURES

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DISASTER PLAN Package

Section: C. Disaster Plan	SOP Number: C.1.0
Subject: Disaster Plan SSFS	Purpose: To outline the procedures to be followed during natural, technical and civil emergencies
Written by: See Below	Responsibility: All personnel
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**Caribbean Primate Research Center-SSFS
Disaster Plan**

I. OBJECTIVE:

Emergencies that threaten the health and safety of the personnel and animals can interrupt the routine operations of the Caribbean Primate Research Center (CPRC). This Standard Operation Procedure will serve as a general guide to prepare and respond to an emergency. The type and seriousness of the emergency will dictate the specific measures taken to cope with each situation. Personnel safety is an overriding concern for the Center in all events. In addition, plans to address the care and safety of animals are also an important component of this document.

II. JUSTIFICATION:

The emphasis for the care of research animals in disasters is to save animal lives and protect ongoing research, which may only be possible within a short (12-48 hours) window of time. Research animals and the facilities and programs that support their use are extremely valuable to their institutions and should be protected from foreseeable losses and catastrophes.

III. PRIORITIES:

Human life and health are the priority. All actions and procedures will be directed toward this goal. In terms of the animal well-being in an emergency, emphasis should be placed on preventing the escape of animals, feeding, and watering of animals, assessing animal health, providing veterinary medical care to sick/injured animals, and euthanizing those animals with a low probability of survival.

IV. DISASTER MANAGEMENT TEAM & COMMAND CENTER

The following individuals (**see Attachment I- Telephone Numbers**) will constitute the CPRC Disaster Management Team:



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- A.** Director of the Unit of Comparative Medicine
- B.** CPRC Director
- C.** Associate Director for Administrative Affairs
- D.** Associate Director for Veterinary Care
- E.** Veterinarians
- F.** Animal Care Supervisors/Colony Managers
- G.** Chief of Operations
- H.** MSC Security Office Director
- I.** IACUC Chair
- J.** Institutional Officer (IO)
- K.** Press Office Director
- L.** Dean of Administration

The MSC Director of Security will be contacted in case of a crisis at the CPRC by the guard or any other person. The Security Director will contact the CPRC Director, the IO/Chancellor, and the Dean of Administration. The CPRC Director will contact CPRC Associate Directors, The IACUC Chair, and the Director of the Unit of Comparative Medicine. The Associate Director for Veterinary Care will organize the veterinary care team and contact the researchers. The Associate Director for Administrative Affairs will be in charge of managing the physical plant team. The IACUC Chair will contact the Press Office to organize any press response.

(See Appendix III- Operational System Diagram)

The Conference Room at the CPRC's Administrative Offices will serve as the Communications Center for the Disaster Management Team. If the entrance to the Center is blocked, the team will meet at the Guards Main Gate. If flooding does not allow for entrance through the main gate, the team will meet at the entrance of the former Naval Base. If communication is expected to be lost under a predictable event like a hurricane, the Associate Directors with the Directorship will meet at the Security Office of the Medical Sciences Campus once the event is over.



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V. COMMUNICATIONS:

The regular telephone system will be used for communication to the extent possible. However, phones may not operate in a sustained power outage. Portable radios and cellular phones will be used if all the phone lines are out. Satellites phones are also available to be used only under an extreme loss of regular communication. (See cellular phones # in Attachment I). Every visitor should sign the CPRC entrance log at the Security Guard post and follow the established security check protocol.

VI. RELEASE OF INFORMATION RELATED TO THE ANIMALS:

The Chancellor (IO) and the Press Office should determine the timing, content, and format of information releases. Prepared statements demonstrating University commitment to the humane care and use of animals, compliance with federal and state regulations, commitment to the continuation of research, composition, and responsibilities of the IACUC, etc., should be on hand. Statements of purpose and potential research applications (in lay terms) should be developed by the Press office, the IACUC, the Facility Director and Associate Directors, and the PI's involved.

VII. EMERGENCIES:

A. Fire:

1. As soon as a fire alarm goes off, the administration office must be immediately contacted (**ext 221, 222, or 223**). If the existence of fire is confirmed, the person at the administration office who took the call must page the Center using the Central intercom. For this, the person will do the following:
 - a) Dial "feature" 60
 - b) You will see SPK on the phone screen. Press that button and speak.
 - c) If the screen asks to choose between one or two, choose one and speak.



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- d) Do the same procedure choosing (2). The phone screen will ask you again. Choose (2) and send the message. In this way, you will be paging exterior and exterior intercoms.
 - e) The person in the administration office must contact the **Fire Department in Toa Baja at 787 794 0110 and the CPRC Security Post.**
 - f) **If deemed appropriate, personnel should use an extinguisher or move to a safe area.**
2. If an animal is undergoing general anesthesia or invasive surgery and may not be immediately recovered, the animal must be humanely euthanized. Euthanasia will be performed using an intravenous injection of euthanasia solution or an overdose of anesthesia. If the animal may be recovered, it must immediately be placed in a cage, and the area evacuated.
 3. As soon as access to the facility is permitted by the Fire Department, all animals will be checked. If necessary, CPRC staff will wear masks to protect themselves from the smoke. The Security Office will provide these masks.
 4. After the event, the veterinarian will check all animals as soon as the fire safety personnel permit access to the facility. Dead animals will be removed from cages and put in the necropsy room. Animal carcasses will be disposed of through a biomedical disposal company when the fire department or security office gives the order. The disposal company will be **Sabana Medical at 787-730-3808 or 787-370-7177 (Mr. Edgar Rivera)**. Animals suffering from smoke inhalation will be examined as quickly as possible and treated or euthanized as necessary. An IACUC team must inspect and approve another suitable facility before any animal can be relocated. The IACUC should discuss the relocation of some animals to the ARC before any movement. If another facility is not available, the animal will be euthanized. Transportation will be performed in designated institutional vehicles and CPRC animal care personnel.
 5. Food and water– If the fire damages the food supply, a vendor (**Agricultural Exports, Inc. at 215-230-7753**) will be contacted for immediate delivery. Spoiled or contaminated feed (smoked, burned, full of foreign material, opened, wetted, or without refrigeration in a hot environment for more than 24 hours) will be immediately discarded. Also, **Hills Brothers Co, at 787 761-1576**, will be contacted to bring fruits. Food can also be delivered from another facility that houses NHP, like the MSC Animal Resources Center. If a fire disrupts the water supply system, the **Toa Baja Municipality will be contacted at 787-261-0202 ext 2648,2600,2608 to bring a portable “oasis” for water supply.**



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6. If an animal escapes, CPRC personnel will attempt to locate the animal for capture. The veterinarian will then decide upon evaluation whether to quarantine or euthanize the found animal. The Department of Natural Resources will be contacted if the animal is not found.

B. Bomb Threat:

1. If a bomb threat is received, it should be immediately reported to the MSC Security Office (Security Command), who will activate their established plan for such cases.
2. If an animal is undergoing general anesthesia or invasive surgery and may not be immediately recovered, the animal must be humanely euthanized. Euthanasia in primates will be performed using an intracardiac or intravenous injection of euthanasia solution or an overdose of anesthesia. If the animal may be recovered, it must immediately be placed in a recovery cage and the facility evacuated.
3. As soon as access to the facility is permitted, all animals will be checked. If necessary, CPRC staff will wear masks to protect themselves from the smoke. These masks will be at the Security Office. Dead animals will be removed from cages and put in a necropsy room. If the bomb damages the necropsy room, the remains will be disposed of through a biomedical disposal company when the security office gives the order. Animals suffering from injuries or smoke inhalation will be examined as quickly as possible and treated or euthanized as necessary.
4. Food and water – If the bomb damages the food supply, a vendor (**Agricultural Exports, Inc. at 215-230-7753**) will be contacted for immediate delivery. Spoiled or contaminated feed (smoked, burned, full of foreign material, opened, wetted, or without refrigeration in a hot environment for more than 24 hours) will be immediately discarded. Also, **Hills Brothers Co, at 787 761-1576**, will be contacted to bring fruits. The supplemental foods will be obtained at Costco or Walmart. If possible, food can be delivered from another facility that houses NHP, like the Animal Resources Center- MSC. If the bomb damages the water supply system, the **Toa Baja Municipality will be contacted at 787-261-0202 ext. 2648,2600,2608 to bring a portable “oasis” for water supply.**
5. If, during the process, an animal escapes, CPRC personnel will try to find it. When found, the animal must be quarantined. The Department of Natural Resources can be contacted if the animal is not found.



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C. Electrical Power Failure:

1. CPRC is connected to an Emergency Back up System. The system is periodically tuned up and monitored. Diesel and gasoline tanks are always maintained full. Instructions for the operation of the equipment are described in the addendum of this document.
2. Food – A breakdown of the food storage air conditioner for extended periods may result in higher humidity and temperature levels. These excessive levels could affect the quality of feed. Therefore, all feed will be closely monitored for spoilage. Spoiled or contaminated feed (with signs of humidity such as mold growth) will be discarded and replaced immediately. Movement of the bags to another place like the ARC or other a/conditioned area may be advisable if the backup system is damaged and can't be fixed at an appropriate time.

D. Hurricane: (Follow checklist for Hurricanes events)

1. All actions related to the protection of the building and the personnel will follow the guides and instructions given at the MSC pertaining to the situation. Each office user should secure private property and offices. Lanterns, flashlights, satellite phones, and battery-operated radios should be checked at this point. The CPRC Chief of Operation should indicate where this equipment will be placed. Because hurricanes are predictable events, the following preventive measures will be taken related to the animals:
2. Double water bottles will be assigned to each cage at the clinic. Fruits (preferably citrus) will be added to each cage. All caging and racks will be changed if possible. Water containers will be filled and stored. Sinks and mop buckets should be washed and filled with water for cleaning purposes only. All feeders and water bottles (where they are used) on cages will be filled.
3. The necropsy refrigerator should be emptied as much as possible. A Biomedical Waste Disposal Company will be contacted.
4. Each supervisor will prepare a working schedule for animal caretakers and techs that will be followed as soon as the hurricane has passed.
5. After the hurricane, animals will be checked and census as soon as possible.
6. Damages to the facility will be assessed and reported to the MSC Department of Physical Resources. Pictures will be taken before and after the event. In addition, each supervisor must maintain a list of staff working hours and equipment descriptions used for preparation and mitigation procedures.



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7. Animal cages will be cleaned, and water /food provisions will be checked. Feed will be monitored for spoilage if prolonged power outages occur.
8. Avoid all contact with electric wires, especially wires found on the ground. Contact the local Power Company if necessary.
9. Water reserve must only be used to supply water to the monkeys. Minimize water waste during the crisis.

If electricity and water are normal, standard care and cleaning routines will be re-established. If not, a basic animal care routine will be performed until normal conditions can be achieved.

10. If, during the process, an animal escapes, CPRC personnel will try to find it. When found, the animal must be quarantined or euthanized depending on the veterinarian's evaluation. The Department of Natural Resources can be contacted if the animal is not found.

E. Earthquake:

1. The actual movement of the ground in an earthquake is seldom the direct cause of death or injury. Most casualties result from falling objects and debris from damaged buildings and other structures. People should remain calm.
2. After the earthquake, check for injuries to personnel in the area. Seriously injured persons should be moved unless instructed by a physician or in immediate danger of further injury.
3. Water reserve must only be used to supply water to the monkeys. Minimize water waste during the crisis.
4. Animals will be checked immediately for injuries or escape. Veterinary care will be provided for injured animals. Animals injured will be treated or euthanized. Colony managers and supervisors must help to identify any escaped animal. If necessary, the Department of Natural Resources will be contacted.
5. Unconfined animals should be placed in a safe cage or corral until the home cage /corral is repaired.
6. The maintenance team must assist in repairing any damaged structure to avoid further escapes.



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F. Strike:

1. The CPRC Director will submit a list to the MSC Security Coordination Board of personnel to give care and treatment to the animals. This list will be updated for each event. The CPRC Associate Director of Veterinary Care and each supervisor will create a work schedule for the listed personnel. All animal care staff will come to the Center to provide animal care early morning.
2. **Animal Care:** If the number of employees on-site is decreased, priority is given to activities that directly affect animal health and welfare: health checks and treatments, feeding, watering, and maintaining minimal sanitation.
3. **Food and water supplies:** on-site food and water supplies should not be affected. Food supply for the animals should be assessed, and sufficient amounts should always be stored. Deliveries of food should be suspended during the protest period. If prolonged actions by protesting groups hinder deliveries, supplies may be obtained by having them delivered off-site, then picked up by a CPRC truck and delivered to our facility via an alternate entrance. Similarly, if the standard waste pick-up procedure is disrupted, waste may be taken out by a different route or kept in cold storage temporarily.
4. **Sanitation:** Sanitation should proceed normally, assuming sufficient personnel is present. If staff shortages occur, sanitation will be prioritized according to instructions provided by the Associate Director for Veterinary Care. IACUC will be informed accordingly.
5. **Environmental support:** Environmental systems are not expected to be affected. The HVAC and other maintenance companies will be previously agreed with the Emergency Coordination Board to enter in case of a system failure.
6. **Personnel:** CPRC personnel are expected to report to work. CPRC personnel may be required to perform duties outside their usual responsibilities to preserve animal health. The CPRC Director or designee, with consultation as needed from key CPRC administrative personnel, makes this decision.
7. The veterinarian or veterinary staff will check the animals daily during the strike.
8. Water and food will be checked and provided daily by animal care staff. At least, basic cleaning and care will be provided daily.
9. The security guards will notify any eventuality to the Security Office's Director, who will then inform the CPRC Director.
10. Regular care and cleaning/sanitation routines will be re-established as soon as the strike is over.



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G. Animal Right Issues:

1. Emergencies involving animal rights issues, such as protests and break-ins, may require a different approach than other emergencies because of their potential criminal component and public relations issues. In these situations, the Emergency Team needs to work with the Chancellor and the University's Press Office to develop an appropriate response. The Security Office will activate the preventive plan, which includes communication with the FBI, State Police, and the MSC security staff. Only authorized personnel will be allowed to enter the Center. The Security Office will activate stricter entrance control measurements to the Center. Prepared statements should be in place as described in Section VII. Any stranger or reporter that inquires about the facility should be referred to the MSC-Security Office. The office will decide further referral of the person.
2. The CPRC should request increased security measures for all animal housing and support facilities and may keep all facilities secure.

VIII. Damages Reporting:

1. The CPRC Director will submit a report of any damages and losses to the Director of the Unit of Comparative Medicine, the Chancellor/IO, the Dean of Administration, and the Institutional Legal Office.



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Appendix I – CPRC Emergency Team Directory:

Institutional Emergency Extension # 7911

Other Support Numbers:

State Police Dept. 787-793-1234

Toa Baja Police Dept. 787-795-3072,3073

Fire Department in Toa Baja at 787 794 2330

Toa Baja Municipality -787-261-0202(for water)

Agricultural Exports, Inc. at 215-230-7753 (food)

Hills Brothers Co, at 787 761-1576 (for fruits)



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Appendix II: CPRC Disaster Plan Addendum

Emergencies consist of three different categories: natural, technical, and civil emergencies. Natural emergencies are the most commonly occurring "disasters" and include weather or seismic events, for example. Technical emergencies are mechanical or human failures, while civil emergencies are deliberate human events.

I. NATURAL EMERGENCIES

A. HURRICANES/TROPICAL STORMS/FLOODING

Hurricanes are tropical cyclones with winds reaching seventy-five (75) miles per hour or more. Hurricanes encompass a large spiral area with a relative calm center, i.e., the eye of the hurricane.

As a tropical island, Puerto Rico is prone to hurricanes every year for six months. Although most hurricanes occur in August, September, and October, the hurricane season starts June 1 and extends to November 30.

There are two weather classifications of note during the hurricane season:

1. **Hurricane Watch:** This notice will be issued 24 hours before a hurricane hits land. This means that the hurricane is a threat and may potentially hit the Island.
2. **Hurricane Warning:** Weather forecasters issue this warning to alert that a hurricane is highly likely to make landfall.

THINGS TO KEEP IN MIND DURING A HURRICANE EMERGENCY:

During the Hurricane Watch:

1. Keep calm and don't panic! Follow institutional orders.

During the Hurricane:

1. All electric equipment must be disconnected.
2. Don't lock all the windows in a given building. Open a window slightly on the side opposite to where the winds blow.



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3. Under no circumstances should you go out while the hurricane is passing. If the weather returns to normal, you must remain inside. This stillness indicates that the eye of the hurricane is passing through, and possible damages are still conceivable.

B. EARTHQUAKE

An earthquake is defined as the movement of the earth's crust caused by the movement of tectonic plates. They occur without warning, and the intensity may vary from faint to strong shakes lasting for a few seconds or up to five minutes. Puerto Rico is prone to earthquakes due to the undersea fault zones, specifically the Puerto Rico Trench, where the North American tectonic plate slides under the Caribbean Plate.

Definitions:

Seismic: An abrupt movement of the earth accompanied by movement, a strong noise, and release of energy. The movement of the rocks located in the earth's cortex when the tectonic plates shift positions causes this.

Tremor: More intense than a seismic movement registered on the Richter scale.

Earthquake: An intense seismic movement of the earth followed by strong tremors of the earth's cortex reflecting themselves on the surface

Epicenter: The area of the earth's surface directly above the place of origin of an earthquake. This is the center of earthquake activity.

Richter scale: A scale that registers the magnitude of the seismic movements as measured by the seismograph.

Guidelines to Follow During an Earthquake:

1. Keep calm! The strongest tremor usually lasts from 30 seconds to a minute.
2. If you are inside a building, remain there.
3. Keep away from windows and staircases.



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4. If you are in an office, get under the nearest desk, a sturdy chair, or a piece of furniture. If there is no furniture around, lean against a column or under a rafter.
5. Always cover and protect your head and face.
6. If you are in the field, locate an open space far away from buildings, trees, poles, and electric lines.
7. If you are driving a vehicle, stop and turn off the engine. Stretch or lean (face down) over the front seat and protect your head.

Guidelines to Follow After an Earthquake:

1. Prepare yourself for shock waves that precede the first earthquake. The subsequent aftershock's intensity is weaker but can cause damage.
2. Give first aid to injured personnel. Don't move persons with severe injuries unless their life is at risk.
3. If you are trapped in a building with no escape route, look for areas where light penetrates from outside. The light source is an indication of an opening where you may be able to obtain oxygen.
4. If you get trapped in fallen debris that might collapse, don't make any movement that will accelerate the process. Wait for help.
5. Inspect the building for damage and abandon if the danger of collapse is imminent.
6. Do not smoke.
7. Clean any spilled flammable liquid or is in a damaged container. The damaged container should be moved to a safe place.
8. Avoid all contact with electric wires. Shut off the electric power. Contact the electric company if necessary.

II. TECHNICAL EMERGENCIES



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A. EMERGENCY ELECTRIC POWER

1. DESCRIPTION

- a) The CPRC has an emergency electric generator (400 kWh) capable of supplying electricity to the SSFS. The generator is located behind the administration building.
- b) This generator automatically starts when the local energy company fails.
- c) The model specifications are as follows:
 1. Manufacturers: SDMO
 2. Model: V400
 3. Serial No. D12481846D1A

2. MAINTENANCE RECORDS

- a) The unit shall be inspected every month.
- b) The inspecting company shall submit a maintenance record. This record must include the time when it was started and turned off and annotations of oil, diesel, water, and battery levels.
- c) An inspection/drill record shall be filled after each drill. The management must approve these inspection drills, and all personnel shall be notified at least three days before the exercise.

3. STARTING THE UNIT

To turn the generator on when commercial power is interrupted, the following shall be done:

- a) Locate the electric panel located on the cement post. This panel has three positions:
 - Commercial Power (On Position)
 - Off Position
 - Emergency Power (On Position)



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- b) Proceed to move the switch from the Commercial power position (On) to the off position.
- c) Next, go to the generators' main control panel located in the rear end of the generator. Open the control panel to see the gauges and controls.
- d) Move the generator switch to the Run position by moving the switch upwards.
- e) Next, go to the left side of the generator and elevate the last panel door. There you will find a switch that must be pulled upward.
- f) Go to the cement post and turn the switch from the off position to the Emergency position.
- g) Proceed to turn on the switch that controls the bell located on the inner side of the cement post. When the commercial power is turned on again, the bell will ring to alert that the generator needs to be turned off.

4. TURNING OFF THE UNIT

To turn off the unit when commercial power has returned, the following must be done:

- a) Notify all personnel that the electricity from the main powerlines is returning. This informs them to turn off the computers and other electrical devices plugged using the generators' energy.
- b) Locate the switch that controls the Emergency power and put it in on the off position.
- c) Turn off the switch located on the side of the generator as described previously.
- d) Turn the switch to the off position.
- e) Proceed to move the switch on the cement post from the off position to the Commercial Power position.

5. PRE-START INSPECTION

- a) With the generator in off position, you should inspect the drive belts (Oil cooler, water pump, alternator, and other driven equipment).
- b) These must be checked for condition and correct tension. Cooling fans must be free to turn correctly, and belt tension must be correct.



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- c) Check coolant level.
- d) All safety guards must be secure on the engine and equipment.
- e) Check crankcases oil level - Notify maintenance personnel if low and make sure it is added before starting the unit.
- f) Inspect the battery's water level. Tighten and clean the connections as needed. Maintain proper water level.
- g) Inspect the diesel's level. Make the necessary adjustments as needed.

6. MAINTENANCE/DRILL INSPECTION AND RECORD-KEEPING

- a) Pre-start checkups as above.
- b) Generator leads:
 - 1. Inspect for exposed conductors, frayed, cracked, or peeling insulation.
 - 2. Inspect for loose or inadequate terminal connections.
 - 3. Inspect for signs of overheating, burns, or exposure to water, grease, or vibrations.
 - 4. Inspect for defective or loose conduit connections.
 - 5. Tape and re-insulate areas as required.
 - 6. Tighten loosed terminals and conduit connections.
- c) Batteries and Cables:
 - 1. Inspect water levels.
 - 2. Check for specific gravity readings.
 - 3. Record battery voltage before any test is performed.
 - 4. Maintain water levels.
 - 5. Clean and lubricate battery terminals as needed.
 - 6. Record battery voltage 1 minute after continuous cranking and while cranking.
 - 7. Inspect contacts - clean or change as necessary.



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8. Check fuses.

d) Battery Chargers:

1. Inspect for dirty or corroded contacts.
2. Inspect for loose connections.
3. Inspect for any blown fuses.
4. Check operation and accuracy of volt and amperage meters.

e) Meter and Gauge Readings:

1. Record lube oil pressure.
2. Record lube oil temperature.
3. Record water temperature.
4. Record engine speed.
5. Record fuel oil pressures.
6. Record engine alternator amps.
7. Record engine hour meter readings.

f) Inspect for leakage, loose or defective parts, and adequate operation of the Diesel Driven Generator Set and the Governor.

g) Housing, structural Supports, Under Carriage and Housekeeping:

1. Inspect for rust and corrosion damage.
2. Inspect for lack of paint.
3. Inspect for accumulation of dirt, grease, oil, etc.
4. Inspect for missing, loose, or defective parts.
5. Inspect the tire pressure on the support structure.

B. FIRE EMERGENCIES



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1. Call and report the emergency

- a) Activate the nearest alarm
- b) Notify Supervisor and staff
- c) Feel doors for heat
- d) If cool, exit carefully
- e) If hot, do not open the door. Stay where you are
- f) If you see smoke, crouch near the floor as you exit
- g) If you see fire, confine it by closing doors and windows
- h) Use extinguishers on small fires only if safe to do so
- i) Pull the pin in the handle
- j) Aim at the base of the fire
- k) Squeeze nozzle, sweep back and forth

III. CIVIL EMERGENCIES

A. TERRORISM

Terrorism may involve devastating acts using weapons of mass destruction. These weapons range from chemical agents, biological hazards, radiological agents, nuclear



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devices, and/or explosives. The primary objective of a terrorist is to create widespread fear.

If there is a Terrorist Attack:

- a. Stay calm
- b. Be vigilant
- c. Look out for secondary hazards such as falling debris or secondary devices.
- d. Contact your Supervisor immediately

B. BOMB THREATS

If you receive a telephone call referencing a bomb threat, follow these procedures:

1. Have another person listen in on the conversation, if possible.
2. Obtain as much information as possible from the caller. Follow this questionnaire:

- When is the bomb going to explode?
- Where is the bomb now?
- What kind of bomb is it?
- What does it look like?
- Why did you place the bomb?
- What will cause it to explode?
- What is the caller's telephone number?
- Is the caller young or old? Male or female?



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- Describe the voice. Was it calm, excited, angry, deep, nasal, etc.? Could you detect any accent?
- If the voice is familiar, who did it sound like?
- Was there any background noise?

1. Call the Security Office

C. SUSPICIOUS MAIL

An envelope or package is generally deemed "suspicious" if any of the below indicators are present:

- Items that are hand-addressed, perhaps with misspelled words

Items with no return address

- Items with a return address that doesn't match the postmark

Other causes for concern are:

- Wires protruding from a package or envelope
- An oily stain on the outside
- An oddly-shaped package or one of unusual weight given its size
- Powder or granules in or on an envelope or package
- Excessive postage

What should you do?

General:



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- Common sense and care should be used in inspecting and opening mail or packages.
- Examine unopened envelopes for foreign bodies or powder.
- Do not open letters with your hands: use a letter opener.
- Open letters and packages with a minimum of movement to avoid spilling any contents.

Types of letters or packages that may be suspect:

- Any letter or package that has suspicious or threatening messages written on it.
- Letters with oily stains.
- Envelopes that are lopsided, rigid, bulky, discolored, or have a strange odor.
- Envelopes with no return address.
- Unexpected envelopes from foreign countries.
- No postage, non-canceled postage, or excessive postage.
- Hand-written address, improper spelling of common names, places, or titles.

For suspect envelopes or packages:

1. DO NOT OPEN THE ENVELOPE OR PACKAGE
2. LEAVE it and EVACUATE the room
3. DO NOT shake, empty, or disturb the contents
4. KEEP others from entering
5. WASH your hands with soap and water
6. NOTIFY your Supervisor.

D. PROTESTS (ENVIRONMENTAL-ANIMAL)/PICKETING/STRIKES

Terrorism in the name of animal and environmental protection has steadily increased during the past decade in the United States. Automobile dealerships, forestry companies, corporate and university-based medical research laboratories, restaurants, medical-



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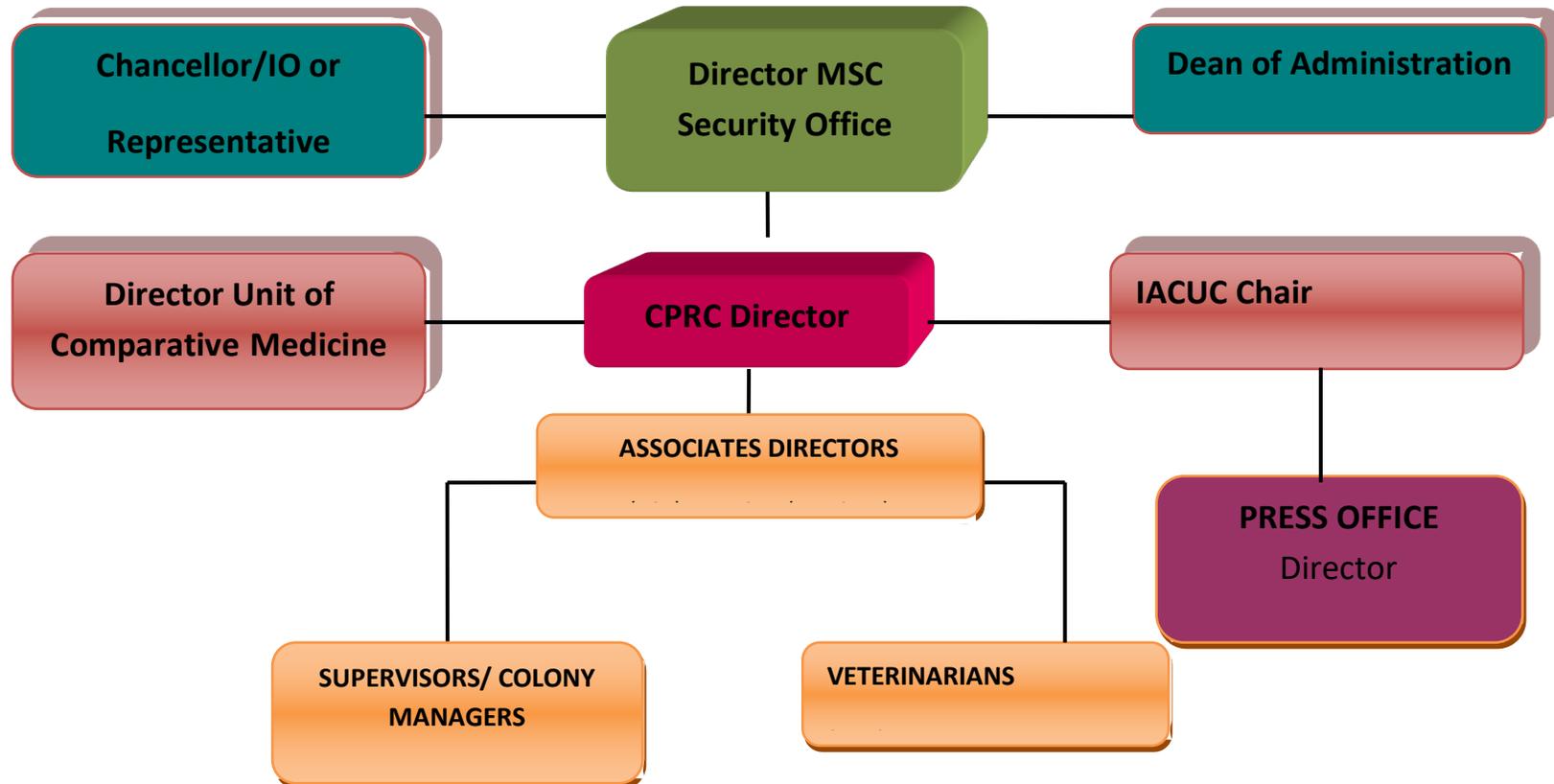
supply firms, fur farms, and other industries continue to be targeted. Due to this fact, a bill called AETA (Animal Enterprise Terrorism Act) was passed as a United States Federal Law in September and November 2006. This bill is intended to provide the Department of Justice with the necessary authority to apprehend, prosecute, and convict individuals committing animal enterprise terror. The AETA broadens the definition of animal enterprise to include academic and commercial enterprises that use or sell animals or animal products. The advantage of this law in an animal research facility is that a research facility could seek restitution for the cost of repeating an experiment. This law, however, does not prohibit any expressive conduct (including peaceful picketing or other peaceful demonstrations) protected from legal prohibition by the First Amendment to the Constitution. In this sense, preventative planning for a possible confrontation with animal protestors is necessary. And although no one has yet been injured in a domestic eco-terror attack, the increasingly violent nature of attacks suggests that vandalism can occur, and people can inevitably be hurt. Despite a few successes by law enforcement in capturing those responsible for ecoterror-related crimes, most acts remain unsolved. Ecoterror cells also remain extremely difficult to identify and infiltrate, and it is unlikely that this rapidly growing movement will disappear soon.



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Appendix III. OPERATIONAL SYSTEM DIAGRAM IN CASE OF AN EMERGENCY AT THE CARIBBEAN PRIMATE RESEARCH CENTER (CPRC)





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