

UNAMIR

STANDARD OPERATING PROCEDURES

2 - 24 OCT 1995

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UNAMIR - MINUAR

7.6/16

File No 5000.7 (PLANS)

To: DISTRIBUTION LIST

From: G3 PLANS

Date: 24 Oct 95

Subject: AMENDMENT TO UNAMIR FORCE SOPs

1. Please find enclosed the latest version of the UNAMIR Force SOP Part four (4), Air Operations.

2. For necessary action.

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UNITED NATIONS HQ NEW YORK (DPKO)

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UNAMIR FORCE SOPs

PART FOUR

AIR OPERATIONS - ROTARY WING

SECTION 1 -	AIR OPERATIONS
ANNEX A -	AIR TASK REQUEST FORM
ANNEX B -	EXAMPLE AIR TASK REQUEST MESSAGE FORMAT
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ANNEX D -	NON-UNAMIR EXAMPLE PASSENGER REQUEST LETTER
ANNEX E -	AUTHORIZED MOVEMENT OF PERSONNEL FORM/ GENERAL RELEASE FROM LIABILITY FORM
ANNEX F -	EMERGENCY NIGHT LANDING DIAGRAM

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PART FOUR

AIR OPERATIONS - ROTARY WING

GENERAL

1. Air support for UNAMIR is provided by a commercial firm (Canadian Helicopters International) under contract for five Bell 212s. When operating under UN responsibility these aircraft are called "United Nations Aircraft" and are placed under command of the FC. The G3 AIR is responsible for the coordination, planning and execution of UNAMIR rotary air taskings. Civilian Air Operations is responsible for the supervision and administration of all air assets and for ensuring that operations are correctly tasked and flown in accordance with the UN mandate for the Mission.

TASKING PRIORITY

2. Support helicopter tasking is decided by using the following system of priorities:

- a. Priority - 1: CASEVAC, Search and Rescue (SAR) and other urgent or immediate missions.
- b. Priority - 2: MEDEVAC of stabilized casualties. Operational deployment of troops in support of the UN mandate in Rwanda. VIP tasks.
- c. Priority - 3: Routine UNAMIR support tasks including, recce and surveillance missions, air patrols, troop redeployment, photo-recce and administrative tasks.
- d. Priority 4: Routine UN tasking for other agencies.
- e. Priority 5: NGO humanitarian support operations.

AIR TASK REQUESTS AND FORMATS

3. UNAMIR personnel/units are to bid for helicopter support using an **AIR TASK REQUEST** form at least 48 hours in advance of the task. Taskings for Monday are to be submitted by Friday. All requests will be considered in order of priority and merit by G3 AIR and scheduled based on aircraft availability. The task will have to be recommended by G3 AIR and approved by both the FC, through DCOS Ops, and OIC Administration, through Civilian Air Ops. An Air Task number (date + sequential number) will be assigned to the tasking. Tasking number zero one (date +01) is reserved for CASEVAC/MEDEVAC responses. The format for an **Air**

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task request is at Annex A with a message format at Annex B.

4. By 1600 hrs the day before the requested task is due to be flown, an **AIR TASK ORDER** will be produced by G3 Air specifying the nature and detail of the task. This form is then distributed to UNAMIR/MILOB duty officers, helicopter company and Civilian Air Ops. Requesting units can contact G3 AIR or UNAMIR/MILOB Duty Officers by 1600 hrs the day prior to the tasking to confirm support for their air task request. The format for an air task order is at Annex C.

PERSONNEL AUTHORIZED TO EMBARK UNAMIR HELICOPTERS

5. In accordance with AIR OPS memo 538 dated 5 Oct 95, the following table outlines the various forms/authorizations that have to be completed by UNAMIR, NON-UN and NON-UNAMIR personnel when requesting helicopter support. All forms have to be completed and presented to G3 Air prior to the helicopter flight.

6. HELICOPTER PASSENGER AUTHORIZATION REQUIREMENTS TABLE

PASSENGER	AIR TASK REQUEST FORM	REQUESTING LETTER	NON-UNAMIR MOV OF PERS (MOP) FORM	GENERAL RELEASE WAVIER
UNAMIR	YES	NO	NO	NO
OTHER UN AGENCIES	YES	YES	YES	NO
NON-UNAMIR NON-UN	YES	YES	YES	YES

7. UN Agencies and NON-UN personnel requesting helicopter services require a letter of explanation from the organization, sample Passenger Request Letter Annex D. As the organization may be required to reimburse UNAMIR for a portion of the flight, the letter must be signed by an authorized individual of the requesting agency. The following two forms must also be submitted at the same time, the "Authorized Movement of NON-UNAMIR Personnel" (MOP) form and located on the reverse side, the "GENERAL RELEASE FROM LIABILITY" form, Annex E. Rwandese officials require all of the above documentation and require written authorization from the CAO.

8. Exception to the above table is allowed when:

- a. NGOs, RPA LO, and personnel of other UN Agencies are

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required to assist Formed Troops\MILOBs in the performance of their duty. In order to validate this exception, these personnel must have their names included on the original air task request form and have signed a "MOP and GENERAL RELEASE FROM LIABILITY" form (as required) faxed to G3 Air.

b. There is very little time to contact G3 AIR/UNAMIR duty officer. Air tasking and "MOP and GENERAL RELEASE FROM LIABILITY" forms are to be forwarded as soon as possible to G3 AIR.

PASSENGER MANIFESTING

9. All UNAMIR helicopter flights shall have passengers manifested (names and UN ID numbers recorded) prior to proceeding on the flight. Manifesting is used for cost recover and in the event of accident, an accurate list of personnel on-board.

10. Manifesting is to be done through four CONSECUTIVE methods. First, the Air Task request form will have the initial list of passenger names. Second, by contacting G3 Air Ops or if unavailable UNAMIR/MILOBs duty officers and changing or adding the name of person to the Air Task Request form. Third, in the event of a last minute change, contacting the unit duty officer, who in turn will contact G3 Air to correct the passenger manifest. Fourth, the helicopter pilot will confirm the name of individuals prior to their boarding the helicopter. If a new name is added, the pilot will transmit the person's UN ID Number to the helicopter base unit.

11. In Kigali, passengers will report twenty (20) minutes prior to flight departure for manifesting. Passengers not manifested five (5) minutes prior to departure, will be considered to have missed the helicopter and will not be taken on the flight.

12. In the field, passengers should be at the helicopter pick up point at least twenty (20) minutes prior to the scheduled arrival time of the helicopter. During pick up taskings, the helicopter scheduled may be varied due to cancellations and/or other passengers arriving late for their pick up.

DUTIES AND RESPONSIBILITIES

13. G3 AIR is responsible to DCOS Ops and Air Ops for the efficient running of UNAMIR Helicopter Air Operations within the Mission Area. In particular G3 Air is responsible for the following:

a. Advising the FC on the use of Support Helicopters (SH) within the Mission Area.

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- b. Advising all UNAMIR units/sections on the use of air resources.
- c. Staffing matters involving SH and air assets within UNAMIR.
- d. Liaising and coordinating with the Rwandese Civil Aviation Authority.
- e. Liaising and coordinating air assets with the civilian Air operations Officer in UNAMIR, including providing timely information on tasking and mission profiles.
- f. Writing and updating all relevant air SOPs and directives in cooperation with Civilian Air Ops.
- g. Tasking and coordinating SH assets within the Mission area.
- h. Maintaining and updating an HLS register within the Mission area.

AIRCRAFT CAPABILITIES AND LIMITATIONS

14. The capabilities and limitations of the BELL 212 are listed below, however it should be noted that these figures are subject to greater constraints when operating the helicopter at higher altitude and higher temperatures, such as those encountered in western Rwanda. If the aircraft are tasked to fly over longer ranges, less payload will be available. The normal limitations are as follows:

- a. Maximum number of passengers:
  - (1) 7 normally.
  - (2) 6 during hot weather.
  - (3) 3 stretchers and three passengers/AME team.
- b. Average airspeed: 100 Kts or 185 Km/Hr.
- c. Endurance to be used for planning purposes:
  - (1) With maximum load: 2 Hr.
  - (2) With a very reduced pax load and 2 auxiliary fuel tank: 3 Hr 30.
- d. Readiness for urgent missions with one helicopter:
  - (1) Daily between 07 Hr and 17 Hr: take off within 30 min.
  - (2) When a higher state of readiness has been ordered by the FC: take off immediately.



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- e. Comms: VHF/AM (band-width: 118.000 - 135.975 Mhz).  
VHF/FM (band-width: 150.000 - 179.999 Mhz).  
HF SSB (band-width: 2.100 - 29.999 hz).
- f. Nav aids: NDB, VOR and GPS.
- g. During night operations, Instrument Flight Rules will be used.
- h. Maximum flight altitude without supplementary oxygen: 10,000 ft above sea level.
- i. Allocated flying hours: 75 hrs/month/hel

TASK CAPABILITIES

15. Helicopters may be tasked within the Mission area for the following operations:

- a. CASEVAC/MEDEVAC/Search and Rescue (SAR).
- b. Transportation of VIPs.
- c. Troop deployment and redeployment.
- d. Recce.
- e. Surveillance and Border Patrols.
- f. Resupply.
- g. Top Cover for convoys.

CASEVAC AND MEDEVAC

16. CASEVAC is the emergency transportation of injured personnel, who may be in **imminent danger of death**. MEDEVAC is the emergency transportation of injured personnel, who are **NOT** in imminent danger of death but **require increased health services**. UNAMIR medical SOPs define and determine the methods to be used to CASEVAC a casualty, this includes a standardized format for casualty requests.

17. When a request for a CASEVAC/MEDEVAC mission is received by the HQ Duty Officer, he will carry out the following actions:

- a. Notify the Force Medical Officer (FMO), call sign M93 on channel 4, G3 AIR call sign 93H on channel 4 and Air Ops, call sign WZ1 on channel 11.
- b. Determine all the details of the incident in accordance with Annex A to the medical CASEVAC SOP and pass them ~~to~~ the

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FMO, G3 Air and Air Ops.

c. Inform DCOS Ops about the progress of the incident.

18. The FMO will carry out the following actions:

a. Gather as much information as possible about the incident.

b. Determine whether a helicopter CASEVAC/MEDEVAC is appropriate.

c. If a helicopter CASEVAC is necessary, despatch the Aero Medical Evacuation (AME) Team to the helicopter site immediately and inform G3 AIR of the medical implications of flying the casualty. It should be noted that large pressure (higher altitudes) variations can seriously harm injured personnel in certain circumstances.

d. If a helicopter MEDEVAC is necessary, the FMO will ascertain if adequate medical attention (two persons) will accompany the patient from the pick up point to Kigali. If no medical attention is to accompany the patient, the FMO will arrange for an AME team to accompany the helicopter from Kigali.

e. Arrange for an ambulance to pick up the casualty once recovered by the helicopter. If time is essential, the helicopter will land in front of the control tower at Kigali Airport with the casualty(ies). If time is NOT essential, the helicopter will recover at the Presidential Hangar.

19. The G3 AIR will carry out the following actions:

a. Alert the SAR/CASEVAC standby helicopter crew.

b. Brief the crew with as much information about the detail and location of the incident as possible.

c. If required, alert the MILOBs at the pick-up point or drop-off point for their possible assistance.

d. When known, advise the medical staff of the estimated time of return of the helicopter to Kigali.

e. Monitor the progress of the mission until completion of mission.

SAR MISSIONS

20. A SAR mission will be implemented for any aircraft within the Mission area that is either overdue or transmits a MAYDAY call. Overdue action will be taken for any aircraft, 1 hour after its specified endurance is reached. If a helicopter on task fails

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to land at its designated location, overdue action will be taken 1 hour after its last reported ETA.

21. A SAR mission is to be requested via G3 AIR and Air Ops:

- a. For fixed wing aircraft by ATC/AOC.
- b. For helicopters, by the Flight Commander of the helicopter unit.

22. The Mission has a very limited SAR capability at night due to aircraft limitations and inhospitable terrain.

23. A SAR mission can be implemented for missing vehicles/personnel along a briefed route, should no other means be available.

24. Should the G3 AIR not be available, Air Ops or in extremes the HQ Duty Officer may task a helicopter for a SAR/CASEVAC/MEDEVAC mission directly.

RECCE MISSION

25. A recce mission is flown to collect information of a general nature and to confirm specific information.

26. In order to reduce aircraft flying time and to gain maximum benefit for those requesting the recce mission, the following procedures are to be followed:

- a. Plan your recce route before requesting the helicopter tasking.
- b. Include sufficient details of the recce route in the Air Task request form. Failure to submit details will prevent the pilot from calculating the fuel requirement for your recce.
- c. Prior to the flight, mark your recce route on a second map and give it to the pilot of the aircraft. Brief the pilot on the route marked on the second map. The pilot will return your map at the end of the flight.

27. Helicopter recce mission limitations are:

- a. Normal recce flights should be conducted at 150 meters above terrain.
- b. Low level flight for closer object view below 75 meters over habited area is not permitted.
- c. The best recce view is either to the front or to the sides of the aircraft. The pilot should be informed of the

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preferred side for observation.

d. To allow for a larger quantity of fuel to be taken for longer flights, the most suitable number of recce passengers is four.

HELICOPTER LANDING SITES

28. Helicopter landing sites (HLSs) should be chosen using the following criteria:

a. A clear open area, free of obstructions and loose material. Definition of loose material includes any material that may be blown around or be effected by the helicopter wind during the helicopter landing or departure phases. Most wind blown materials come from areas located too close to the helicopter landing site such as garbage pits (in particular loose plastic bags), construction sites and clothes drying areas.

b. Clear approach and departure paths. Tall trees and electrical power lines are to be avoided where possible. If unavoidable, the helicopter passenger load may be reduced to four or five passengers at that landing site.

c. The minimum dimensions are 35x35m, cleared to ground level. An HLS for night use should be at least 100x50m in size.

d. Slope of the helicopter landing area should be minimal and should not exceed 6 degrees by day and 3 degrees by night.

e. The landing site should be as secure as possible, especially if an aircraft is to shut down for some time. In the case of a shutdown, you will be required to provide and post guards.

29. A record of HLSs will be held in Air Ops and at the helicopter detachment operations room.

MARKING HLSs

30. Landing sites should be obvious from the air and may be designated as follows:

a. The site should be marked with a large white H in the centre, individual landing points within a large HLS may then be marked by ~~secure~~ marker panels or by marshallers.

b. The helicopter will try to approach into wind and a windsock, flag or smoke will assist the pilot in determining the wind direction. Smoke should not obscure the HLS ~~when~~

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the helicopter is on its approach.

c. A night landing site should be well lit and clearly designated. In an emergency the area may be illuminated by using crossed vehicle headlights placed 35m apart downwind of the landing point, Annex F.

NIGHT OPERATIONS

31. Currently night flying is to be flown according to Instrument Flight Rules (IFR). IFR flight severely limits the night capability of the Bell 212 helicopters. In IFR flight, the maximum safety altitude in western Rwanda may exceed 10,000 ft. This altitude will require supplementary oxygen for the flight crew. This supplementary oxygen is not available in Rwanda. The Bell 212 may not therefore be able to carry out night operations over the mountains in western Rwanda.

32. The Bell 212 is not equipped with Night Vision Goggles (NVG) and therefore has a limited ability to conduct rescue missions at night.

HELICOPTER SAFETY DRILLS

33. Troops/passengers may only approach the helicopter from the front or right quadrants. When the helicopter engine is at idle, a member of the crew will direct troops/passengers to enter the helicopter. All weapons are to be made safe and magazines are to be removed. No loose articles are to be carried into the rotor area and headgear should be removed and secured. Radio aerials are to be removed and stowed. Radios are not to be used inside the aircraft.

34. During flight, smoking is prohibited and troops/passengers are to secure their seat belts at all times.

35. Troops are to wait until directed by a crew member before deplaning. On touchdown the pilot will inform the chalk commander of his exact position and heading if so requested.

RESTRICTED FLIGHT AREAS

36. Overflying the RPA firing range (south eastern Rwanda), VOLCANO NATIONAL PARK and the AKAGERA NATIONAL PARK is not permitted without authorization. When overflight is authorized, flight below 1000 feet above ground level is not permitted.

37. Unless landing, flight over built up areas is restricted to 1000 feet above ground level or higher.

38. Flight over downtown Kigali, Kanombe Military Camp (east of Kanombe airport) and between the camp and the airport runway is

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prohibited.

39. Using the Rwandan military street plan map of Kigali, "downtown Kigali" restricted flying area encompasses the hill containing the area north of Hotel Mille Colline, Rwandan National Bank, Kigali Central Hospital on the west, Nyarugenge complex on the south and the eastern slope of the hill containing boulevard l'O.U.A. (main boulevard leading to downtown from the airport).

4-1-10

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AIR TASK REQUEST FORM (1 SEP 95)

IDENTITY OF APPLICANT

- 1. A. Name.
- B. Branch or Section.
- C. Location, Building, Room Number.
- D. Telephone Number or method of Contact.

FLIGHT REQUEST

- 2. A. Date of task
- B. Return date
- C. Task description (incl reason or special instruction/info).

- 3. A. Passengers. (UN ID NUMBER, NAME)

- |     |     |
|-----|-----|
| (1) | (5) |
| (2) | (6) |
| (3) | (7) |
| (4) |     |

- B. Luggage (weight).

4. Pick Up Point (PUP).  A. FROM TIME Call sign	4. Drop of Point (DOP)  B. TO TIME Call sign
5 RETURN FLIGHT PUP  A. FROM TIME Call sign	5. RETURN FLIGHT PUP  B. TO TIME Call sign

- 6. AUTHORIZING AGENT \_\_\_\_\_ APPOINTMENT \_\_\_\_\_  
DATE SIGNED:

- 7. RECOMMENDATION BY G3 AIR. \_\_\_\_\_  
Signature G3 AIR

CASEVAC OPERATIONAL SPACE AVAL COST RECOVER

- 8. FLIGHT AUTHORIZED

Comments: \_\_\_\_\_

Comments: \_\_\_\_\_

This mission request is a valid operational requirement and meets the UNAMIR mission mandate.  
FC Through DCOS Ops \_\_\_\_\_

This mission meets UNAMIR requirements and is cost approved.  
CAO through Air Ops \_\_\_\_\_

EXAMPLE AIR TASK MESSAGE  
TO BE SUBMITTED TO G3 AIR

IDENTITY OF APPLICANT

1.A. Maj ALILI.  
B. MILOBS SECTOR 3A - OPS OFFICER  
C. KIBUYE ENT HOTEL  
D. Call on 11232 OR MOTOROLA CH 10 CALL SIGN CB3A/CBOA

FLIGHT REQUEST

2.A. (DATE PUP) 31 AUG 95  
B. RETURN FLIGHT SAME DAY  
C. (REASON FOR TASK) - RECCE OF WESTERN EDGE OF GISHWATI  
FOREST,  
(SPECIAL DETAILS) ON SHEET 7, RECCE GRIDS 1122, 3322, 3344,  
1144.  
ONE LANDING FOR 30 MIN. ESTIMATE 1.5 HOURS

3.A.(1)M1111 MAJ AAAA MILOB  
(2) M2222 CAPT BBBB MILOB  
(3) C333 ASP YYYYY CIVPOL  
(4) CPL XXXX RPA LO  
(5) 44555 MARIE ZZZZ UNHCR  
(6) M8888 HHHHHH MALAWICOY GUARD  
B. 20 KGS RATIONS

4.A. FROM KIBUYE AT 0930 HRS, CALL SIGN CB3A  
B. TO GIGIYE (1221), 30 MIN STOP

5.A. FROM GIGIYE TO FOREST RECCE  
B. RETURN TO KIBUYE AT 1115 HRS



Annex C To  
AIR OPS SOP  
Part 4

UNAMIR HELICOPTER TASKING ORDER

TUESDAY, 26 SEPT 95

#	ETD	ETA	ROUTING	AIR TASK#	TOTAL PAX	PAX REMARKS
1	0900	0915	KIG - MAA	2	5	LT COL CASTRO, WILSON, NZAMBA, MARA, MR BULLING
	1000	1010	MAA - RUSHASH	2	5	RUSHASHI - SHT 9 - S 01 43.6 E29 51.4
	1045	1050	RUSH - TARE	2	5	TARE SHT 9 - S 01 42.9?R E 29 54.5
	1050	1105	TARE - KIG	2	5	
	1300	1330	KIG - KAR	11	5	RAKEKA, SOBEC, ANGLIN, STAKISLAUS, FRANCIS
	1430	1500	KAR - KIG	11	5	RAKEKA, SOBEC, ANGLIN, STAKISLAUS, FRANCIS
2	0810	0840	KIG - GIK	10	4	CAPT SHASTRI, HAMDIMI, BABU-LALA, MOAL CHAMEL
	0845	0900	GIK - GIT			POS
	0905	0920	GIT - MAS	4	7	GUPTA, GABRIEL, COLLET, TAKEK, UIRISTINA, KAZUNSU, NTUNGWA
	0940	0950	MAS - MURAMA	4	7	MURAMA - SHT 31 S 02 16.25 E 29 42.01
	1010	1020	MURA - MUKING	4	7	MUKINGI - SHT 22 S 02 09.25 E 29 44.6
	1040	1050	MUKI - GIT	4	7	
	1055	1110	GIT - GIK			POS
	1115	1145	GIK - KIG	10	4	CAPT SHASTRI, HAMDIMI, BABU-LALA, MOAL CHAMEL
	1300	1330	KIG - GIS	7	1	KALADHARANG
	1335	1350	GIS - KIB	3	3(+2)	SWANEY + 1 (TO GUARD HELI AT KIB)
	1355	1415	KIB - SHG		2(-1)	
	1420	1440	SHG - KIB		1	
	1450?	1505	KIB - GIS		2(+1)	SWANEY
	1510	1540	GIS - KIG			POS
3	1000	1015	KIG - KBG	5	1	CAPT JOSEPH
	1020	1030	KBG - RUREN	5	7	PROTAIS, INYANZI, MTUNDA, MANSEL, YADAV, BATOALA, TROUTRE
	1030	1115	RUREN - KAK	5	7	BORDER FLT. LOW LEVEL ONLY DURING BRIDGE/CROSSING RECCE
	1115	1200	KAK - KBG	5	7	FLY ALONG WESTERN PARK EDGE
	1205	1220	KBG - KIG	5	1	RUREN SHT 27 - S 02 01 E 30 50.3
	1330	1400	KIG - BUT	6.12	5	DOC OPS, G3 OPS, SOO MILOB, WO2 EDET; YUSUF
	1405	1430	BUT - SHG		1(-4)	
	1435	1445	SHG - KAM	7	2(+1)	S/M KALADHARANG
	1455	1505	KAM - KRA	8	3(+1)	MAJ KAPTUROVICH
	1510	1550	KRA - KIG	12	2(-1)	

CONTACT G3 AIR (11161) OR UNAMIR (11150)/MILOB OPS (11060) AT HQ FOR FLIGHT INFORMATION

ANNEX D TO  
AIR OPS SOP  
Part 4

SAMPLE COPY OF LETTER REQUESTING HELICOPTER FLIGHT  
(WITH REIMBURSEMENT COST)

YOUR ORGANIZATION  
FULL ADDRESS  
PHONE NUMBER

SUSAN MATTHEW CHIEF ADMINISTRATIVE OFFICER  
UNAMIR - KIGALI

Sir, I am requesting assistance for (names of individuals) to fly on a UNAMIR helicopter flight from \_\_\_\_\_ to \_\_\_\_\_ on the \_\_\_\_\_ 95. The purpose of the trip is (state reason for trip).

It is fully understood that (name of Organization) will reimburse UNAMIR HQ for the cost of travel once the fare is set by UN New York.

SIGNATURE OF AUTHORIZED AGENCY MEMBER (For Rwandese - only one of three authorized signatures are required)

Agency Stamp (ORIGINAL COPY ONLY)

EXAMPLE DE LETTRE DE COUVERTURE

VOTRE ORGANIZATION  
ADRESSE  
NO DE TELEPHONE

SUSAN MATTHEW CHEF DE L'ADMINISTRATION  
MINUAR - KIGALI

*M. Madame*  
~~Monsieur~~, nous sollicitons votre assistance pour l'utilisation du vol de la MINUAR vers \_\_\_\_\_ du \_\_\_\_\_ par (nom du passager) en date du (date de depart). Le but de ce voyage est (raison de voyage).

Nous serions <sup>i</sup>gré de bien vouloir agréer notre demande, il est entendu que (nom de l'organisation) paiera les dépenses du voyage à la MINUAR une fois que le montant aura été fixé par New York.

signature autorisée & cachet de l'agence (pour les Rwandais -  
Seulement une des trois signatures autorisées est nécessaire)



MOVEMENT OF NON-UNAMIR  
PERSONNEL

PLEASE PRINT CLEARLY

..... TITLE	..... SURNAME	..... FIRST NAME
..... NATIONALITY	..... ORGANIZATION	..... CONTACT NO
..... PASSPORT No		..... SIGNATURE

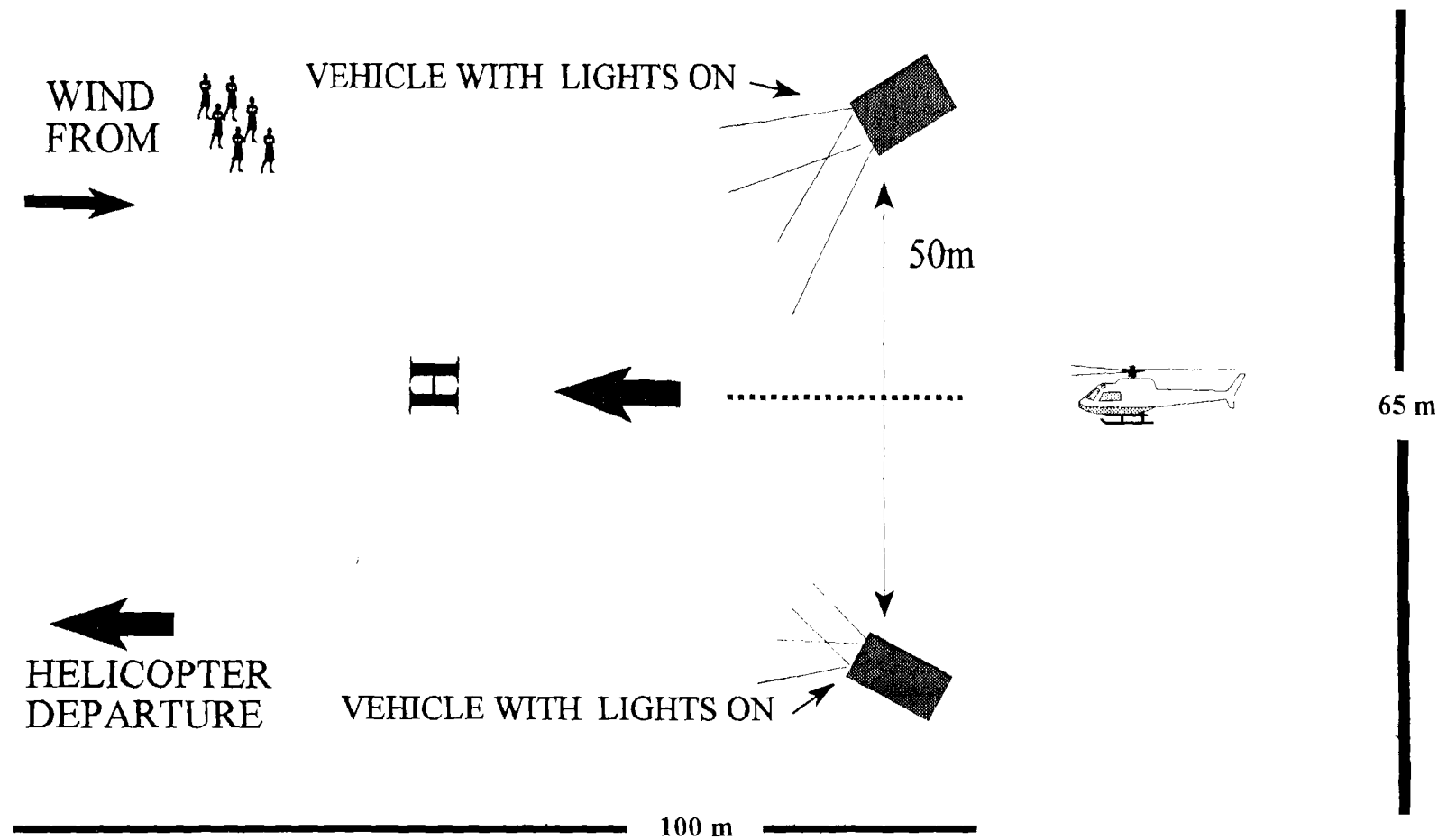
TRAVEL FROM	TRAVEL TO	DATE : DD/MM/YY
RETURN FROM	TRAVEL TO	DATE : DD/MM/YY

AUTHORITY IS HERBY GIVEN TO THE ABOVE MENTIONED  
PERSON TO UTILIZE A UNAMIR FLIGHT.

\_\_\_\_\_  
FC / CAO

THIS DOCUMENT IS NOT A GUARANTEE OF A FLIGHT.  
ALL WILL BE TREATED ON A SPACE  
AVAILABLE NON-INTERFERENCE BASIS AND IN ACCORDANCE WITH THE PRIORTY SYSTEM.

# EMERGENCY NIGHT LANDING PROCEDURE



7.6-16

UNITED NATIONS  
ASSISTANCE MISSION IN RWANDA



NATIONS UNIES  
MISSION POUR L'ASSISTANCE AU RWANDA

UNAMIR - MINUAR

File No 5000.7 (PLANS)  
To: DISTRIBUTION LIST  
From: G3 PLANS  
Date: 10 Oct 95  
Reference: Letter 5000.7 (G3 PLANS) dated 2 Oct 95  
Subject: AMENDMENT TO UNAMIR FORCE SOPs

1. Please find enclosed an AIDE-MÉMOIRE for Duty Officer and G1 Staff in case of death or serious injury of a UNAMIR member. This document is to be added to the UNAMIR SOP - Part 7 (Medical). That part was overlooked in the distribution on the latest version of Part 7 on 2 Oct.
2. For necessary action.

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APPT	SIGNATURE	DATE	REMARKS
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G3 Plans

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- Military Personnel Branch
- Logistics Branch
- Plans Branch
- Camp Commandant
- Military Observer Group Headquarters
- NICOY
- GHANCOY 1 & 2
- MALICOY
- MALAWICOY
- INDBATT
- Force Engineer Company
- Composite Mission Support Group (CMSG)
- NORMED
- G3 AIR

Humanitarian Assistance Cell (HAC)  
Force Provost Marshall  
Military Police Company  
Human Rights Liaison Officer

EXTERNAL

CAO (Div. of Admin. and Management)  
SRSG Office  
United Nations HQ New York (DPKO)

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AIDE MEMOIRE FOR DUTY OFFICERS AND G1 STAFFS

ACTION TO BE TAKEN IN CASE OF THE DEATH OF  
OR SERIOUS INJURY TO A MILITARY MEMBER OF UNAMIR

IMMEDIATE ACTIONS

1. When information is received that a military member of UNAMIR has died or suffered serious injury, immediate action are to be taken by:
  - a. The Duty Officer outside normal working hours, until he is relieved of the task by FMO or a member of staff.
  - b. FMO and staff during normal working hours.
  - c. Preferred contact in all cases is Med Ops.
2. It is however likely that the first information will be received by the Duty Officer and whether in normal working hours or not, he is to handle the matter until it can be passed to FMO or a member of his staff not below the rank of Major. Note, however, that the Ops staff retains responsibility for the preparation and submission of the Special Incident Report (See paragraph 6a).
3. When acknowledging the initial information, advise the unit concerned of the need to provide, by the fastest available means, the information necessary to complete the NOTICAS (See below) - but note that casualty details should not be passed over insecure radio nets.
4. Although it is likely that much information that will be required in due course will not be available, immediately inform those listed at annex A, giving all known relevant details.
5. In the case of death, advise the unit that they should advise their national headquarters of the incident and that the notification of next of kin will be the responsibility of the unit headquarters; they must report back when the next of kin have been informed. HQ UNAMIR must be advised when this has taken place as the name of the deceased will not be released in any public statement before this confirmation has been received. CMPO must, therefore advise Public Affairs Office when it is confirmed that next of kin have been informed.
6. Start to prepare:
  - a. Special Incident Report. This is the notification of the occurrence through the operational chain of command. It will be cleared and submitted to New York by DCOS (Ops).
  - b. Preliminary NOTICAS. There may be a conflict between the need to pass information to HQ UN as quickly as possible and the knowledge that the necessary information is not available. This dilemma is solved by the passage of the preliminary NOTICAS message, which takes the same format as the NOTICAS message, except the heading. Those details which have been confirmed are to be included; the remainder is to be given as "To follow".

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NOTIFICATION OF CASUALTY

7. Unit MO is to prepare the formal Notification of Casualty (NOTICAS) in accordance with Annex B. The serial No is to be the next number from a sequential list he is to maintain. When all the details are known and confirmed, it is to be passed to CMPO (through FMO) for his action and transmission to CAO then to HQ UN.

ADDITIONAL CONSIDERATIONS IN CASE OF DEATH

8. In the event of the death of a member of UNAMIR, there are clearly other matters which need to be addressed. While this aide memoire does not attempt to set out full procedures, its aim is to serve as a check list of points to be considered. Note that full particulars may be found in the UN Field Administration Manual, Chapter 9.

9. The remains are to be transported by the most appropriate and dignified means by air or by road to the UN medical facility in Kigali (currently NORMED) where they will be held until taken out of Rwanda.

10. An ad hoc committee to include the Chief Finance Officer (or a representative), the Legal Advisor, the Force Medical Officer, a representative from Movement Control, a member of CMPO's staff and a representative of the contingent concerned (can be a staff officer of that nationality) is to be formed under the CAO's direction to review the situation; ensure that all relevant details have been passed to HQ UN; determine the disposal of the remains (including ensuring that full movement arrangements have been made to the home country and have been promulgated as necessary); consider ceremonial (see para 18); and appoint an escort (see para 15).

11. Autopsy. FMO is to be consulted as to the requirement for an autopsy. This is to be confirmed as early as possible as it will affect flight timings from Nairobi. The Autopsy could, if required on legal or medical grounds, be carried out in Nairobi.

12. Coffin and UN Flag. Obtained through Log Plans, together with 6' x 9' UN Flag, with which the coffin shall be draped during ceremonial and movement. The flag is to be interred or otherwise disposed of with the remains; it may be given to the next of kin after the funeral ceremonies or, if they do not wish to retain it, the escort is to return it to Log Plans.

13. Funeral Director. UAMIR has an open contract with a funeral director in Nairobi who may be contracted through FCT or LO Nairobi. This company will receive the remains from the aircraft at Nairobi airport, transport them to their own premises, carry out the necessary further preparations for the remainder of the journey, arrange for an autopsy if required, and finally, deliver the remains back to Nairobi airport for the outbound flight.

14. Travel Arrangements. Arrangements for the movement of the remains from Kigali to Nairobi should be made with Air Ops. Experience shows that if it is intended to perform some ceremony

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at the airport, it will be preferable to choose a time fairly late in the day, after the day's main movements have taken place. Onward movement from Nairobi will be arranged by the UNAMIR Travel Office.

15. Escort. Note the following:

- a. Must be an officer, preferably senior to the deceased (although this may not always be possible) and will be from the same contingent as the deceased. If there are more than one deceased it will be necessary to have equal number of escort officers.
- b. Accompanies the remains on their journey (travelling on the same aeroplane) and is responsible for their safe custody and dignified handling throughout.
- c. Represents the Force Commander at the funeral rites and ceremonies in the home country.

16. Documentation. Three documents are required for the movement of the remains from Kigali to Nairobi:

- a. The passport of the deceased.
- b. A death certificate, which must conform to certain requirement - FMO is aware of the requirements.
- c. A certificate - obtained from the Rwandan Ministry of Health - declaring that the body is free from certain diseases.

17. Customs Clearance. With this documentation, there should be no difficulties clearing customs. It may be helpful, though, to make prior arrangements with the Customs authorities, with the assistance of Movement Control.

18. Ceremonial. The airport authorities have been helpful in allowing UNAMIR to conduct a short ceremony as the remains are placed into the aircraft which will fly them to Nairobi. Clearly the maximum notice and flexibility that can be shown on our part will allow the authorities to give us greater latitude in our activities; KIA is an international airport, we have no right to unlimited free access airside and we must respect the authorities wish to maintain security; otherwise, we shall not be able to conduct the kind of event we would wish. An example format, which has been used successfully, is attached at Annex C, but it may be necessary to adapt this to meet the sensitivities of the religious and national customs of the deceased.

19. United Nations Medal. If the deceased has not previously been awarded the United Nations Medal with UNAMIR ribbon, action should be taken to make an exceptional award, as allowed in the Regulations. The medal should be available for any ceremonial which may be arranged.

SUMMARY

20. When a member of UNAMIR dies, there will be much to be done and it will need to be done quickly. It is important that all

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concerned are aware of the part that they have to play. Accurate and timely notification of the necessary information is the key.

Annexes:

- A. Personnel to be notified Immediately on Receipt of Notification of Death or Serious Injury.
- B. NOTICAS Format.
- C. Possible form of Ceremonial.

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ANNEX A TO  
AIDE-MÉMOIRE  
PART 7

PERSONNEL TO BE INFORMED IMMEDIATELY ON RECEIPT OF  
NOTIFICATION OF DEATH OR SERIOUS INJURY

1. MA to FC
2. MA to DFC
3. COS
4. DCOS (Sp)
5. DCOS (Ops)
6. FMO
7. CMPO
8. Provost Marshall
9. CAO
10. Public Affairs Office

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ANNEX B TO  
AIDE-MÉMOIRE  
PART 7

NOTICAS FORMAT

- A. NOTICAS No:
- B. UNAMIR
- C. Service Number:
- D. UN ID Card No:
- E. Rank:
- F. Last Name (Given Names):
- G. Sex:
- H. Nationality:
- I. Next of kin (Name, address and relationship):
- J. Category (e.g. contingent member, MILOB etc):
- K. On duty at the time of the occurrence (Yes or No):
- L. Date of occurrence:
- M. Time (local):
- N. Place:
- O. Type of casualty (death, injury or illness):
- P. Cause of casualty:

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ANNEX C TO  
AIDE-MÉMOIRE  
PART 7

CEREMONIAL PROCEDURE FOR FUNERAL SERVICES  
CONDUCTED FOR UNITED NATIONS PERSONNEL

1. In the event that a funeral service is conducted for United Nations Personnel it will either be a Contingent "family" Ceremony or a Force Ceremony. The Ceremonial procedure to be followed for a Force event is given below:

Serial	Command	Given by	Action	Remarks
1.				1. Escorts Party and Band form up in the assembly area under command of Escort Comd. To be drawn for the contingent/contingents concerned or provided by Kigali Bn. 2. Biers in place 3. Mourners briefed by CMPOL or his staff
2.	Escorts Attention	Escort Comd	National Drill	Band complies with commands
3.	Escorts Shoulder Arms	Escort Comd	National Drill	
4.	Band by the centre, Escorts by the Left, Quick March	Escort Comd	National Drill	Band and Escorts step off together and march to predesignated positions. Band and Escorts mark time.
5.	Band and Escorts - Halt	Escort Comd	National Drill	
6.	Band and Escorts will Advance - Left Turn	Escort Comd	National Drill	
7.	Escorts - Order Arms	Escort Comd	National Drill	
8.	Escorts - stand at ease	Escort Comd		1. Parade Commander takes Command. 2. Band acts on Command. 3. Bearer Party moves to start position (Provided by contingents of deceased)
9.	Escorts - Attention	PDE Comd		1. Band acts on Command.
10.	Bearer Party - Slow March	OIC Bearer Party		
11.	Bearer Party - Halt	OIC Bearer Party		1. Given when rear of veh carrying the coffin is level with the bier.

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12.	Bearer Party - Inwards Turn	OIC Bearer Party		
13.	Bearer Party - Remove Coffin	OIC Bearer Party		1. Depending on the vehicle that is used to transport the coffin, the bearer party is to remove the coffin as smoothly as possible. 2. Once the coffin has been removed, the vehicle is to depart from the service area back to the assembly area.
14.	Bearer Party - Prepare to lift - Lift	OIC Bearer Party	Lift the coffin evenly until it is just above the level of the shoulder, turn the body towards the feet end of the coffin and at the same time take the weight of the coffin on the inside shoulder.	
15.	Coffin Right or Left	OIC Bearer Party	Using short steps in a forward and sideways motion rotate the coffin in the required direction until it is positioned feet foremost, towards the direction of subsequent movement. Bearers are to be halted on completion of this movement.	
16.	Slow March	OIC Bearer Party	Bearers are to step off with the inside foot to avoid rocking of the coffin. Paces should be short and while the step is to be maintained, bearers must not attempt to carry out a ceremonial slow march. Heads must be held erect and bearers must not look down.	
17.	Bearer Party - Halt	OIC Bearer Party		
18.	Prepare to lower	OIC Bearer Party	Bearers remove the inner hand from their opposite number's shoulder and bring it close to their own shoulder at the same time. Turn inwards and place the outside hand underneath the coffin.	
19.	Lower	OIC Bearer Party	All bearers assists in lowering the coffin until it is supported at full arms length and then my small side paces the coffin is positioned centrally on the bier.	
20.	Bearer Party - Attention	OIC Bearer Party	Bearers return to the position of attention.	
21.	Bearers One Pace Step Back - March	OIC Bearer Party		

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22.	Bearer Party Outwards Turn	OIC Bearer Party		
23.	Escorts - General Salute - Present Arms	PDE Comd	National Drill	Band play United Nations National Anthem.
24.	Escorts - Shoulder Arms	PDE Comd	National Drill	
25.			Service is conducted (if required)	Order of service handed out before event.
26.	Escorts - General Salute - Present Arms	PDE Comd	National Drill	1. Buglets sound Last Post 2. All military pers in uniform are to salute
27.	Escorts - Shoulder Arms	PDE Comd	National Drill	Given on completion of Last Post
28.	Bearer Party - Inwards Turn	OIC Bearer Party		
29.	Bearer Party One Step Forward - March	OIC Bearer Party		
30.	Bearer Party Prepare to lift - Lift	OIC Bearer Party	As for Serial 14	
31.	Bearer Party Slow March	OIC Bearer Party	Bearer Party marches the coffin to a position where it can be placed aboard the aircraft	
32.	Bearer Party - Halt	OIC Bearer Party		
33.	Bearer Party - Prepare to lower	OIC Bearer Party	As for serial 18	
34.	Bearer Party - Lower	OIC Bearer Party	1. Bearer Party assists in lowering the coffin until it is supported in a position to be loaded onto the aircraft. 2. Using short side steps and the assistance of the air crew the coffin is loaded onto the aircraft	
35.	Bearer Party - Attention	OIC Bearer Party		
36.	Bearer Party Move to the Right in File - Right Turn	OIC Bearer Party		
37.	Bearer Party - Quick March	OIC Bearer Party	Bearer Party marches to the Right Flank of the Escort Party. Halt and Left turn.	
38.	Escort Party - Move to the Left in File - Left Turn	PDE Comd		All contingents act on command

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19	Recept. Party - Quick March	PDE Cond		1. All contingent march back to the assembly area. 2. Contingents are halted and fallen out to return to duty.
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un temps voisin de l'action de flagrant délit existe. C'est-à-dire dans les deux jours après la commission de l'infraction.

#### B) LES CONDITIONS DES TEMPS VOISINS

1) Il faudrait que l'individu soit poursuivi par la clameur publique (bruits circulant dans les quartiers par exemple)

2) Il est trouvé porteur d'objet laissant penser qu'il a participé à l'infraction

3) Il est trouvé porteur des traces( l'auteur d'un viol par exemple)

#### C) CAS ASSIMILES

\* **1er CAS ASSIMILE:** C'est la requisition du chef de maison. On entend par chef de maison celui qui est présent sur les lieux (chef de famille, son épouse, son fils aîné ou son domestique)

#### \* **2ème CAS ASSIMILE: LA DECOUVERTE D'UN CADAVRE**

Le Gendarme peut se trouver en présence d'un cadavre dont la mort est inconnue ou suspecte. Dans ce cas, peu importe la notion du temps. Le cadavre peut être décomposé ou réduit en état squelettique. L'OPJ peut toujours agir en flagrant délit.

#### D) LES POVOIRS DE L'OPJ EN FLAGRANT DELIT

\* Transport sur les lieux

\* Constatations de l'infraction

\* Recherche de l'auteur, les traces et indices

\* perquisitions pour saisir et placer sous scelles les objets ayant servi à la commission de l'infraction.

\* Procède à l'audition des témoins qu'il peut contraindre à rester à sa disposition (garde à vue)

\* Procède à des interrogatoires des suspects. Enfin, il doit mener son enquête de flagrant sans relâche.

#### E) DIRECTION DE L'ENQUÊTE DE FLAGRANT DELIT.

Le plus souvent c'est l'OPJ qui dirige les enquêtes de flagrant délit mais peut se faire seconder par des gendarmes APJ et aussi par les spécialistes pour les relevés des empreintes, prélèvements etc...(section de recherches, brigade de recherches).



File No 5000.8 (G3 PLANS)

To: DISTRIBUTION LIST

From: G3 PLANS/A *PKM/10*

Date: 12 Oct 95

Subject: AIDE-MÉMOIRE - RULES OF ENGAGEMENT

1. Given the important delays encountered in the procurement of UNAMIR Rules of Engagement Aide-Mémoire from the Nairobi contractor, please find enclosed a replica of the cards in English and in French.

2. Please make copies and distribute to each member of your contingent. The Aide-Mémoires shall be carried at all time to be ready to <sup>face</sup> any eventualities.

3. For action.

DISTRIBUTION LIST

ACTION

NICOY  
GHANCOY 1 & 2  
MALAWICOY  
INDBATT  
Force Engineer Company  
Force Signal Company  
Composite Mission Support Group (CMSG)  
Military Police Company  
NORMED

INFO

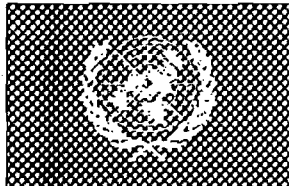
Force Commander  
~~Deputy Force Commander~~  
COS  
Operations Branch  
Military Personnel Branch  
Logistics Branch  
Plans Branch  
Camp Commandant  
Military Observer Group Headquarters  
Force Provost Marshall

DFC's OFFICE

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APPT	SIGNATURE	DATE	REMARKS
DFC	<i>[Signature]</i>	14/10	
MA	<i>[Signature]</i>	14/10	
ADC			
CC			

UNAMIR



MINUAR

## AIDE MEMOIRE

### RULES OF ENGAGEMENT (ROE)

#### The Three Basic Principles

- . The three basic principles that you must remember at all times are:
  - . You are deployed on a **PEACE KEEPING** Mission.
  - . If you have to use force use only the **MINIMUM FORCE** necessary to accomplish your task.
  - . Remember you **always** have the right to act in **SELF DEFENCE**.

#### Instructions Regarding the Use of Force

- . You are to avoid the use of force if it is possible to do so, and your conduct must cause the least possible concern, fear or danger to the local population.
- . Your immediate commander will order any change in the states of weapon readiness. While your commander is authorised to issue the order to open fire, you have the right to use appropriate force in **SELF DEFENCE** to protect your self and those it is your duty to protect. Whenever possible a warning should be given before opening fire.

If you have to use force, you must only use the minimum force necessary. Minimum force normally involves the following escalation sequence:

- **Verbal or Visual Warning**  
Warn the aggressor to stop the activity, which in normal circumstances, should follow the sequence below:  
  
(1) depending on the situation, a warning may be given orally, by sign or illumination (ie, hand held red flares, search lights, etc.). The issuance of a warning should also be passed up the chain of command with continuous Situation Reports;
- **Charge Weapons**
- **Non-Deadly Force**  
ie. force which is not intended, nor likely to cause death or serious bodily harm. Examples include barring access, use of fists, batons and other devices which are not likely to cause death or serious bodily harm.
- **Warning Shots**  
If the threat continues, employ aimed warning shots in a safe direction so that there is no danger of personal injury or other damage.
- **Deadly Force.**  
If you have no other choice then under command of your superior you may use the minimum amount of deadly force necessary to remove the threat. Remember you do not have to wait for an order from a superior if you have to act in self defence to save your life or the life of someone it is your duty to protect.

## ROE States

- There are three ROE levels, GREEN, YELLOW and RED. Ordinarily you will be at GREEN. Only the Force Commander has the authority to order a change in the ROE level. You will be told through your chain of command what you are permitted to do at each level.
- Unless otherwise ordered the following rules are to apply under each state:

	STATE	
GREEN	YELLOW	RED
You may carry arms	You may carry arms	You may carry arms
Your weapon may be loaded	Your weapon may be charged and made safe	Your weapon may be charged and made safe
You are not permitted to disarm any person	You are not permitted to disarm any person	You are permitted to disarm paramilitary and civilians

You will be advised of any other rules through your chain of command.

#### Warnings

4

- **Warning Before Firing.** When ever possible a warning should be given before firing. The warning should be given in a loud clear voice in English/French and Kinyawanda:

**Stop - Hands Up/Arretez - Levez Les Mains/  
Hagarara - Amaboko Hejuru**

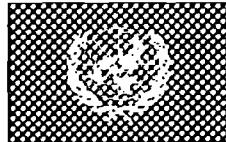
(Pause)

**Stop or I Will Shoot/Arretez ou Je Tire/  
Hagarara, Cyangwa Bakurse**

#### Procedures After Firing

- **Medical.** Any wounded, including those fired upon by UNAMIR personnel will be given first aid, if such action can be done without further endangering the lives of UNAMIR personnel.
- **Recording.** Details of the incident are to be immediately recorded. This is to include:
  - Date, Time and place of firing;
  - Unit and Personnel involved;
  - The events leading up to the firing;
  - Why UNAMIR personnel opened fire;
  - Who or what was fired on;
  - The weapons fired; and
  - The apparent results of the firing.
- **Reporting.** The above information and the current situation will be reported through the chain of command to UNAMIR Force HQ.

UNAMIR



MINUAR

## AIDE MEMOIRE

### REGLES D' ENGAGEMENT (RDE)

#### Les Trois Principes de Base

- . Vous devez vous rappeler en tout temps les trois règles de base suivantes:
  - . Vous êtes déployés dans une mission de **MAINTIEN DE LA PAIX**.
  - . Si vous devez absolument faire usage de la force, utilisez seulement la **FORCE MINIMALE** nécessaire pour accomplir votre mission.
  - . Souvenez-vous que vous avez toujours le droit d'agir en cas d'auto-défense.

#### Instructions sur l'Utilisation de la Force

- . Vous devez éviter l'utilisation de la force autant que faire se peut, et votre comportement doit susciter le moins d'inquiétude, de peur, ou de danger possible à la population locale.
- . Votre commandant immédiat ordonnera toutes modifications dans les scénarios de préparation des armes. Alors que votre commandant est autorisé à vous donner l'ordre de tirer, vous avez le droit d'utiliser la force appropriée en cas d'**AUTO-DEFENCE** pour vous protéger et ceux dont il est votre devoir de protéger. Chaque fois que possible, un avertissement doit être lancé avant d'ouvrir le feu.

S'il faut absolument faire usage de la force, vous devez utiliser seulement la force minimale nécessaire. Normalement, la force minimale nécessaire implique la succession ascendante suivante:

**. Avertissement verbal ou visuel**

Prévenir l'agresseur d'arrêter l'activité, ce qui, dans les circonstances normales, devrait suivre la séquence suivante:

- (1) Selon la situation, un avertissement peut être oral, un signe ou une lumière (i.e. des feux rouges tenus en mains, des lampes-torches, etc.). Le lancement d'un avertissement doit aussi être communiqué à la chaîne de commandement avec des rapports continus sur la situation;
- (2) Répéter l'avertissement verbal ou visuel autant de fois nécessaire pour s'assurer qu'il est compris ou accepté.

**. Charger les armes**

**. Force non-mortelle**

i.e. une force qui ne vise pas à et n'est pas susceptible de provoquer la mort ou un dommage corporel grave. Les exemples peuvent être le refus d'accès, l'usage des coups de poings, des bâtons et d'autres systèmes qui ne sont pas susceptibles de provoquer la mort ou un dommage corporel grave.

**. Tirs d'avertissement**

Si la menace persiste, employer des tirs d'avertissement ciblés dans une direction sûre afin de ne pas blesser ou causer de dommages.

**. Force mortelle**

Si vous n'avez pas d'autre choix, alors sous le commandement de votre supérieur, vous pouvez utiliser la quantité minimum de force mortelle nécessaire pour écarter la menace. Rappelez-vous qu'en cas d'auto-défense, vous ne devez pas attendre l'ordre de votre supérieur pour sauver votre vie ou celle de quelqu'un dont il est votre devoir de protéger.



### Scénarios des RDE

- Il existe trois niveaux de RDE, VERT, JAUNE et ROUGE. Ordinairement vous serez au niveau VERT. Seul le Commandant de la Force est autorisé à ordonner un changement dans le niveau des RDE. A travers votre chaîne de commandement, on vous dira ce qu'il vous est permis de faire à chaque niveau.
- A moins d'un ordre contraire, les règles suivantes doivent être appliquées à chaque niveau:

	NIVEAU	
VERT	JAUNE	ROUGE
Vous pouvez porter des armes	Vous pouvez porter des armes	Vous pouvez porter des armes
Votre arme peut être munie d'un magasin sans être chargée	Votre arme peut être chargée mais sécurisée	Votre arme peut être chargée mais sécurisée
Vous n'êtes pas autorisés à désarmer qui que ce soit	Vous n'êtes pas autorisés à désarmer qui que ce soit	Vous êtes autorisés à désarmer les paramilitaires et les civils

Toutes autres règles vous seront communiquées par l'entremise de votre chaîne de commandement.

## AVERTISSEMENTS

. **Avertissement avant l'ouverture du feu.** Chaque fois que possible, un avertissement doit être donné avant d'ouvrir le feu. L'avertissement doit être lancé clairement et à haute voix en Anglais/Français et Kinyarwanda:

**Stop-Hands Up/ Arrêtez Levez les Mains/ Hagarara, Amaboko Hejuru**

(Pause)

**Stop or I will Shoot/ Arrêtez ou Je Tire/ Hagarara, Cyangwa Bakurase**

## Procédures après l'ouverture du feu

- . **Action médicale.** Toute personne, y compris celles sur lesquelles le personnel de la MINUAR a tiré bénéficiera des premiers soins si toutefois une telle action peut se faire sans mettre davantage en danger les vies du personnel de la MINUAR.
- . **Enregistrement.** Les détails sur l'incident doivent être immédiatement enregistrés. Ceux-ci doivent comprendre:
  - . La date, l'heure et la place où l'ouverture du feu a eu lieu;
  - . L'unité et le personnel impliqués;
  - . Les événements qui ont conduit à l'ouverture du feu;
  - . Pourquoi le personnel de la MINUAR a ouvert le feu;
  - . Sur qui ou quoi on a tiré;
  - . Les armes utilisées; et
  - . Les résultats apparents des coups tirés.
- . **Rapport.** Les informations ci-dessus ainsi que la situation qui prévaut seront communiquées au QG de la force de la MINUAR à travers la chaîne de commandement.



File No 5000.8 (G3 PLANS)

To: DISTRIBUTION LIST

From: G3 PLANS

Date: 10 Oct 95

Subject: AMENDMENT TO UNAMIR RULES OF ENGAGEMENT

1. Please find enclosed the latest version of the UNAMIR Rules Of Engagement (ROE).
2. For necessary action.

S.C. Dadhwal  
ICOL  
G3 Plans

DISTRIBUTION LIST

INTERNAL

Force Commander  
Deputy Force Commander  
COS  
Operations Branch  
Military Personnel Branch  
Logistics Branch  
Plans Branch  
Camp Commandant  
Military Observer Group Headquarters  
NICOY  
GHANCOY 1 & 2  
MALAWICOY  
INDBATT  
Force Engineer Company  
Force Signal Company  
Composite Mission Support Group (CMSG)  
Medical Company  
G3 Air  
Humanitarian Assistance Cell (HAC)  
Force Provost Marshall  
Military Police Company  
Human Rights Liaison Officer

DFC'S OFFICE

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APPT	SIGNATURE	DATE	REMARKS
DFC		12/10	
MA		12/10	
ADC			
CC			

EXTERNAL

CAO (Div. of Admin. and Management)  
SRSG Office  
United Nations HQ New York (DPKO)

3 October 1995

## UNAMIR STANDING OPERATING PROCEDURES

### SECTION 17: RULES OF ENGAGEMENT

#### PART I

#### INTRODUCTION

1. The conduct of military operations is controlled and regulated by the provision of international and national law, conventions and precedence. Actions of individuals is also governed by applicable national laws. In the case of a United Nations (UN) conducted operation, it is the responsibility of the UN to set the parameters within which UN Forces will operate. Rules of Engagement (ROE) are the means by which the UN can provide to commanders at all levels the political and legal direction and guidance on the use of Force by UN personnel. ROE are drafted by the Force Commander, but are approved by the UN and may only be changed with UN authority.

2. These UNAMIR ROE are provided for UN Forces operating under the auspices of UN Security Council Resolution 997 (1995) of 9 June 1995. That Resolution states that UNAMIR will:

- (a) Exercise its good offices to help achieve national reconciliation within the frame of reference of the Arusha Peace Agreement;
- (b) Assist the Government of Rwanda in facilitating the voluntary and safe return of refugees and their reintegration in their communities (home communes), and, to that end, to support the Government of Rwanda in its ongoing efforts to promote a climate of confidence and trust through the performance of monitoring tasks throughout the country with military and police observers;
- (c) Support the provision of humanitarian aid, and of assistance and expertise in engineering, logistics, medical care and demining;
- (d) Assist in the training of a national police force;
- (e) Contribute to the security in Rwanda of personnel and premises of United Nations agencies, of the International Tribunal for Rwanda, including full - time protection for the Prosecutor's Office, as well as those of human rights officers, and to contribute also to the security of humanitarian agencies in case

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of need.

3. Under the terms of the Arusha Peace Agreement and the UN Security Council Resolution mandates, UNAMIR has a commitment to all parties to assist them to achieve national reconciliation. However, circumstances could arise where the use of force by UNAMIR personnel would be necessary and justified. Impartiality will be the fundamental principle of the activities of UNAMIR.

**PART II**

**AIM**

4. The aim of this directive is to provide guidance to commanders and soldiers at all levels in the use of force. However, no definitive directive can be created that can detail every possible course of action for every possible situation. It is critical and mandatory that all members of UNAMIR understand these ROE and apply them to any and all situations that develop requiring the use of force.

**PART III**

**DEFINITIONS**

5. The following key definitions must be clearly understood by all personnel in UNAMIR:

- a. Force. The use of, or the threat to use, physical means to impose one's will. Military force is the use of the physical means provided by formed, armed and disciplined bodies of troops under unified command to achieve the same end and generally implies the potential to use significant levels of violence.
- b. Minimum Force. The minimum degree of authorised force which is necessary, reasonable and lawful in the circumstances.
- c. Self-Defence. The use of force in Rwanda to protect:
  - (1) oneself and the personnel in one's unit,
  - (2) UN Agencies, International Tribunal for Rwanda, including the Prosecutor's Office, Human Rights Officers and Humanitarian Agencies,
  - (3) non-UNAMIR humanitarian aid personnel, or
  - (4) other UN-authorized military or civilian personnel, against a hostile act or hostile intent, where there is no other choice or time for deliberation.

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NOTE: The right to self-defence is related to, but separate from, ROE and applies no matter what other factors are present. Therefore, notwithstanding any ROE that may be authorised, when an attack occurs, or is anticipated, the right exists to use proportionate force in self-defence to deter, neutralise or destroy the threat.

- d. Hostile Act. A hostile act is an attack or other use of force against those entities listed in paragraph 5.c. above.
- e. Hostile Intent. Hostile intent is the threat of the imminent use of force against those entities listed in paragraph 5.c. above.
- f. Collateral Damage. Damage to persons or property adjacent to, but not part of an authorised target.
- g. Non-deadly force. Any physical means of forcing compliance that does not pose a risk of death or serious bodily harm to the individual against whom the force is directed. This is usually through the use of physical force short of the use of firearms or other deadly weapons. Examples include: pushing and lesser forms of striking or hitting, and physically or mechanically restraining persons. Warning shots are non-deadly force, even though they involve the use of firearms.
- h. Deadly Force. This is the ultimate degree of force. Deadly force is that level of force which is intended or is likely to cause death or serious bodily harm regardless of whether death or serious bodily harm actually results.
- i. Serious Criminal Offence. Any offence which may result in death or serious bodily injury or significant damage to property. Such offences include, but are not limited to: murder, rape, robbery and burglary.

**PART IV**

**INSTRUCTIONS ON THE USE OF FORCE**

**APPLICABILITY**

6. All information contained in this part shall be construed as orders. These orders do not restrict a soldier's inherent right to self-defence.

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**COMMANDERS' RESPONSIBILITY**

7. UNAMIR Commanders at all levels are required:
  - a. to have this directive translated and disseminated to every subordinate under their command; and
  - b. to ensure that every subordinate under their command:
    - (1) is briefed and refreshed on the meaning and application of these ROE as they relate to assigned missions;
    - (2) understands and complies with the contents of this document; and
    - (3) has the opportunity to seek additional clarification, guidance or direction if these ROE are considered insufficient.
8. The UNAMIR Force Commander shall issue orders on the readiness of personal weapons to be maintained appropriate to the situation.

**USE OF FORCE AND ENGAGEMENT PRINCIPLES**

9. When an incident occurs that requires the use of force, the following principles will be adhered to:
  - a. Reasonable Belief. Mere speculation does not constitute reasonable belief. The use of force must be predicated upon a tangible threat;
  - b. Minimum Force. UNAMIR personnel will never use more force than the minimum necessary to enable them to carry out their duties and accomplish assigned objectives or the mission;
  - c. Proportionality. Only a response proportionate to the perception of the level of threat is justified. Any force used must be limited to the degree, intensity, and duration necessary to achieve the objective for which the force is used, and no more;
  - d. Duration of Force and Disengagement. The application of force, at whatever level, is to cease when the hostile act stops, or whenever the commander considers there is no imminent threat or attack.
  - e. Negotiation and Warnings. If possible, negotiation and warnings must be exhausted before any use of force is initiated;



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- f. Deadly Force. Deadly force is justified only under conditions of extreme necessity and as a last resort when all lesser means have failed or cannot reasonably be employed;
- h. Escalation. Escalation of the level of violence is to be minimised;
- i. Collateral Damage. Collateral damage is to be minimised;
- j. Retaliation and Reprisal. The use of force in retaliation and reprisal is prohibited; and
- k. Application of Force. The use of force shall be controlled, where possible, by the on-scene commander and is to cease once the aim has been achieved

**AUTHORITY TO USE FORCE**

10. Force may be used as follows:

- a. Non-Deadly Force. UNAMIR personnel are authorised to use non-deadly force in the following circumstances:
  - (1) in self-defence;
  - (2) against attempts at infiltration or envelopment of UNAMIR units, compounds or locales;
  - (3) when UNAMIR premises are violated in attempts to steal UNAMIR property or property under the protection of the UN;
  - (4) when attempts are made to abduct or detain UNAMIR civilian or military personnel; and
  - (5) when attempts are made to prevent UNAMIR personnel from carrying out their responsibilities as ordered by their commanders.
- b. Deadly Force. UNAMIR personnel are authorised to use deadly force in the following circumstances:
  - (1) in self-defence (as defined in paragraph 5.c.) against persons committing a hostile act or exhibiting hostile intent;

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(2) to protect from damage or destruction, property or installations belonging to or under the protection of UNAMIR, including protected sites and the means for the distribution and delivery of humanitarian relief:

(a) which have been designated by the unit Commanding Officer, in consultation with the Force Commander, as essential to the success of the UNAMIR mission,

(b) which justify protection through the use of deadly force, and

(c) where there is no way to prevent the damage or destruction;

(3) to overcome armed attempts to prevent UNAMIR Force from discharging its duties, when authorised by the Force Commander;

(4) to resist armed attempts to disarm, abduct or detain UNAMIR military or civilian personnel;

(5) to resist armed attempts to compel UNAMIR personnel to withdraw from protection areas they were ordered to occupy by the Force Commander or his delegate; and

(6) to resist armed attempts to cut off a UNAMIR force.

c. Use force as appropriate, to protect persons from suffering death or serious bodily injury when there are no Rwandan Authorities available to render immediate assistance.

**AUTHORITY TO SEARCH AND DETAIN**

11. Authority to Stop and Search. UNAMIR personnel are authorised to stop all individuals attempting to enter or who are discovered inside any facilities under UNAMIR protection and to request that the individual submit to a consensual search of himself/herself and his/her vehicle where applicable. Any individual not willing to be searched shall be denied access, escorted from the premises or detained as appropriate. Searches of persons and their property are also

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authorised for the purpose of security. Such searches must be conducted with the minimal use of force necessary.

12. Authority to Detain. Individuals shall only be detained if they commit a hostile act or display hostile intent, or commit a serious criminal offence or carry out any activity which would require that force be used against them in accordance with the ROE, International Humanitarian Law or Rwandan law.

13. Once detained, only minimal non-deadly force is authorised to prevent the escape of a detainee, unless there is a necessity to act in self-defence, in which case minimum force, up to and including deadly force, is authorised. However, if the individuals flee and the threat of their use of force has thus been removed, further force of any kind shall not be employed to apprehend them.

14. Any individual detained shall be turned over as soon as possible to appropriate authorities as designated by the Force Commander. Any weapons or items seized from detainees shall be confiscated and handed over to the appropriate authorities or, if required, rendered militarily ineffective.

15. Treatment of Detainees. Detainees shall not be subject to intimidation, deprivation or humiliation. Medical care and the attention of medical personnel will be provided when required. Detainees will be given rations and shelter equivalent to that of UNAMIR personnel.

16. UNAMIR Personnel may stop, search, and if necessary, detain individuals who committed a serious criminal offence when there are no Rwandan Authorities available to act in time. If detained such individuals shall immediately be handed over to the custody of the competent Rwandan Authorities.

**CHALLENGE AND ESCALATION PROCEDURES**

17. Except where a response is required to open fire without warning, the following procedures are to be adhered to:

- a. Verbal or Visual Warning. Warn the aggressor to stop the activity, which in normal circumstances, should follow the sequence below:

- (1) depending on the circumstances, a warning may be

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given orally, by a sign or by illumination (ie, hand-held red flares, search-lights, etc.). The issuance of a warning should also be passed up the chain of command with continuous Situation Reports;

(2) repeat the verbal or visual warning as many times as is necessary to ensure understanding or compliance;

- b. Charge Weapons. Make use of the visual effect of such action to convince the aggressor that failure to stop the aggressive activity may result in the use of deadly force;
- c. Non-Deadly Force. If warnings are ignored, where possible, employ minimal non-deadly force;
- d. Warning Shots. If the threat continues, employ aimed warning shots in a safe direction so that there is no danger of personal injury or collateral damage; and
- e. Deadly Force. If minimal non-deadly force is either not feasible or fails, on order and under the control of a superior, minimal deadly force, such as single aimed shots, may be used until the threat is removed. If a soldier is acting in self-defence he does not have to wait for a superior to order or control his fire.

**PROCEDURES DURING FIRING**

18. Any use of firearms as a means of applying deadly force shall be aimed fire. Fire must be controlled and will not be indiscriminate. Automatic fire will only be used as a last resort and fire for effect will only continue as long as it is necessary to achieve the immediate aim of self-defence (or the defence of others).

**PROCEDURE AFTER FIRING**

19. After firing, commanders should ensure the following actions are taken.

- a. Medical. Any wounded, including those fired upon by UNAMIR personnel will be given first aid, if such an action can be done without further endangering the lives of UNAMIR personnel.

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b. Recording. Details of the incident will be recorded, including:

- (1) date, time and place of firing;
- (2) unit and personnel involved;
- (3) the events leading up to the firing;
- (4) why UNAMIR personnel opened fire;
- (5) who or what was fired on;
- (6) the weapons fired; and
- (7) the apparent results of the firing.

c. Reporting. The above information and the current situation will be reported through the chain of command to UNAMIR Force HQ Attn Force Commander and Deputy Chief of Staff Operations.

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**PART V**

**RULES OF ENGAGEMENT**

20. The ROE stated in this directive apply to all military personnel provided by troop contributing States and operating in accordance with the United Nations Security Council Resolution 997 (1995) of 9 June 1995. These ROE are written in the form of either prohibitions or permissions. Issued as prohibitions, they are orders not to take specific actions. Issued as permissions they are guidance to commanders that certain specific actions may be taken if they are judged necessary to achieve the aim of the mission. The use of force by UNAMIR personnel is prohibited unless specifically authorised by the ROE.

21. Rule No. One: Authority to Carry Arms:

- a. State A: No authority.
- b. State B: Authority granted to carry weapons.

22. Rule No. Two: Status of Weapons:

- a. State A: Weapons will be carried with loaded magazines.
- b. State B: Weapons will be carried, charged and made safe.

23. Rule No. Three: Response to Hostile Intent or Hostile Act without the Use of Fire:

- a. State A: Observe and report but will withdraw in order to preserve own force.
- b. State B: Stay in place. Make contact and establish liaison with opposing force(s) and/or local authorities concerned.
- c. State C: Observe and Report. Stay in place. Warn aggressor of intent to use force and demonstrate resolve by appropriate means without opening fire.
- d. State D: Observe and Report. Stay in place. Warn aggressor of intent to use force and demonstrate resolve by appropriate means. Demonstrative use of fire is authorised.

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24. Rule No. Four: Disarmament of Paramilitary Personnel or Civilians:

- a. State A: No authorisation granted.
- b. State B: Authorisation is granted. In doing so, use minimum force and escalate to include use of deadly force if hostile intent is exhibited or a hostile act is committed. Hand over to appropriate authority at the earliest opportunity.

25. Rule No. Five: Intervention and Warning Shots:

- a. State A: Intervention between warring factions is prohibited.
- b. State B: Intervention with deadly force against positively identified and designated targets only after warning shots have been fired as part of the warning process.

26. Rule No. Six: Control of Weapons Systems:

- a. State A: Manning, preparation, movement and firing of weapons in the presence of the forces in conflict is prohibited.
- b. State B: Designated activity in the presence of the forces in conflict is permitted but will be specified by the following notes:
  - (1) Man (type of system);
  - (2) Prepare (type of system);
  - (3) Move (type of system); and
  - (4) Fire (type of system).

27. There are three ROE states that may apply in any given sector in Rwanda. These states are GREEN, YELLOW and RED and are described on UNAMIR Levels of Readiness/Alert pages in Annex A. In normal circumstances, the ROE status shall be GREEN.

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28. Changes in the normal status of the ROE for UNAMIR Forces as a whole will be ordered by the Force Commander or his delegate. Sector Commanders may order changes in normal status of the ROE for their sectors, if authorised by the Force Commander or his delegate. Contingent Commanders will inform or, if necessary, seek approval from national authority for the change in status.

**PART VI**

**CONCLUSION**

30. Amendments to this Directive will be issued as required and be approved by the UN.

31. This Directive will be classified UN RESTRICTED.

**Annexes:**

Annex A Instructions for all Members of the UNAMIR Military Component Regarding Opening Fire in Rwanda.

Annex B UNAMIR Levels of Readiness/Alert



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ANNEX A TO  
RULES OF ENGAGEMENT  
DATED 3 OCTOBER 1995

## **INSTRUCTIONS FOR ALL MEMBERS OF THE UNAMIR MILITARY COMPONENT REGARDING OPENING FIRE IN RWANDA**

1. You are to avoid the use of force, if it is possible to do so, and your conduct must cause the least possible concern, fear or danger to the local population.
2. Your immediate commander will order any change in the states of weapon readiness. While your commander will normally issue the order to open fire, you have the right to use appropriate force in self-defence to protect yourself and those it is your duty to protect. Whenever possible a warning should be given before opening fire.
3. If you have to use force, you must only use the **MINIMUM FORCE necessary**. **MINIMUM FORCE** normally involves the following sequential actions:
  - a. open display of weapons,
  - b. verbal warning,
  - c. barring access to the point being protected,
  - d. physical restraint,
  - e. warning shots,
  - f. pointing weapons, and
  - g. firing weapons at a person.

### **WARNINGS**

4. **WARNING BEFORE FIRING.** Whenever possible a warning should be given before firing. The warning should be given in a loud clear voice in ENGLISH/FRENCH or KINYARWANDA:

**STOP-HANDS UP/ ARRETEZ LEVEZ LES MAINS/ AGARARA, AMABOKO  
HEJURU**

**(PAUSE)**

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**STOP OR I WILL SHOOT/ ARRETEZ OU JE TIRE/ HAGARARA, CYANGWA  
BAKURASE**

5. **FIRE AFTER WARNING.** After warning you may fire on a person in order to avoid death or grievous bodily harm only if:

- a. the person is carrying a dangerous weapon (e.g. firearm, improvised firing device or machete); AND
- b. you believe the person is about to attack you, your unit, or any person it is your duty to protect; AND
- c. the person refuses to stop when called upon to do so; AND
- d. you believe there is no other way of stopping the person.

6. **FIRE WITHOUT WARNING.** You may fire without warning on a person in order to avoid death or grievous bodily harm only if that person:

- a. has used or is using a fire arm or other dangerous weapon against you, your unit or persons it is your duty to protect; OR
- b. is carrying what you believe to be a dangerous weapon, AND is clearly about to use it, AND you believe that there is no other way to protect yourself, your unit, or the persons it is your duty to protect.

7. If you have to fire, you must account for all rounds expended in an after action report submitted in writing to your immediate commander.

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UNAMIR LEVELS OF READINESS/ALERT

SERIAL	STATUS	UNITS/HQ	ACTION
1	GREEN	ALL	1. Normal activities 2. <b>ROE: Rule 1-Status B, Rule 2-Status A, Rule 3-Status B, Rule 4-Status A, Rule 5-Status A, Rule 6-Status A.</b>
2	YELLOW	HQ	1. Planning for next higher status commences. 2. Liaison increased. 3. VIP visits postponed. 4. No leave granted except on compassionate grounds.
		UNITS	1. Precautionary stage. 2. Double sentries. 3. Night movement restricted. 4. Test shelters. 5. Stand To/Local alarm practice. 6. No leave granted except on compassionate grounds. 7. Backup comms/units/wpns. 8. Reserves put on 3 hrs notice to move.
		ALL	<b>ROE: Rule 1-Status B, Rule 2-Status B, Rule 3-Status C, Rule 4-Status A, Rule 5-Status A, Rule 6-Status A.</b>
3	RED	HQ	1. General Alert. 2. VIP visits cancelled. 3. No leave granted. 4. Emergency movement only. 5. Special SITREPS to UNHQ. 6. Civilian evacuation if the situation warrants
		UNITS	1. Troops in defensive positions. 2. Troops in Stand To positions. 3. Reserves put on one hour notice to move. 4. No leave granted. 5. Troops on duty outside to wear flak jackets.
		ALL	<b>ROE: Rule 1-Status B, Rule 2-Status B, Rule 3-Status D, Rule 4-Status B, Rule 5-Status B, Rule 6-Status B.</b>

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APPENDIX ONE TO  
ANNEX B TO  
RULES OF ENGAGEMENT  
DATED 3 OCTOBER 1995

AIDE MEMOIRE - RULES OF ENGAGEMENT

NOTE: GREEN status indicated in boxes

**RULE ONE:            AUTHORITY TO CARRY ARMS**

STATE A: No authority granted.

STATE B: Authority granted to carry weapons.

**RULE TWO:            STATUS OF WEAPONS**

STATE A: Weapons will be carried with loaded magazines.

STATE B: Weapons will be carried, charged and made safe.

**RULE THREE:        RESPONSE TO HOSTILE INTENT OR HOSTILE ACT WITHOUT THE  
USE OF FIRE**

STATE A: Observe and report but will withdraw in order to  
preserve own forces.

STATE B: Stay in place. Make contact and establish  
liaison with opposing force(s) and/or local  
authorities concerned.

STATE C: Observe and report. Stay in place. Warn aggressor of  
intent to use force and demonstrate resolve by  
appropriate means without opening fire.

STATE D: Observe and report. Stay in place. Warn aggressor of  
intent to use force and demonstrate resolve by  
appropriate means. Demonstrative use of fire is  
authorized.

**RULE FOUR:        DISARMAMENT OF PARAMILITARY PERSONNEL OR CIVILIANS**

STATE A: No authorization granted.

STATE B: Authorization is granted. In doing so, use minimum  
force and escalate to include use of deadly force if  
hostile intent is exhibited or a hostile act is  
committed. Hand over to appropriate authority at  
earliest opportunity.

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**RULE FIVE:        INTERVENTION AND WARNING SHOTS**

STATE A: Intervention between warring factions is prohibited.
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STATE B: Intervention with deadly force against positively identified and designated targets only after warning shots have been fired as part of the warning process.

**RULE SIX:        CONTROL OF WEAPON SYSTEMS**

STATE A: Manning, preparation, movement firing of weapons in the presence of forces in conflict is prohibited.
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STATE B: Designated activity in the presence of the forces in conflict permitted but will be specified by the following notes:

- (1) Man (type of system);
- (2) Prepare (type of system);
- (3) Move (type of system); and
- (4) Fire (type of system).

3 octobre 1995

**PROCEDURES OPERATIONNELLES PERMANENTES DE LA MINUAR****SECTION 17: REGLES D'ENGAGEMENT****PREMIERE PARTIE****INTRODUCTION**

1. La conduite des opérations militaires est contrôlée et réglementée par la disposition de lois nationales et internationales, de conventions et de jurisprudence. Les actes posés par des individus sont aussi régis par des lois nationales en application. Dans le cas d'une opération placée sous le commandement des Nations Unies (NU), il est du ressort des NU d'établir les paramètres selon lesquelles les forces des Nations Unies vont opérer. Les RDE constituent le moyen par lequel les Nations Unies fournissent, aux commandants à tous les niveaux, des instructions politiques et légales concernant l'usage de la force par le personnel de l'ONU. Les RDE sont préparées par le Commandant de la Force; mais elles doivent être approuvées par les NU et ne peuvent être modifiées que sous l'autorisation des Nations Unies.

2. Les RDE de la MINUAR sont prévues pour les forces onusiennes opérant sous les auspices de la Résolution 997(1995) vote en date du 9 juin 1995 par le Conseil de Sécurité des Nations Unies. Cette Résolution stipule que la MINUAR:

(a) User de ses bons offices pour faciliter la réconciliation nationale dans le cadre de l'Accord de Paix d'Arusha;

(b) Aider le Gouvernement rwandais à faciliter le retour librement consenti des réfugiés, en toute sécurité, ainsi que leur réinsertion dans leur milieu d'origine, et, à cette fin, appuyer les efforts faits par le Gouvernement rwandais pour instaurer un climat de stabilité et de confiance, grâce à des activités de surveillance menées dans l'ensemble du pays par des observateur militaires et des observateurs de police;

(c) Faciliter l'aide humanitarian, ainsi que la fourniture d'une assistance et de services spécialisés en matière de génie civil, de logistique, de santé publique et de déminage;

(d) Aider à l'instruction d'une force de police nationale;

(e) Contribuer à assurer la sécurité, au Rwanda, du personnel et de locaux des organismes des Nations Unies, du Tribunal international pour le Rwanda, notamment en assurant en performance la protection du Bureau du Procureur, ainsi que des spécialistes des droites de l'homme, et contribuer également, si besoin est, à assurer la sécurité des organismes humanitaires;

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3. Selon les termes de l'Accord de Paix d'Arusha et des mandats de la Résolution du Conseil de Sécurité des Nations Unies, la MINUAR a un engagement d'aider toutes les parties en conflit à atteindre la national reconciliation. L'impartialité en constitue la clé et toute action de la MINUAR doit viser à l'avancement vers cet objectif. Cependant, des circonstances peuvent surgir où l'usage de la force serait nécessaire et justifié. L'impartialité sera le principe fondamental sur lequel sera fondé les activités de la MINUAR.

## **DEUXIEME PARTIE**

### **BUT**

4. L'objectif de cette circulaire est de fournir un guide aux commandants et soldats de tous niveaux en cas d'usage de la force. Cependant, aucune circulaire définitive ne peut être établie qui puisse détailler toute action possible pour toute situation possible. Il est important et obligatoire que tous les membres de la MINUAR comprennent et appliquent ces RDE à toutes les situations qui se présentent exigeant l'usage de la force.

## **TROISIEME PARTIE**

### **DEFINITIONS**

5. Les définitions-clés suivantes doivent être bien comprises par tout le personnel de la MINUAR:

- a. Force. C'est l'utilisation (ou menace d'usage) des moyens physiques pour imposer sa volonté. La force militaire est l'usage des moyens physiques fournis par des corps de troupes formés et disciplinés placés sous un commandement unifié pour atteindre le même but et en général ceci implique la possibilité d'user de la violence à des niveaux importants.
- b. Force minimale. Le degré minimum de force autorisée qui est nécessaire, raisonnable et légitime dans les circonstances.
- c. Auto-défense. L'emploi de la force pour protéger:
  - (1) soi-même et le personnel de son unité;
  - (2) les agences des Nations Unies, le Tribunal International for le Rwanda, incluant le bureau du procureur, les officiers du bureau des Droits de l'Homme et les agences humanitaires;
  - (3) le personnel chargé de l'aide humanitaire n'appartenant pas à la MINUAR;
  - (4) autre personnel civil ou militaire autorisé des Nations Unies, contre un acte ou une intention hostile, là où il n'y a pas d'autre choix ou de temps de délibérer.

## RESTREINT NU

Note: Le droit à l'auto-défense est allié mais séparé des RDE et il s'applique quels que soient les autres facteurs en présence. Par conséquent, malgré toute RDE qui puisse être autorisée, quand une attaque a eu lieu, ou est anticipée, le droit d'employer une force proportionnée en cas d'auto-défense existe pour décourager, neutraliser ou détruire la menace.

- d. Acte hostile. Un acte hostile consiste en une attaque ou autre usage de la force contre toutes les entités énumérées au para 5.c. ci-dessus.
- e. Intention hostile. C'est une menace d'usage imminent de la force contre les entités énumérées au para 5.c. ci-dessus.
- f. Domage collatéral. Domage causé aux personnes ou aux biens adjacents mais ne faisant pas partie d'une cible autorisée.
- g. Force non-mortelle. Tout moyen physique pour forcer à accepter qui ne présente pas de risque de mort ou de dommage corporel grave contre l'individu sur lequel la force est exercée. C'est généralement à travers l'usage de la force physique sans l'emploi d'armes à feu ou d'autres armes mortelles. Par exemple, le fait de pousser et d'autres formes légères de frapper ou cogner, ainsi que le fait de contraindre des personnes physiquement ou mécaniquement. Les tirs d'avertissement relèvent de la force non-mortelle, même si cela implique l'usage d'armes à feu.
- h. Force mortelle. C'est le dernier degré d'usage de la force. La force mortelle constitue ce niveau où la force exercée vise à ou est susceptible de causer la mort ou un dommage corporel grave quel que soit l'effet réellement produit par cette force.
- i. Crimes graves. Il peut s'agir de n'importe quel crime pouvant occasionner la mort ou blessure corporelle grave ou bien même des dégâts matériels. C'est par exemple le meurtre, viol, vol ou cambriolage.

## PARTIE VI

### INSTRUCTIONS SUR L'UTILISATION DE LA FORCE

#### APPLICABILITE

6. Toutes les informations contenues dans cette partie seront prises pour des ordres. Cependant, ces ordres ne limitent en rien le droit inhérent d'un soldat à l'auto-défense.



**LA RESPONSABILITE DES COMMANDANTS**

7. Les commandants de la MINUAR à tous les niveaux doivent:
- a. faire traduire et parvenir cette circulaire à tous les hommes placés sous leur commandement; et
  - b. s'assurer que chaque personne sous leur commandement:
    - (1) est documentée à nouveau sur le sens et l'application de ces RDE dans la mesure où elles sont en relation avec les missions assignées;
    - (2) comprend et se conforme au contenu de ce document; et
    - (3) à l'occasion de demander des clarifications, conseils, ordres supplémentaires lorsque ces RDE lui paraissent insuffisantes.
8. Le Commandant de la Force de la MINUAR émettra des ordres sur la mise en alerte des armes personnelles à maintenir selon la situation.

**L'USAGE DE LA FORCE ET LES PRINCIPES D'ENGAGEMENT**

9. Quand un incident qui exige l'utilisation de la force se produit, il faut suivre les principes suivants:
- a. Croyance raisonnable. La simple spéculation ne constitue pas une croyance raisonnable. L'usage de la force doit se baser sur une menace tangible;
  - b. Force minimale. Le personnel de la MINUAR n'emploiera jamais plus de force que le minimum requis pour pouvoir exercer les fonctions et accomplir sa mission ou les objectifs qui lui sont assignés;
  - c. Proportionnalité. Seule est justifiée une riposte proportionnelle au degré de menace perçu. Toute force employée doit être limitée au degré, intensité, et durée nécessaires pour atteindre l'objectif pour lequel la force est utilisée, et pas plus;
  - d. Durée de la Force et Désengagement. L'application de la force, à n'importe quel niveau, doit cesser quand l'acte hostile n'est plus ou chaque fois que le commandant considère qu'il n'y a plus d'attaque ou de menace imminente;
  - e. Négociation et Avertissements. Si possible, les possibilités de négociation et d'avertissements doivent être épuisées avant de commencer n'importe quel usage de force;
  - f. Force mortelle. La force mortelle est justifiée seulement dans des conditions d'extrême nécessité et comme dernier recours quand toutes les autres mesures

## RESTREINT NU

légères ont échoué ou ne peuvent vraiment pas être employées;

- g. Escalade. L'escalade du degré de violence doit être réduite au minimum;
- h. Domage secondaire. Les dommages secondaires doivent être réduits au minimum;
- i. Revanche et Représailles. Il est interdit d'user de la force pour faire des représailles ou chercher la revanche; et
- j. Application de la force. L'usage de la force sera contrôlé, là où c'est possible, par le commandant présent sur scène et la force doit cesser une fois que l'objectif est atteint.

### **AUTORISATION DE FAIRE USAGE DE LA FORCE**

10. La force peut être employée comme suit:

- a. Force non-mortelle. Le personnel de la MINUAR est autorisé à utiliser la force non-mortelle dans les circonstances suivantes:
  - (1) en cas d'auto-défense;
  - (2) contre des tentatives d'infiltrer ou d'encercler les unités, les enclos ou locaux appartenant à la MINUAR;
  - (3) quand les bâtiments de la MINUAR sont violés dans des tentatives de voler les biens de la MINUAR ou ceux placés sous la protection des Nations Unies;
  - (4) en cas de tentatives d'enlever ou de détenir le personnel civil ou militaire de la MINUAR; et
  - (5) quand des tentatives sont faites pour empêcher le personnel de la MINUAR d'accomplir ses fonctions telles qu'ordonnées par ses commandants.
- b. Force Mortelle. Le personnel de la MINUAR est autorisé à faire usage de la force mortelle dans les circonstances suivantes:
  - (1) en cas d'auto-défense (tel que défini au para 5.c.) contre des personnes commettant un acte hostile ou affichant une intention hostile;
  - (2) pour protéger contre dommage ou destruction les biens ou installations appartenant à la MINUAR ou placés sous sa protection, y compris les sites protégés et les moyens de distribution et de livraison de l'aide humanitaire;

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- (a) qui ont été désignés par le Commandant de l'unité, en consultation avec le Commandant de la Force, comme étant essentiels pour le succès de la mission de la MINUAR,
  - (b) qui justifient la protection au moyen de l'usage de la force mortelle, et
  - (c) là où il n'y a aucun moyen d'empêcher le dommage ou la destruction;
- (3) pour parer à des tentatives armées visant à empêcher la Force de la MINUAR de remplir ses fonctions, alors qu'elles sont autorisées par le Commandant de la Force;
  - (4) pour résister à des tentatives armées visant à désarmer, enlever ou détenir le personnel civil ou militaire de la MINUAR;
  - (5) pour résister à des tentatives armées visant à contraindre le personnel de la MINUAR de se retirer des zones de protection occupées sur ordre du Commandant de la Force ou de son adjoint; et
  - (6) pour résister à des tentatives armées visant à couper la force de la MINUAR.
- c. Utiliser la force adéquatement pour protéger la population contre des blessures corporelles sérieuses ou la mort lorsqu'il n'y a pas d'autorités rwandaises disponible pour assister dans l'immédiat.

AUTORISATION DE FOUILLER ET DETENIR

11. Autorisation d'arrêter et de fouiller. Le personnel de la MINUAR est autorisé à arrêter tout individu qui essaie de pénétrer ou qui est découvert à l'intérieur des bâtiments sous la protection de la MINUAR et à demander à l'intéressé de se soumettre à la fouille sa personne ou de son véhicule, le cas échéant. L'accès sera refusé à toute personne n'acceptant pas la fouille et elle sera conduite hors du bâtiment sous escorte ou détenue selon les règles appropriées. Des fouilles de personnes et de leurs biens sont aussi autorisées par mesure de sécurité. De telles fouilles peuvent être menées avec le minimum nécessaire d'usage de la force.

12. Autorisation de détenir. Les individus peuvent être emprisonnés seulement s'ils ont commis un acte hostile, s'ils ont manifestés une intention d'hostilité, s'ils ont commis un crime grave ou une autre mauvaise action nécessitant une punition d'usage de force et cela en accord avec la RDE. Loi Humanitaire Internationale ou bien alors la Législation Rwandaise.

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13. Une fois que quelqu'un est détenu, seule une force minimale non-mortelle est autorisée pour prévenir son évasion, à moins qu'il y ait une nécessité d'agir pour s'auto-défendre, dans lequel cas une force minimale est autorisée jusqu'à et y compris la force mortelle. Cependant, si les personnes parviennent à s'enfuir et que par conséquent elles ne constituent plus une menace, aucune force de quelque nature que ce soit ne peut plus être exercée pour les appréhender.

14. Tout détenu sera remis aussitôt que possible aux autorités habilitées désignées par le Commandant de la Force. Toutes les armes ou objets saisis sur les détenus seront confisqués et remis aux autorités compétentes ou, si nécessaire, rendus militairement inefficaces.

15. Traitement des détenus. Les détenus ne doivent pas être soumis à l'intimidation, la privation ou l'humiliation. Les soins médicaux ainsi que l'attention du personnel médical seront accordés chaque fois au besoin. Les détenus auront droit aux mêmes rations et abris que ceux du personnel de la MINUAR.

16. Le personnel de la MINUAR peuvent arrêter, fouiller et, si nécessaire, detenir quiconque a commis une offense criminelle sérieuse lorsqu'il n'y a pas d'autorités rwandaise disponible sur place. Dans le cas d'une détention, l'individu devra être remis immédiatement aux autorités compétentes rwandaises pour incarcération.

### PROCEDURES DE DEFI ET D'ESCALADE

17. Sauf dans le cas où une riposte nécessitant l'ouverture du feu sans avertissement est nécessaire, les procédures suivantes doivent être respectées:

- a. Avertissement verbal ou visuel. Avertir l'agresseur d'arrêter son activité, ce qui, dans les circonstances normales, devrait suivre la séquence suivante:
  - (1) selon les circonstances, un avertissement peut être oral, un signe ou une lumière (i.e. des feux rouges tenus en mains, des lampes-torches, etc.). Le fait de donner un avertissement devrait être communiqué aux niveaux de commandement supérieurs accompagné de rapports continus sur la situation;
  - (2) répéter l'avertissement verbal ou visuel autant de fois que possible pour s'assurer qu'il est compris ou accepté;
- b. Charger les armes. Exploiter l'effet visuel d'une telle action pour convaincre l'agresseur que son refus d'arrêter l'acte agressif peut provoquer l'usage de la force mortelle;
- c. Force non-mortelle. Si les avertissements sont ignorés, utiliser la force minimale là où c'est possible;

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- d. Tirs d'avertissement. Si la menace persiste, utiliser des tirs d'avertissements ciblés dans une direction sûre afin qu'il n'y ait pas de danger d'atteindre quelqu'un ou de causer des dommages secondaires;
- e. Force mortelle. Si une force minimale non-mortelle n'est pas adaptée ou n'a pas d'effet, sur ordre et sous le contrôle d'un supérieur, on peut recourir à une force minimale mortelle comme des tirs non-automatiques ciblés, jusqu'à ce que la menace soit écartée. Si un soldat se trouve devant un cas d'auto-défense, il ne doit pas attendre qu'un supérieur lui donne l'ordre de tirer ou régleme ses tirs.

**PROCEDURES AU COURS DE L'OUVERTURE DU FEU**

18. Tout usage d'armes à feu comme moyen d'exercer une force mortelle consistera en des tirs ciblés pour ne pas tirer aveuglément. Les tirs automatiques ne seront utilisés qu'en dernier recours et les tirs ciblés continueront aussi longtemps qu'il sera nécessaire pour atteindre le but immédiat d'auto-défense (ou de la défense d'autres personnes).

**PROCEDURES APRES L'OUVERTURE DU FEU**

19. Après l'ouverture du feu, les commandants devraient s'assurer que les actions suivantes sont menées.

- a. Action médicale. Toutes les personnes blessées, y compris celles sur lesquelles le personnel de la MINUAR a tiré bénéficieront des premiers soins si toutefois cette action peut se faire sans mettre davantage en danger les vies du personnel de la MINUAR.
- b. Enregistrement. Les détails sur l'incident seront enregistrés. Ils comprendront:
  - (1) la date, l'heure et le lieu où l'ouverture du feu a eu lieu;
  - (2) l'unité et le personnel impliqués;
  - (3) les événements qui ont conduit à l'ouverture du feu;
  - (4) ce pourquoi le personnel de la MINUAR a ouvert le feu;
  - (5) sur qui ou quoi on a tiré;
  - (6) les armes utilisées; et
  - (7) les résultats apparents des coups tirés;

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- c. Rapport. Les informations ci-dessus ainsi que la situation qui prévaut seront transmises à travers la chaîne de commandement au QG de la MINUAR à l'attention du Commandant de la Force et du Chef d'Etat-Major Adjoint pour les Opérations.

**PARTIE V**

**REGLES D'ENGAGEMENT**

20. Les RDE citées dans cette circulaire s'appliquent à tout le personnel fourni par les pays participant à la MINUAR selon les dispositions de la Résolution 977(1995) votée en date du 9 juin 1995 par le Conseil de Sécurité des Nations Unies. Ces RDE sont libellées sous forme d'interdictions ou de permissions. Sous forme d'interdictions, elles constituent des ordres de ne pas mener des actions spécifiques. Sous forme de permissions, elles servent de guide aux commandants sur certaines actions qui peuvent être menées si elles sont jugées nécessaires pour atteindre les objectifs de la mission. L'usage de la force par le personnel de la MINUAR est interdit à moins d'être spécifiquement autorisé par le RDE.

21. Règle No. Un: Autorisation de porter des armes

- a. Scénario A: Pas d'autorisation; et
- b. Scénario B: Autorisation accordée de porter des armes.

22. Règle No. Deux: Etat des armes

- a. Scénario A: Les armes seront portées avec des chargeurs remplis.
- b. Scénario B: Les armes seront portées chargées mais sécurisées.

23. Règle No. Trois: Riposte à une intention ou action hostile sans tirer

- a. Scénario A: Observer et transmettre les rapports, mais se retirer pour préserver sa propre force.
- b. Scénario B: Rester sur place. Contacter et établir une liaison avec la(les) force (s) opposée(s) et/ou les autorités locales concernées.
- c. Scénario C: Observer et faire des rapports. Rester sur place. Prévenir l'agresseur de votre intention de faire usage de la force et montrer votre détermination par des moyens appropriés sans ouvrir le feu.

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d. Scénario D: Observer et faire des rapports. Rester sur place. Prévenir l'agresseur de votre intention de faire usage de la force et montrer votre détermination par des moyens appropriés. L'ouverture du feu à titre démonstratif est autorisée.

24. Règle No. Quatre: Désarmement du Personnel Paramilitaire ou des civils

a. Scénario A: Pas d'autorisation.

b. Scénario B: Autorisation accordée. Au cours du désarmement, utiliser la force minimale et monter jusqu'à l'usage de la force mortelle si une intention hostile est affichée ou un acte hostile commis. Remettre l'affaire à l'autorité compétente dès que possible.

25. Règle No. Cinq: Intervention et tirs d'avertissement

a. Scénario A: L'intervention entre les factions en guerre est interdite.

b. Scénario B: Intervenir avec une force mortelle contre des cibles bien identifiées et désignées seulement après que des coups d'avertissement aient été tirés dans le cadre du processus d'avertissement.

26. Règle No. Six: Contrôle des systèmes d'armes

a. Scénario A: Il est interdit d'armer, préparer, déplacer des armes et d'en faire usage en présence des forces en conflit.

b. Scénario B: L'activité ci-haut nommée est autorisée en présence des forces en conflit, mais elle sera spécifiée par les notes suivantes:

(1) Armer (type de système);

(2) Préparer (type de système);

(3) Déplacer (type de système); et

(4) Ouvrir le feu (type de système).

27. Il existe trois situations de RDE qui peuvent s'appliquer dans n'importe quel secteur du RWANDA. Ces situations sont dénommées VERTE, JAUNE, ROUGE et décrites dans la rubrique "Niveaux de Préparation/Alerte" en Annexe A. Dans les conditions normales, la situation des RDE sera VERTE.

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28. Les modifications dans la situation normale des RDE pour les Forces de la MINUAR en général seront ordonnées par le Commandant de la Force ou son représentant. Les Commandants des Secteurs peuvent ordonner des changements dans la situation normale des RDE pour leurs secteurs, sur autorisation du Commandant de la Force ou son représentant. Les Commandants des Contingents informeront ou, si nécessaire, requerront l'approbation des autorités nationales pour modifier une situation.

**PARTIE VI**

**CONCLUSION**

29. Les amendements à cette circulaire seront faits tel que requis et approuvés par les Nations Unies.

30. Cette circulaire sera classée avec mention DISTRIBUTION RESTREINT NU.

**Annexes :**

Annexe A Directives pour tout le Personnel Militaire de la MINUAR concernant l'Ouverture du Feu au Rwanda.

Annexe B Niveaux de Préparation/Alerte de la MINUAR



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ANNEXE A  
AUX REGLES D'ENGAGEMENT  
DATE: 3 OCTOBRE 1995

**DIRECTIVES POUR TOUT LE PERSONNEL MILITAIRE DE LA MINUAR  
CONCERNANT L'OUVERTURE DU FEU AU RWANDA.**

1. Vous devez éviter l'usage de la force autant que faire se peut, et votre comportement doit susciter le moins d'inquiétude, de peur ou de danger possible à la population locale.

2. Votre commandant immédiat décidera n'importe quelle modification dans les niveaux de préparation d'armes. Alors que normalement votre commandant donnera l'ordre d'ouvrir le feu, vous avez le droit de faire usage de la force nécessaire en cas d'autodéfense pour vous protéger vous-même et ceux dont il est votre devoir de protéger. Chaque fois que possible, un avertissement devrait être donné avant d'ouvrir le feu.

3. S'il faut absolument faire usage de la force, vous ne devez employer que le **FORCE MINIMALE** nécessaire. Normalement, le **FORCE MINIMALE** nécessaire implique la succession des actions suivantes:

- a. exhibition d'armes,
- b. avertissement verbal,
- c. refus d'accès à l'endroit protégé,
- d. restriction physique,
- e. tirs d'avertissement,
- f. pointer les armes, et
- g. faire feu sur une personne.

**AVERTISSEMENTS**

4. **AVERTISSEMENT AVANT D'OUVRIR LE FEU.** Chaque fois que possible, un avertissement doit être donné avant de tirer. L'avertissement doit être clairement lancé à haute voix en ANGLAIS/FRANCAIS ou en KINYARWANDA:

**STOP-HANDS UP/ ARRETEZ, LEVEZ LES MAINS/  
HAGARARA, AMABOKO HEJURU**

**(PAUSE)**

**STOP OR I WILL SHOOT/ ARRETEZ OU JE TIRE/  
HAGARARA CYANGWA BAKURASE**

A-1/2

RESTREINT NU

5. **FAIRE FEU APRES AVERTISSEMENT.** Après avertissement, vous pouvez tirer sur une personne afin d'éviter la mort ou un dommage corporel grave si et seulement si:

- a. la personne porte une arme dangereuse (ex. une arme à feu, un système improvisé pour faire feu ou une machette);
- b. vous pensez que ET la personne est sur le point de vous attaquer vous-même, votre unité, ou toute personne dont il est votre devoir de protéger; ET
- c. la personne refuse de s'arrêter quand elle est appelée à le faire; ET
- d. vous estimez qu'il n'y a pas d'autres moyens d'arrêter la personne.

6. **FAIRE FEU SANS AVERTISSEMENT.** Vous pouvez tirer sur une personne sans avertissement afin d'éviter la mort ou un dommage corporel grave si et seulement si cette personne:

- a. a utilisé ou est entrain d'utiliser une arme à feu ou une autre arme dangereuse contre vous, votre unité ou des personnes dont il est votre devoir de protéger; OU
- b. porte ce que vous estimez être une arme dangereuse, ET elle est visiblement sur le point de l'utiliser, ET vous estimez qu'il n'y a pas d'autre moyen de vous protéger vous-même, votre unité, ou les personnes dont il est votre devoir de protéger.

7. Si vous devez absolument tirer, vous devez rendre compte de tous les coups tirés dans un rapport rédigé et soumis à votre commandant immédiat.

NIVEAUX DE PREPARATION/ALERTE DE LA MINUAR

NO	SITUATION	UNITES/QG	ACTION
1	VERTE	TOUS	1.Activités normales 2.RDE: Règle 1-Scénario B, Règle 2-Scénario A, Règle 3-Scénario B, Règle 4-Scénario A, Règle 5-Scénario A, Règle 6-Scénario A.
2	JAUNE	QG	1.Préparation de la situation suivante commence. 2.Intensification des liaisons. 3.Visites des VIP reportées. 4.Pas de congé sauf pour des raisons humanitaires.
		UNITES	1.Stade de précaution. 2.Double sentinelle. 3.Mouvement nocturne restreint. 4.Tester les abris. 5.Alerter les troupes. 6.Pas de congé sauf pour des raisons humanitaires. 7.Consolider les communications, les unités et les armes. 8.3 heures de Préparation accordées aux troupes en réserve pour se mettre en mouvement.
		TOUS	RDE: Règle 1-Scénario B, Règle 2-Scénario B, Règle 3-Scénario C, Règle 4-Scénario A, Règle 5-Scénario A, Règle 6-Scénario A.

3	ROUGE	QG	1. Alerte générale. 2. Visites des personnalités importantes annulées. 3. Pas de congé. 4. Seuls les mouvements d'urgence sont permis. 5. Envoi des Rapports Spéciaux sur la Situation au QG des NU. 6. Evacuation des civils si la situation le permet.
		UNITES	1. Troupes en position défensive. 2. Troupes en position d'alerte. 3. Une heure de préparation aux troupes en réserve pour se mettre en mouvement. 4. Pas de congé. 5. Les troupes de garde à l'extérieur portent des gilets pare-balles.
		TOUS	<b>RDE: Règle 1-Scénario B, Règle 2-Scénario B, Règle 3-Scénario D, Règle 4-Scénario B, Règle 5-Scénario B, Règle 6-Scénario B.</b>

**AIDE MEMOIRE - REGLES D'ENGAGEMENT**

NOTE: Le situation VERTE est encadrée.

**REGLE UNE:       AUTORISATION DE PORTER LES ARMES**

SCENARIO A:       Pas d'autorisation.

SCENARIO B:       Autorisation accordée.
--

**REGLE DEUX:       ETAT DES ARMES**

SCENARIO A:       Les armes seront portées chargées.
--

SCENARIO B:       Les armes seront chargées mais sécurisées.

**REGLE TROIS:       RIPOSTE A UNE INTENTION OU ACTE HOSTILE SANS FAIRE  
USAGE DU FEU**

SCENARIO A:       Observer et transmettre un rapport mais se  
retirer pour préserver ses propres forces.

SCENARIO B:       Rester sur place. Constater et établir une liaison avec la (les) force (s) opposées et/ou les autorités locales concernées.
--

SCENARIO C:       Observer et faire un rapport. Rester sur  
place. Avertir l'agresseur de votre  
intention de faire usage de la force et se  
montrer ferme par des moyens appropriés sans  
ouvrir le feu.

SCENARIO D:       Observer et faire un rapport. Rester sur  
place. Avertir l'agresseur de votre  
intention de faire usage de la force et se  
montrer ferme par des moyens appropriés. Le  
tir à titre démonstratif est autorisé.

**REGLE QUATRE: DESARMEMENT DU PERSONNEL PARAMILITAIRE OU DES CIVILS**

SCENARIO A: Pas d'autorisation.
---------------------------------

SCENARIO B: L'autorisation est accordée. Au cours de cette activité, l'usage de la force minimum jusqu'à l'emploi de la force mortelle si une intention hostile est affichée ou un acte hostile commis. Remettre l'affaire à l'autorité appropriée aussi tôt que possible.

**REGLE CINQ: INTERVENTION ET TIRS D'AVERTISSEMENT**

SCENARIO A: L'intervention entre les factions en guerre est interdite.
--

SCENARIO B: Intervention avec usage de la force mortelle contre des cibles bien identifiées et désignées seulement après que des coups d'avertissements aient été tirés dans le cadre du processus d'avertissement.

**REGLE SIX: CONTROLE DES SYSTEMES D'ARMES**

SCENARIO A: Il est interdit d'armer, préparer, déplacer et de faire usage des armes à feu en présence des forces en conflit.
--



SCENARIO B: L'activité ci-haut décrite est permise en présence des forces en conflit mais elle sera spécifiée par les notes suivantes:

- (1) Armer (type de système)
- (2) Préparer (type de système)
- (3) Déplacer (type de système)
- (4) Faire feu (type de système)

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UNAMIR FORCE SOP

PART SEVEN

MEDICAL

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SECTION TWO	-	RESPONSIBILITIES OF KEY PERSONNEL
SECTION THREE	-	REPORTS AND RETURNS
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UNAMIR FORCE SOP

PART SEVEN

MEDICAL

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**SECTION ONE - COMMAND AND CONTROL**

**GENERAL**

1. This SOP details the method of comd and con of Medical Branch. Medical Branch is responsible to the FC on all matters affecting the health of UNAMIR.
2. **Role.** The role of Medical Branch is the co-ordination of all medical support to the force and to Humanitarian Support relief in Rwanda. It also provides advice to the FC on matters designed to promote health and prevent disease.
3. **ORBAT.** Med Branch is organised as follows:
  - a. Force Med Officer (FMO);
  - b. G3 Med (Ops) - Health Operations (SO2 Hlth Ops);
  - c. G4 Med (Log) - Health Logistics (SO2 Hlth Log);
  - d. SO Med;
  - e. F Health Officer; and
  - f. Chief Clerk (CCLK).
4. From time to time other staff members will be attached to Med Br. These may be liaison off/representatives from the Force Medical Units as follows:
  - a. Norwegian Medical Centre (NORMED);
  - b. 95 CMSG.
5. An advisory position of FHO on Med Br is held by the senior Pvnt Med Officer from 95 CMSG.

**METHOD AND SUCCESSION OF COMMAND**

6. FMO will normally exercise comd of Med Br from Force HQ. However he/she may temporarily exercise comd from another loc. The succession of comd in Med Br is as follows:
  - a. G3 Med (Ops);
  - b. SO Med (Admin Offr);
  - c. G4 Med (Log);
  - d. Senior Medical Officer from NORMED.

**ORDERS GROUPS**

7.The Med Br OGP will comprise all members and attached personnel. A representative of each Medical unit will usually be required to attend.

**RECON GROUP**

8.The composition of the R GP will generally be as follows:

- a.FMO;
- b.Representative from Med Br (usually Lo);
- c. Linguist;
- d. Int rep;
- e. Med asst;
- f. Driver; and
- g. Protection party

9.Variations to the above list will be made based on the situation and task.

**DISTRIBUTION OF ORDERS/PLANS AND DIRECTIVES**

10.The distribution list for orders. plans and directives is as per UNAMIR distribution list. All health units under comd or in spt of UNAMIR are to submit an info copy of orders and plans to Med Br.

**LIAISON**

11.Liaison between Med Br and health units is frequently required for comd and con purposes. Initiative should be taken to arrange contact without direction.

12.LOs will be used as follows:

- a.to convey orders and future intentions of the FMO;
- b.to provide info on the situation to the FMO;
- c.to interface with other UN authorities, NGO and government offices.

13.LOs are to attend all conferences at their own HQ whenever possible, as well as attending O Gp of the HQ to which they are attached.

14.An Aide Memoire for LOs is at Annex A.

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ANNEX A TO  
UNAMIR SOPs  
PART 7 SECTION 1

**AIDE MEMOIRE FOR LIAISON OFFRS**

1. Liaison Offrs are to:

**a. Before Departure.**

- (1) Be prep to spend the night away from HQ.
- (2) Check comms and SOI details
- (3) Take with them the latest SITREP from the HQ.
- (4) Inform HQ of their whereabouts.
- (5) Check their routine with the Ops Room and the latest grid ref of the HQ unit they are visiting.
- (6) Know the next likely loc of the HQ.
- (7) Inform the HQ/unit they are visiting of their ETA.

**b. At the Destination**

- (1) Obtain latest SITREP and pass on latest info.
- (2) Advise parent HQ of ETD and ETA as soon as known.

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**SECTION TWO - RESPONSIBILITIES OF KEY PERSONNEL**

**GENERAL**

1. All personnel within Med Br are responsible to the FMO for the smooth functioning of the Branch. While each has a specialist field, all should be prepared to assist in the functioning of the Branch as a whole.

**Responsibilities.** Responsibilities of key personnel are as follows:

a. **Force Medical Officer (FMO):**

(1) Plans, directs, and advises and supervises all activities related to the medical support plan. Provides medical expertise to the Force Commander (FC) and to all contingent Senior Medical Officers (SMedOS) of the mission.

(2) Conducts initial and on-going deployment medical assessments and surveys. Gathers and distributes information of general medical situation in the operational area and of medical threats.

(a) Assesses the local medical facilities and advises on their suitability.

(b) Evaluates and coordinates medical support received from Host Nation Support.

(3) Oversees medical standards of all medical care functions. This will also include inspections of military medical facilities in-theatre.

(4) Ensures all military medical units extend their services to the UN civilian support staff, and other UN staff members assigned to that particular mission.

(5) Recommends Holding/Evacuation Policies to FC, and to UN HQ.

(6) Provides guidelines for MEDEVACS and coordinates inter and intra-theatre MEDEVACS.

(7) In concert with UN HQ, and the FC, provides guidance in the treatment of non-UN force personnel.

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(8) Responsible for coordination of medical matters with Non-Government Organizations (NGOs), Private Organizations (PVOS), and with local medical authorities.

(9) Responsible for collection of medical information/statistical reporting as required by UN HQ.

(10) Resolves clinical differences between national contingents.

(11) Responsible for the economic considerations for all of the above.

b. **G3 Med (Ops)**. Responsible to the FMO for:

(1) The overall co-ordination of the Med Br Ops Rm;

(2) Assisting in preparation of orders and plans;

(3) Keeping the FMO informed of the loc, situation and capabilities;

(4) The co-ordination of all evacuation matters;

(5) The co-ordination of all repatriation matters as they apply to Med Br;

(6) Compilation of med ops returns; and

(7) Medical advisor to F Comd in absence of FMO.

c. **G4 Med (Log)**. Responsible to the FMO for:

(1) The overall supervision of medical procurement and resupply to units;

(2) The provision of advice on health logistics matters;

(3) Assisting in the preparation of orders and plans;

(4) Keeping the FMO informed of all health resupply;

(5) Compilation of medical logistics returns

d. **SO Med Admin.** Responsible to FMO for:

(1) 2IC functions in HQ Med Section;

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- (2) Advises med staff officers, NORMED staff and contingent RAP's on med admin matters;
- (3) Overall coord of activities between med ops and med logistics;
- (4) Supervises staff and functions of orderly room;
- (5) Pers admin for HQ Med Section staff;
- (6) Overall coord of Med reports and med policy and procedures;
- (7) Participates in duty roster for Med Br Ops.

e. **Force Health Officer** Responsible to the FMO for:

- (1) The provision of health advice to staff and national contingents on preventive measures;
- (2) Inspection and auditing of national measures to ensure international standards are maintained in the area of:
  - (a) food;
  - (b) water; and
  - (c) sanitation.
- (3) The co-ordination of mission dependant preventive medicine services such as regional spraying or vector control;
- (4) Reporting on, and maintaining standards of occupational Health and Safety as they apply to national contingents.

f. **WO CLK ADMIN.** Responsible to the FMO for:

- (1) Maintenance, receipt, dispatch, correspondence and filing daily;
- (2) Assisting in Medical Evacuation procedures both tactical and strategic;
- (3) Assisting in repatriation of UN military personnel on medical grounds;
- (4) Ensuring all periodical reports and returns completed at end of each week and each month;

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- (5) Ensuring weekly medical treatment reports collated and necessary action taken;
- (6) Collate and distribute weekly and monthly treatment statistics;
- (7) Perform the duties of Medical Branch Duty Officer when required;
- (8) Resupply as necessary office equipment and stationary;
- (9) Carrying out daily general administration;
- (10) Assisting FMO, FHO and G4 Med Log when required;
- (11) Assisting G3 Med Ops with medical operations duties as required.

g. **LO Representatives from Force Medical Units**  
Responsible to the FMO for:

- (1) All co-ordination matters between their unit and Med Br;
- (2) Assisting G3 Med (Ops) and G4 Med (Log) as required.

**DUTY STATEMENT - WO CLK ADMIN**

**MEDICAL BRANCH HQ UNAMIR**

**Duties:**

1. Maintain, receipt, dispatch, correspondance and filing, daily.
2. Assist in Medical Evacuation procedures both tactical and strategic.
3. Assist in Repatriation of UN military personnel on medical grounds.
4. Ensure all periodical reports and returns completed at end of each week and each month.
5. Ensure weekly Medical Treatment reports collated and necessary action taken.
6. Collate and distribute weekly and monthly treatment statistics.
7. Perform the duties of Medical Branch Duty Officer when required.
8. Ensure necessary items are available for daily sitrep.
9. Resupply as necessary office equipment and stationary.
10. Sub Account holder.
11. Carry out daily general administration.
12. Assist FMO, FHO and G4 Med Log when required.
13. Assist G3 Med Ops with medical operations duties as required.

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**SECTION THREE - REPORTS AND RETURNS**

**General**

1. The FMO is required to submit periodic reports and returns to both Force HQ and HQ UN NY. To assist in this reporting, medical establishments are required to provide information to Med Branch on a regular basis. The requirements for reports and returns are laid down as follows:

Annexes:

A. Medical Operations Returns

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**MEDICAL OPERATIONS**  
**SCHEDULE OF REPORTS, RETURNS AND TIMINGS**

Serial/ Appendix	Title of Report/ Return	Correct as at	Originator		Sent To	By Time	Means of Transmission	Remarks
			Medical Unit	Medical Branch				
1	Daily Medical SITREP	Midnight	(Levels 2 and 3 only)		Medical Branch	0800 following day	Hard Copy	
2	Weekly Medical SITREP	Midnight on Sunday	Level 1 only		Medical Branch	0800 following day	Hard Copy	
3	Location levels and capabilities return	Last day of the month	(Levels 2 and 3 only)	X	Unit to Med Br Med Br to UN NY	1st of following month	Hard copy fax or message	Initial notification to be made by verbal means
4	Medical Flash Report	ASAP	ALL		Med Branch	ASAP after incident	Hard copy fax or message	
5	Medical Treatment Report	Midnight Sunday of each week	ALL	X	Med Branch	0800 hrs Monday	Hard copy fax or message	
6	Health Surveillance Report	Midnight on Sunday of each week	level 1 only		Med Branch	1200 Monday	Hard Copy	

**DAILY MEDICAL SITUATION REPORT**  
**LEVELS 2 AND 3 ONLY**

Purpose of Medical Situation Report (MEDSITREP): To inform medical staff at operational level headquarters of the Health Service situation.

1. From:
2. To:
3. Info:
  - a. DTG of release.
  - b. Report as at (DTG)
  - c. Medical evacuation status:
    - (1) Number of pers unit supporting.
    - (2) Number of patients treated since last report.
    - (3) Number of patients admitted since last report.
    - (4) Number of patients evacuated since last report.
    - (5) Number of patients returned to duty since last report.
    - (6) Number of patients died since last report.
    - (7) Number of patients presently held.
    - (8) Number of patients awaiting evacuation.
  - d. Hospital status:
    - (1) Name of unit/org (1).
    - (2) Number of operational beds (2).
    - (3) Number of available beds (10). (NORMED)
    - (4) Significant personnel shortages.
    - (5) Significant events/activities.

- e. Medical logistic situation - Significant shortages of medical and dental (Class 8) supply items.
- f. Mass casualty situation (As required)
  - (1) Cause.
  - (2) Location (name/grid reference).
  - (3) Number of casualties.
  - (4) Unit(s) affected.
- 4. Epidemic situation (As required)
  - (1) Disease.
  - (2) Location (name/grid reference).
  - (3) Number of patients.
  - (4) Unit(s) affected.
- a. Remarks:

Notes:

- 1. Repeat as necessary.
- 2. Beds supported by personnel and equipment to provide treatment appropriate to unit role.
- 3. Beds that are operational and NOT occupied by patients.

**WEEKLY MEDICAL SITUATION REPORT**  
**LEVEL ONE ONLY**

Purpose of Medical Situation Report (MEDSITREP): To inform medical staff at operational level headquarters of the Health Service situation.

1. From:
2. To:
3. Info:
  - a. DTG of release.
  - b. Report as at (DTG)
  - c. Medical evacuation status:
    - (1) Number of pers unit supporting.
    - (2) Number of patients treated since last report.
    - (3) Number of patients admitted since last report.
    - (4) Number of patients evacuated since last report.
    - (5) Number of patients returned to duty since last report.
    - (6) Number of patients died since last report.
    - (7) Number of patients presently held.
    - (8) Number of patients awaiting evacuation.
  - d. Hospital status:
    - (1) Name of unit/org (1).
    - (2) Number of operational beds (2).
    - (3) Number of available beds (10. (NORMED)
    - (4) Significant personnel shortages.
    - (5) Significant major equipment deficiencies.
    - (6) Significant events/activities.

e. Medical logistic situation - Significant shortages of medical and dental (Class 8) supply items.

f. Mass casualty situation (As required)

(1) Cause.

(2) Location (name/grid reference).

(3) Number of casualties.

(4) Unit(s) affected.

4. Epidemic situation (As required)

(1) Disease.

(2) Location (name/grid reference).

(3) Number of patients.

(4) Unit(s) affected.

a. Remarks:

Notes:

1. Repeat as necessary.

2. Beds supported by personnel and equipment to provide treatment appropriate to unit role.

3. Beds that are operational and NOT occupied by patients.



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APPENDIX III TO  
ANNEX A

**LOCATION, LEVEL, CAPABILITIES** - level 2 and 3 only  
(Report is requested on the first of every month)

Date of report: \_\_\_\_\_

Name of Mission/medical  
unit \_\_\_\_\_

Change in location, level, capabilities:  
NO - see former report  
YES - see report below

1. Organization:

Name, rank, title of  
header \_\_\_\_\_

Location: \_\_\_\_\_  
Point of  
contact: \_\_\_\_\_

Phone  
number: \_\_\_\_\_

Other communication system (numbers, radio frequencies,  
call sign  
etc): \_\_\_\_\_  
\_\_\_\_\_

Next airfield or  
helicopter/distance: \_\_\_\_\_

2. Personnel:

physicians/specialists: \_\_\_\_\_

nurses: \_\_\_\_\_

medics: \_\_\_\_\_

other: \_\_\_\_\_

total: \_\_\_\_\_

3. Beds and/or cots: total: \_\_\_\_\_

surgical: \_\_\_\_\_

maximum number in case of mass casualty: \_\_\_\_\_

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4. Medical capability:  
specialities \_\_\_\_\_

\_\_\_\_\_

isolation ward: \_\_\_\_\_

5. Intensive care unit: ICU  
beds: \_\_\_\_\_  
equipment: \_\_\_\_\_

6. Surgical capability:  
specialities: \_\_\_\_\_

\_\_\_\_\_

operating rooms: \_\_\_\_\_

operating teams: \_\_\_\_\_

7. Laboratory capabilities:  
microbiology: \_\_\_\_\_

virology: \_\_\_\_\_

parasitology: \_\_\_\_\_

8. X-RAY:  
skeleton: \_\_\_\_\_

abdominal: \_\_\_\_\_

ultrasound: \_\_\_\_\_

others: \_\_\_\_\_

9. Blood bank: screening  
methods: \_\_\_\_\_

\_\_\_\_\_

10. Dental  
Capability: \_\_\_\_\_

11. Other special  
capabilities: \_\_\_\_\_

12. Preventative medicine  
assets: \_\_\_\_\_

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APPENDIX III TO  
ANNEX A

13. Veterinarian  
service: \_\_\_\_\_

14. Medevac capability:  
ground: (number of ambulances): \_\_\_\_\_  
air: (number of aircraft (Capacity and location) \_\_\_\_\_

request procedures incl. phone number or frequencies:  
\_\_\_\_\_  
\_\_\_\_\_

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**Medical Flash Report**

(Report must be submitted immediately, with follow-up reports as soon as additional information is available)

Mission/Unit: \_\_\_\_\_ Date of report: \_\_/\_\_/\_\_  
Type of incident: \_\_\_\_\_  
Place of incident: \_\_\_\_\_  
Time of incident: \_\_\_\_\_

DEAD	DNBI	DOW	KIA	TOTAL
Military UN				
Civil UN				
Local hired UN				
Military Observers				
Civil Police				
Civilians				

WOUNDED, INJURED, SICK	DNBI	NBI	WIA	TOTAL
Military UN				
Civil Un				
Local hired UN				
Military Observers				
Civil Police				
Civilians				

DNBW = dies as result of non-battle wound/injury  
DOW = died in hospital as result of battle wound/injury  
KIA = killed in action (dies out of hospital)  
DNBI = disease and non battle injury  
NBI = non battle injury  
WIA = wounded in action

Diagnoses of infectious disease outbreak or other illnesses:  
\_\_\_\_\_  
\_\_\_\_\_

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APPENDIX IV TO  
ANNEX A

Verified: \_\_\_\_\_  
**Decisions made:** \_\_\_\_\_

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

Additional information: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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UNITED NATIONS MEDICAL SUPPORT  
MEDICAL TREATMENT REPORT - DIAGNOSES (Monthly - for previous month)

DATE OF REPORT:

MISSION: UNIT	OUTPATIENT	INPATIENT	MEDICAL EVACUATION	REPATRIATION	DEATH
TRAUMAS					
- WEAPONS, MINES, ETC					
- TRAFFIC					
- SPORT/OTHER ACCIDENTS					
NON-INFECTIOUS DISEASES					
- CARDIOVASCULAR					
- PULMONARY (EXCEPT TBC)					
- GASTROINTESTINAL					
- URO-GENITAL (EXCEPT VENEREAL)					
- ARTHRITIS & MUSCULOSKELETAL					
- NEUROLOGICAL					
- EYE					
- ENT					
- SKIN					
- ABUSE (ALCOHOL & DRUGS)					
- TUMOURS					
INFECTIOUS DISEASES					
- UPPER RESPIRATORY INFECTION					
- DIARRHOEA					
- DYSENTERY					
- TUBERCULOSIS					
- INFLUENZA					
- TYPHOID FEVER					
- HEPATITIS (A,B,C)					
- DENGUE FEVER					
- CHOLERA					
- POLIOMYELITIS					
- MENINGITIS					
PARASITIC DISEASES					
- MALARIA					
- AMOEBIASIS					
- GIARDIASIS					
- LEISHMANIASIS					
- PEDICULOSIS					
- SCABIES					
- ASCARIASIS					
- ENTEROBIASIS					
- ANCHYLOSTOMIASIS					
- TAENIA					
- ECHINOCOCCUS					
- BILHARZIASIS					
- FILARIASIS					
SEXUALLY TRANSMITTED DISEASES					
- GONORRHOEA					
- SYPHILIS					
- CHANCROID					
- HIV/AIDS					
GYNAECOLOGICAL					
- VAGINITIS					
- PID					
- PREGNANCY					
- OTHER					
OTHER					
- ACCIDENTAL					
- CHEMICAL/BIOLOGICAL AGENTS					
BITE					
- DOG					
- SNAKE					
- SCORPION					
VACCINATIONS					
- VACCINATIONS					
- EXAMINATIONS					
DENTAL					
- FILLINGS					
- OTHER					

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WEEKLY HEALTH SURVEILLANCE REPORT

LEVEL 1F/CY      LOCATION:      REPORT PERIOD:

SERIAL	DIAGNOSTIC CATEGORIES	PERS	REMARKS
	GENERAL DIAGNOSTIC CATEGORIES		
A	DERMATOLOGICAL ILLNESSES (DER)		
B	OPHTHALMIC ILLNESSES/INJURIES (EYE)		
C	RESPIRATORY ILLNESSES (RES)		
D	GASTRO-INTESTINAL ILLNESSES (G-I)		
E	MEDICAL ILLNESSES (MED)		
F	SURGICAL INJURIES (SUR)		
G	ORTHOPAEDIC INJURIES:		
	SPORTS INJURIES (OSP)		
	OTHER INJURIES (OOI)		
	OTHER (OTH)		
H	HEAT/COLD INJURIES (H/C)		
I	ANIMAL BITES (BIT)		
J	SEXUALLY TRANSMITTED DISEASES (STD)		
K	UNEXPLAINED FEVER (FEV)		
L	PSYCHIATRIC ILLNESSES (PSY)		
M	SUBSTANCES ABUSE (ABU)		
N	DENTAL (DEN)		
O	GYNAECOLOGICAL ILLNESSES (GYN)		
P	MISCELLANEOUS (MIS)		
	SPECIAL DIAGNOSTIC CATEGORIES:		
	COMMENTS/REMARKS		



PERSONNEL  
SCHEDULE OF REPORTS, RETURNS AND TIMINGS

SERIAL/APPENDIX	TITLE OF REPORT /RETURN	CORRECT AS AT	O-PGINATOR		SENT TO	BY TIME	MEANS OF TRANSMISSION	REMARKS
			MED UNIT	MED BR				

MEDICAL LOGISTICS  
SCHEDULE OF REPORTS, RETURNS AND TIMINGS

SERIAL/APPENDIX	TITLE OF REPORT /RETURN	CORRECT AS AT	ORIGINATOR		SENT TO	BY TIME	MEANS OF TRANSMISSION	REMARKS
			MED UNIT	MED BR				

**SECTION FOUR - FUNCTIONING OF THE OPS ROOM****General**

1. The Med Br Ops room is to be manned throughout UNAMIR HQ working hours. It is located in room 2077 of UNAMIR HQ. Manning of Ops room will be a minimum of one person at all times. After hours, manning will be via motorola by rostered duty offr, call sign M93D on channel 4.

2. G3 Med (Ops) is responsible for formulating the duty officer roster. He is also responsible for briefing oncoming duty officers before they mount duty.

**Responsibilities**

3. The responsibilities of the duty officer are at Annex A. He is the representative of the FMO after hours and should be prepared to give an up to date brief/sitrep at any time. A handover procedure checklist is also contained in Annex A.

**Duty Logs**

4. Duty officers are to maintain a duty log, a copy of which is at Annex B. Details are to include a summary of voice, radio, telephone info received/sent.

**Communications**

5. Contact telephone numbers as follows:

**a. Working hours:**

(1)	FMO	-	11105 c/s M9 ch 4
(2)	G3 Med (Ops)	-	11116 c/s M93 ch 4
(3)	S0 Med	-	11116 c/s M92 ch 4
(4)	G4 Med (Log)	-	11116 c/s M94 ch 4
(5)	NORMED	-	11731 c/s NORMED ch 4
(6)	Air Ops	-	11161 c/s 93HA ch 4

**b. After working hours:**

(1)	Duty Offr	-	c/s M93D ch 4
(2)	FMO	-	11711 c/s M9 ch 4
(3)	G3 Med (Ops)	-	83869 c/s M93 ch 4
(4)	G4 Med (Log)	-	11028 c/s M94 ch 4

Annexes: A. Duty Officers Responsibilities  
B. Duty Officer's Log

**DUTY OFFICERS RESPONSIBILITIES**

**Duty Offr**

1. All Ops Cell Duty Offr are responsible for the gen op of the ops cell and handling all occurrences. Duty Offr are to understand fully the med plan and must ensure it is being implemented properly. Duty Offr are to make the FMO/G3 Med (Ops) aware of any significant occurrences that may jeopardize the execution of the plan.
2. The on-coming Duty Offr must be fully briefed by the off-going Duty Offr on the following:
  - a. Activities up to the present time;
  - b. Current sit;
  - c. Future intentions;
  - d. Outstanding action;
  - e. Codeword and nick names;
  - f. Comm state, codes SOI and Net diagrams; and
  - g. Loc of FMO and G3 Med (Ops)
3. The Duty Offr is to:
  - a. Record occurrences in the duty log in sufficient details to be understood
  - b. Cfm accuracy of all locstats given and sent;
  - c. Follow up late returns from units;
  - d. Submit reports and returns IAW section three of this SOP;
  - e. Be prepared to brief on current sit as req;
  - f. Spr maint and tidiness of the Ops Cell; and
  - g. Brief the relief Duty Offr.

DUTY LOG

DATE:                      PERIOD FROM:                      HRS    TO:                      HRS

SERIAL	TIME	TO	TEXT	ACTION BY DO	CP ACTION COMPLETED

**SECTION FIVE - EVACUATION AND REPATRIATION**

**General**

1. This SOP is divided into three areas;
  - a. Casualty Evacuation;
  - b. Medical Evacuation; and
  - c. Medical Repatriation.

**CASUALTY EVACUATION**

**General**

2. Casualty evacuation (CASEVAC) is the process of moving any person who is wounded, injured or diseased to and or between medical treatment facilities. It includes surface evacuation and aeromedical evacuation (AME).
3. The purpose of this SOP is to define the casualty evacuation process and to describe the procedures in the evacuation of all casualties.

**Evacuation Priorities**

4. All cas and especially those with major injuries require special consideration of their individual treatment and evacuation needs. Consequently the following priorities are assigned to cover this requirement:
  - a. Priority one. Pri one cas are those whose life is immediately threatened. Rapid evacuation, urgent resuscitation and or surgery are required.
  - b. Priority two. Pri two cas are those whose life or limb is in serious jeopardy. Evacuation to allow early resuscitation and or surgery is required.
  - c. Priority three. Pri three cas are those for whom neither life nor limb are in serious jeopardy. Evacuation should be as soon as possible.

**Types of Evacuation**

5. Aeromedical evacuation (AME). AME is the movement of patients to a medical facility by air transportation. It may be by fixed wing or rotary wing aircraft. AME is the preferred means of evacuation for all priority one and two casualties. Priority three mode of evac to be assigned according to distance, weight and aircraft availability, after consultation with medical authority.

6. Road evacuation. Is the movement of patients to a medical facility by any road means. Road evacuation is the preferred means for pri three casualties. This should be by dedicated ambulance.

Casualty Regulation

7. Casualty regulation in the AOR is necessary to ensure that the most appropriate evacuation assets are used. The control of casualty evacuation also ensures that the casualty is transported to the most appropriate medical facility. This is a med ops function.

**CASEVAC Procedures**

8. Request for CASEVAC. All CASEVAC request will be transmitted on the force command net and should be in the message format described at Annex A. This format is to be repeated in all unit SOPs.

9. Casualty Regulation. All requests for CASEVAC will be transmitted to Ops Br HQ UNAMIR. Casualty regulation will be conducted by Medical Branch, HQ UNAMIR. Ops staff will consult Medical Branch for advice on the most suitable means of evacuation and the destination of the casualty. The use of the AME dedicated aircraft will be authorised by the FMO or his representative. The use of other aircraft requires authorization by SO2, G3 Air or duty offr Air Ops on the advice of FMO. Procedures with respect to CASEVAC are outlined at Annex B.

10. AME. If AME is the preferred means of evacuation then the:

- a. AME medical team will be drawn from 95 CMSG Med elements/NORMED. The roster for the on-line AME team will be maintained by med br. The team will be dispatched from the providing unit location to KIGALI airfield.
- b. Aircrew will be notified of the CASEVAC request by Air Ops staff.
- c. Air Ops staff should also advise the control tower at KIGALI airport and gain clearance for the AME team to approach the CASEVAC aircraft; and
- d. Receiving medical facility will be notified of incoming cas by Med Br.

11. Road Evac. Will be used for all pri three cas that occur in the KIGALI area. The process of arranging road evac will be:

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- a. Road evac from RAP to NORMED facilities will be provided by NORMED or INDBATT assets; and
- b. NORMED will be tasked by Med Br to conduct road evacuation.

12. Reporting. The receiving medical facility is to notify Ops Br on the completion of the CASEVAC task.

**MEDICAL EVACUATION**

**GENERAL**

13. Medical evacuation (MEDEVAC) is the movement of any person to a medical facility beyond those provided by UNAMIR. Strategic MEDEVAC generally occurs when the UNAMIR medical facility is unable to provide the services or level of care required in-theatre.

14. The purpose of this SOP is to define the procedures for MEDEVAC.

**ELIGIBILITY**

15. As MEDEVAC is usually at UN expense the MEDEVAC will be to either the nearest suitable destination or that which is most economical. The FMO/CAO will decide the most appropriate location to use. As a guide the following locations are acceptable for use by UN missions in Africa or the Middle East:

a. Africa:

- (1) Nairobi;
- (2) Harare;
- (3) Abidjan;
- (4) Dakar; or
- (5) Johannesburg.

b. Middle East:

- (1) Amman;
- (2) Jerusalem; or
- (3) Cairo.

16. There are basically three means for MEDEVAC out of UNAMIR theatre, namely:

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- a. By dedicated UNAMIR Fixed Wing Aircraft. At present UNAMIR does not have access to a dedicated aircraft. When available this aircraft will be stationed at Kigali International Airport (KIA).
- b. By Opportunity Aircraft. Regular scheduled UNAMIR flights operating between Kigali and other locations will generally be used for routine MEDEVAC. Other aircraft flying into Kigali may also be considered; chartered flying ambulance service may be authorized in some circumstances.
- c. Swiss Air Ambulance. In 1989 the government of Switzerland made available to the UN, air ambulance facilities for the evacuation and repatriation of UN personnel. The organization which provides the service is La Garde Aerienne Suisse de Sauvetage (REGA). More detail about this service will be provided later in this SOP.

**MEDEVAC/PATIENTS APPOINTMENTS/LAB SPECIMENS TO NAIROBI**

17. MEDEVAC must be approved by CAO/FC at UNAMIR HQ. Requests to CAO will be made by the FMO. When initial request is made, a medical report for the patients condition is to be sent. the CAO will then request for final approval from UNNY.

18. In the event of an emergency, the CAO may authorize the MEDEVAC on the advice of the FMO. When available, all details of the MEDEVAC are to be forwarded to UNNY HQ.

**RESPONSIBILITIES DURING MEDEVAC PROCEDURE/PATIENT APPOINTMENTS/LABORATORY SPECIMENS**

19. Contingent. Will provide passport, money, all med documents and personal effects of the patients to the escort while being conveyed to NAIROBI.

20. NORMED. For all MEDEVAC from Kigali to Nairobi, NORMED will play the fol roles:

- a. Provide medical evaluation of the patient's condition, patient stabilization as required, and initiation of MEDEVAC request if clinically indicated.
- b. NORMED attending physician to contact the accepting specialist in Nairobi and arrange the date of appt/hospitalisation.
- c. NORMED to provide early info to Med Ops at UNAMIR HQ of the need to evacuate the patient providing info about his med report, the receiving specialist and equipment/med pers needed to accompany the patient.

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- d. In case of sample for investigation NORMED to info Med Log about the type of sample and investigation required as per SOP. (enclosed as Annex A & B to MEDEVAC Procedures)
- e. For out-patient appts the appt date, specialist name and address are to be forwarded to Med Ops.
- f. NORMED to obtain daily SITREP of patient's condition from the specialist in NAIROBI and info FMO Office.

21. FMO's OFFICE

- a. Is to provide advance info to FCT regarding an intended MEDEVAC.
- b. On confirmation of the Flt schedule Med Ops is to fax the memo to FCT regarding the patient, arrangement for hospitalization, transportation of patient from airport to the specialist hospital, the type of plane and its ETA at Nairobi. FCT to arrange accn for the escort(s).
- c. CASEVAC Coordinator will coord activities at NORMED including patient preparation, passport and personal effects. CASEVAC Coord will relay clinical information to Med Ops, who will coord Air Ops response.
- d. Med Ops to cfm the expected time of departure of the a/c from Kigali to Nairobi in order to direct NORMED to move the patient/sample to the airport.
- e. The movement of personnel (MOP) Form to be completed for patient and escorts and then the completed forms and the copy of a memo fax to FCT be given to the travel unit at Trafipro.
- f. In emergency cases the FCT will be info at short notice and he is expected to respond immediately.

22. FCT

- a. Cfm arrangements with the Specialist Hosp and accompany patient to hospital.
- b. Collect patient and/or samples from the airport and deliver to the receiving medical unit in Nairobi. Coord with Movcon Nairobi as required.
- c. Arrangement accn for the escort(s).

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- d. Liaise with Movcon Nairobi to arrange return journey for the escort(s).
- e. Collect results of investigation on samples and give to movcon to be fwd to NORMED and/or relay results to NORMED by telephone if urgently required.

23. MOVCON

a. MOVCON Kigali is to liaise with MOVCON Nairobi who will collect the passport/visas of patient and escort for processing and arrangement of return journey for the escort(s).

b. MOVCON Nairobi is responsible for collection and safe custody of samples until collected from them by FCT.

**USE OF REGA AIRCRAFT**

24. The use of REGA evacuation means involves special authorization procedures to those outlined above. Once it has been established that an air ambulance is required the FMO will immediately advise CAO. The request from FMO is to include the following details:

a. Evacuation

From: To:

Date evacuation required:

b. Details of patient

NAME:

Date of birth:

Nationality:

Nature of illness/injury:

Present Location:

c. Attending Medical Officer:

Name:

Address:

Contact Number:

d. UN Contact: (Usually CAO)

Name:

Appointment:

Contact Number: (incl Fax)

25. CAO will review the request and advise REGA, who will in turn advise UNAMIR of details. At the completion of the evacuation the FMO is to inform the CAO for his nec actions.

26. There is a monetary ceiling on the use of the REGA facility. Before a request to use REGA is made, all options especially the use of scheduled flights should be

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examined. Countries who organize their own evacuation without correctly requesting it should be aware that the UN may not reimburse costs.

27. REGA provides all evacuation teams and equipment. Countries are not required to provide escorts or evacuation teams.

## **REPATRIATION**

### **GENERAL**

28. The administration procedures for Repatriation are contained in Personnel Branch SOP. The information detailed below provides guidance on Medical Procedures.

29. Repatriation on medical grounds will normally be at UN expense. It is required when the person concerned:

- a. Will not be fit for duty within 30 days including the time for hospitalisation;
- b. Requires treatment which is not available in the mission area: or
- c. Requires special treatment in a national institution.

### **AUTHORIZATION**

30. Repatriation on medical grounds is to be authorised by the FC on the recommendation of the FMO. The standard format for requests is contained in Personnel Branch SOP.

31. Once the FC authorises the repatriation the CAO may approve and proceed with the arrangement for having the individual repatriated. The CAO will consider the urgency of the requirement and the most economical means. The CAO will either make the arrangements through UNAMIR HQ or task the contingent to do so through their national agencies if this is considered most efficient.

### **MEDICAL BRANCH RESPONSIBILITIES**

32. Medical Branch will receive the repatriation request from the unit concerned and the FMO will make a recommendation on the request before passing it to Personnel Branch. Once approved, Medical Branch will only become involved in the co-ordination of patient preparation and movement between UNAMIR medical facility and the departure airfield.

33. The UNAMIR medical facility will be responsible for providing transport to the airport. Medical Branch is to co-ordinate liaison between contingents/units.

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Annexes:

- A. CASEVAC REQUEST PROFORMA
- B. CASEVAC procedures

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**UNAMIR II MEDICAL SOP - SOP CASUALTY EVACUATION**  
**CASEVAC REQUEST**

**Purpose**

1. The purpose of this form is to standardise the format of CASEVAC requests. This proforma is to be used when requiring a CASEVAC REQUEST.

Time Received:.....                      Time Completed:.....

Serial	Description of Serial	Actual CASEVAC Information
A.	STATUS AND NAME(S) OF CAS 1. 2. 3.	
B.	UNIT NAME	
C.	CALLSIGN & FREQ/LL OF UNIT	
D.	PRIORITY OF CASUALTIES	
E.	NUMBER OF CASUALTIES LYING	
F.	NUMBER OF CAS WALKING	
G.	NATURE OF INJURY OR ILLNESS	
H.	GRID REFERENCE AND DESCRIPTION OF LOCATION OF CASUALTY	
I.	REQUIREMENT FOR SPECIAL EQUIPMENT	
J.	TACTICAL SECURITY AT PICKUP POINT	
K.	ANY ADDITIONAL REMARKS INCLUDING MARKING AND APPROACH TO LZ	

UNAMIR MEDICAL SOP - CASUALTY EVACUATION

**CASEVAC REQUEST**

**Purpose**

1. The purpose of this form is to standardise the format of CASEVAC requests. This proforma is to be used when requiring CASEVAC Request

Time Received: \_\_\_\_\_

Serial	Description of Serial	Actual CASEVAC Information
A	Unit Name	
B	Callsign and Frequency of Unit	
C	Priority of Casualty	
D	Number of Casualties - Lying	
E	Number of Casualties - Walking	
F	Nature of Injury or Illness	
G	Grid Reference and Description of location of Casualty	
H	Requirement for Special Equipment	

**CASEVAC PROCEDURES**

1. Monitor comd net for CASEVAC request.
2. On receipt of CASEVAC request, Duty Offr Ops notify Medical Branch. (Medical Branch advises on means of evacuation and the destination of the casualty.) Med Br will carry out the following actions:
3. AME
  - a. Task AME team to move to airfield. Tasking is to include all details of CASEVAC request.
  - b. Notify Air Ops to task aircraft.
  - c. Notify receiving medical facility of CASEVAC.
4. ROAD EVAC:
  - a. Task NORMED to conduct road evac. Tasking is to include all details of CASEVAC request.
5. Reporting:
  - a. Air Ops to inform Med Br when CASEVAC has commenced and when it is completed.



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Annex A to  
SOP MEDIVAC PROCEDURES

**UNITED NATIONS**  
ASSISTANCE MISSION IN RWANDA

**NATIONS UNIES**  
MISSION POUR L'ASSISTANCE AU RWANDA

UNAMIR - MINUAR

Out Going Fax NO. \*\*\*/95

Page 1 of 4 File 538-13-1

TO: MR Y. DIMETROS SAO UNAMIR NAIROBI	FROM: MS SUSAN MATTHEW CAO UNAMIR KIGALI
ATTN: Dave Driggers MOVCON Nairobi MAJ Pratap Shashank/MAJ NG Chowdhury UNAMIR FORCE COORD TEAM	DATE: 95
FAX NO: FAX NO: 254 2 622 668 FAX NO: 254 2 218 016	PHONE: INT + 250 84270 Ext 11116
INFO: NAIROBI HOSPITAL PATHOLOGY DEPT Fax No. *****	FAX NO: INT + 250 86877
Internal dist: DCMO, NORMED, WELFARE OFFR, MOVCON KIGALI	DRAFTED BY: MAJ J.O.Y. ABEBRESE G4 Med Log
Subject: <u>MEDICAL PATHOLOGY TESTING - NAIROBI</u>	
REFERENCE: DCMO MINUTE WELFNBO1 OF 1 MAR 95	

**PRIORITY**

1. UNAMIR PATHOLOGY TESTS THAT ARE BEYOND THE SCOPE OF NORMED ARE REFERRED TO NAIROBI HOSPITAL PATHOLOGY DEPT.
2. MED BR REQUESTS MILOB LOC NAIROBI UNDERTAKE HANDLING OF SAMPLES IN NAIROBI.
3. PROCEDURES AS FOL:
  - A. NORMED HAS REQ MED BR ARRANGE MOV OF SAMPLES (COPY ENC).
  - B. MED BR HAS ARRANGED AIR MOV FOR \*\*\*\*\* 95 (COPY OF MOVREQ ENC).
  - C. **FOR ACTION AUSMED.** CONSIGNMENT IS TO BE DELIVERED TO KIGALI AIRPORT POC KEVIN STORK (DELTA MIKE 7 CHANNEL 11) NLT \*\*\*\*\*HR \*\*\*\*\*95
  - D. **FOR ACTION UNAMIR MOVCON NAIROBI.** REQ SAMPLE BE HELD (REFRIGERATE IF COLLECTION WILL BE DELAYED BEYOND 1400HR) FOR COLLECTION BY MILOB, MILOB IS MAJ NASIM CHOWDHURYI/MAJ PRATAP SHASHANK PH 622598, FAX 622668
  - E. **FOR ACTION MILOB NAIROBI.** REQ MILOB COLLECT SAMPLES FM AIRPORT POC DAVE DRIGGERS 622700 AND ARRANGE RAPID TPT TO PATHOLOGY DEPT NAIROBI HOSP. A LETTER TO NAIROBI REQUESTING THAT THE TESTING BE PERFORMED IS ATTACHED WITH THIS FAX AND SHOULD ACCOMPANY DELIVERY. THIS FAX CONFIRMS MY EARLIER TELEPHONE ADVICE.
  - F. **NAIROBI HOSPITAL PATHOLOGY DEPT.** PLEASE UNDERTAKE THE PATH TESTING ON THE SAMPLES THAT WILL BE DELIVERED TO YOU IN ACCORDANCE WITH THE ATTACHED LETTER AND THE REQUEST FORMS ENCLOSED WITH THE SAMPLES.

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Annex A to  
SOP MEDIVAC PROCEDURES

**UNITED NATIONS**  
ASSISTANCE MISSION IN RWANDA

**NATIONS UNIES**  
MISSION POUR L'ASSISTANCE AU RWANDA

UNAMIR - MINUAR

Out Going Fax NO. \*\*\*/95

Page 1 of 2 File 6500-1-1

TO: MR Y. DIMETROS SAO UNAMIR NAIROBI	FROM: MS SUSAN MATTHEW CAO UNAMIR KIGALI
ATTN: 1. MOVCON NAIROBI 2. UNAMIR LOGISTICS NAIROBI	DATE: 95
FAX NO: FAX NO: 254 2 622 668	PHONE: INT + 250 84270 Ext 11116
INFO: UNAMIR Procurement GI  GIRI Fax No: 254 2 622 065	FAX NO: INT + 250 86877
Internal dist: PROCUREMENT SECTION CONTROL, CILM , MOVCON KIGALI, 95 CMSG	DRAFTED BY: MAJ J.O.Y. ABEBRESE G4 Med Log
Subject: GAS CYLINDERS FOR REFILL IN NAIROBI (BOC GASSES_EX EAST AFRICA OXYGEN)	
REFERENCE: IOR Requisition LOG-20265 AMD 1 of 17 Jul 95	

**PRIORITY**

AAA PLEASE FIND ENCLOSED A COPY OF THE AIR MOVEMENT REQUEST FOR MEDICAL GAS CYLINDERS THAT REQUIRE URGENT REFILL. THE 60 EMPTY CYLINDERS REQUIRE MOVEMENT FROM KIGALI UNAMIR CARGO TERMINAL TO NAIROBI AND TESTING AND REFILLING BY BOC GASSES UNDER CONTRACT AS PER REFERENCE A.

BBB THE GAS TYPES AND CYLINDERS SIZES ARE AS FOLLOWS:  
01 X MEDICAL AIR, SIZE G  
18 X OXYGEN, SIZE G  
08 OXYGEN, SIZE D  
25 X OXYGEN, SIZE C  
01 X ENTENOX, SIZE C  
07 X NO2, SIZE C

CCC THE CYLINDERS ARE PACKED ON THREE PALLETS:  
PALLET A 2M X 1.5M X 1.5M 850 KG  
PALLET B 2M X 1.5M X 1.5M 600 KG  
PALLET C 2M X 1.5M X 1.5M 200 KG

DDD THE CYLINDERS ARE TO BE MOVED TO KIGALI AIRPORT UNAMIR TERMINAL  
\*\*\*\* 95 BY 95 CMSG

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## **SECTION 6 - HEALTH LOGISTICS**

### **HEALTH LOGISTICS REPORTS AND RETURNS**

1. Health logistics reports and returns are detailed in the schedule at Annex A and are to be submitted in signal or written format in accordance with the schedule.
2. Commodity codes are to be used when practicable. Commodity codes for level one medical supplies are listed at Annex B.

### **STOCK LEVELS**

3. In general terms stock levels within theatre are determined by operational activity levels, the total strength/dependency of the Force, and the ability of the civil infrastructure to provide support.
4. All units will deploy with 90 days Class VIII medical stock for organic levels one and two medical facilities. Subsequently a minimum of 14 days stock is to be held and maintained at all times by units deployed in the field.
5. Force Class VIII stock for 60 days is to be held and maintained at the Force Medical Unit pharmacy. The management of this stock is to be the responsibility of HQ UNAMIR (G4 MED). Dispersing of pharmaceuticals is to be carried out at the Force Medical Unit pharmacy.

### **REPLENISHMENT PROCEDURES**

6. Demand Replenishment. Units are to submit message demands to HQ UNAMIR (G4 MED), in the format at Annex C, for routine and urgent replenishment of medical supplies. Demands will be staffed by HQ UNAMIR to Force Medical Unit pharmacy for issue. Routine demands will normally be satisfied within 7 days and supplies will be made available for collection by the demanding unit from Force Medical Unit pharmacy.
7. Items which are peculiar to or specific to a National contingent's requirements are to be procured through National lines of supply at that Nation's expense.
8. Demands for items which are not held in Force stock are to be staffed by G4 Med to CSUPO for local procurement action.
9. Items required by UNAMIR, which are to be procured through donor Nation supply channels are to be the subject of IOR Requests for Medical Supplies raised by HQ UNAMIR (CAO) and will be subject to reimbursement from the UN.

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10. Force Stock Replenishment. Force Stock will be replenished through UN sources under local purchase arrangements every 60 days. G4 Med is to submit a Request for Supplies, covering the relevant inventory, to CSUPO six weeks prior to the required delivery date.

11. Humanitarian Supplies. Request for humanitarian medical supplies are to be submitted to HQ UNAMIR (G4 MED) utilising requisition forms issued separately by G4 MED. Humanitarian medical supplies and pharmaceuticals will be procured through Non Government Organizations and other agencies under arrangements advised by G4 MED. UN medical supplies are not to be utilized for humanitarian relief other than under those circumstances directed by the FMO.

**BLOOD SUPPLY**

12. Force blood stock is to be maintained at the NORMED pathology laboratory. NORMED is to maintain the capacity to store 40 units of blood. Force blood stock levels will be directed by the FMO.

13. Replenishment of blood and perishable blood reagents is to occur every 21 days under arrangements advised by G4 MED through Red Cross Netherlands. NORMED is to be responsible for the safe transit of blood and blood reagents from the airhead to the laboratory.

**HANDLING OF THERMO-LABILE MEDICAL SUPPLIES**

14. Personnel responsible for the procurement, storage, handling and movement of thermo-labile (temperature sensitive) medical supplies are to ensure that such supplies are packaged and stored at the prescribed temperature before, during and after transit. Furthermore, such supplies are to be handled expeditiously to prevent damage from temperature fluctuation caused by undue delays. Medical advice is to be sought wherever necessary in relation to the handling of thermo-labile medical supplies.

**MEDICAL GASES**

15. replenishment of medical gases is to occur every 14 days under arrangements advised by G4 MED.

16. Units requiring medical gas replenishment are to deliver empty gas cylinders to the Force Medical Unit pharmacy. Cylinders will be re-filled by the UN contractor in NAIROBI and subsequently returned to the Force Medical Unit pharmacy within 14 days. Collection of cylinders from the Force Medical Unit pharmacy is to be a unit responsibility.

**REPAIR OF MEDICAL EQUIPMENT**

17. First line repair of medical equipment is to be a unit responsibility. Requests for the repair of equipment requiring second line repair are to be submitted, on an EMEFIX form, to HQ UNAMIR (G4 EME). Equipment which is beyond the capability of UNAMIR to repair is to be repaired or replaced through National contingent arrangements. Medical equipment is only to be repaired and maintained by appropriately qualified medical equipment technicians.

SCHEDULE OF HEALTH LOGISTICS REPORTS AND RETURNS

Serial (a)	Return/Report (b)	Format (c)	Time (d)	From (e)	To (f)
1.	Message Demand	Message	When req.	Units	HQ UNAMIR
2.	Request for Humanitarian Medical Supplies	Form	When req.	Units	HQ UNAMIR
3.	EMEFIX	Message	When req.	Units	HQ UNAMIR

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ANNEX B TO  
UNAMIR SOPs  
PART 7 SECTION 6

**MEDICAL SUPPLY COMMODITY CODES**

(To be issued)

B-1/1

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**FORMAT FOR MEDICAL RESUPPLY MESSAGE DEMAND**

PRECEDENCE

FROM:

TO:

FORMAT (EXPLANATION)

SUBJECT: DEMAND FOR MEDICAL SUPPLIES  
(OPDEM/PRIDEM/MAINTDEM)

- A. UNIT/LOCATION AND DEMAND NUMBER
- B. REASON FOR DEMAND (UNAMIR or Humanitarian use.)
- C. ITEM/S DESCRIPTION AND QUANTITY (Generic description of item/s.)
- D. COLLECTION/DELIVERY REQUIREMENTS (Units will normally be required to collect.)
- E. LATEST DATE/TIME SUPPLIES REQUIRED (BRAVO time zone.)
- F. SIGNALS AT DEMANDING LOCATION (Frequency and Call Sign.)

Notes:

- 1. OPDEM - Operationally urgent demand required up to 6 hours.
- 2. PRIDEM - Priority demand required up to 24 hours.
- 3. MAINTDEM - Maintenance demand required up to 7 days.
- 4. OPDEM and PRIDEM normally passed over radio communications net or facsimile.
- 5. MAINTDEM normally passed in written format.