COMNAVRESFORCOM INSTRUCTION 11320.1D

From: Commander, Navy Reserve Forces Command

Subj: FIRE PREVENTION AND EMERGENCY EVACUATION BILL

Ref: (a) DoD Instruction 6055.6 of 21 December 2006
     (b) OPNAVINST 11320.23G
     (c) COMNAVREGMIDLANTINST 11320.11

Encl: (1) Designated Muster Area for Building NH-32 Personnel

1. Purpose. To promulgate fire prevention regulations and procedures, for the safe emergency evacuation of building NH-32 in the event of a fire, explosion, bomb threat, and/or other emergency.

2. Cancellation. COMNAVRESFORCOMINST 11320.1C.

3. Policy. Fire prevention is a joint responsibility of all personnel. Personnel will be indoctrinated and kept informed, on a frequent basis on procedures of reporting a fire, evacuating the building, and mustering via Safety Stand-downs, Drills, Plan of the Week notes, and other means.

4. Scope. This instruction is issued, in support of references (a) through (c) in order to protect life and property. It defines the functions, duties and responsibilities of Commander, Navy Reserve Force, Commander, Navy Reserve Forces Command (COMNAVRESFORCOM) and Commander, Navy Air Forces Reserve personnel.

5. Responsibilities

   a. Safety Director. Draft and implement Fire Prevention and Protection requirements, and ensure personnel are trained on evacuation procedures. Practice drills will be conducted annually. Practice drills may be unannounced and as realistic as possible to involve all emergency parties.
b. **Fire Wardens.** Four Fire Wardens will be designated in writing. Fire Wardens will report to the Safety Director, assisting in implementing, administering, and enforcing Fire Prevention, Emergency Evacuation, and Fire Safety Programs.

   (1) Fire Wardens will receive indoctrination and training by the Fire Prevention Office prior to assuming their duties.

   (2) Fire Wardens will conduct and document monthly inspections of all building NH-32 spaces. Inspections shall include visual inspection of portable fire extinguishers, 30 second operational testing of emergency lighting fixtures, exit signage, proper functioning of all emergency egress doors (including door hardware i.e., panic push-bar, closers, hinges), and storage/machine/electrical telephone rooms (general housekeeping). Ensure minimum clearances of 18 inches are maintained around all sprinkler heads and clear paths of egress within all workspaces.

   (3) Assist in training staff personnel on Fire Prevention and Emergency Evacuation Procedures.

c. **Mustering Officials**

   (1) Each department will appoint at least one primary mustering official and alternate, as deemed necessary, and maintain a current list of assigned personnel (military and civilian). Mustering officials will have ready access to this list and take it with them in the event of evacuation.

   (2) In the event of a fire drill, Designated mustering officials will conduct muster, identify absent personnel and reason(s) for absence (i.e., temporary additional duty, leave, sick in quarters, regular day off, Telework, etc.), and report status of personnel to the Officer of the Deck (OOD) or Staff Duty Petty Officer (SDPO) of personnel “not accounted” for and their last known location. SDPO and/or the OOD will provide information to the Command Duty Officer (CDO) who will provide to local emergency and naval authority for further action as necessary.
(3) Under no circumstances will evacuated persons reenter the building.

d. Personnel requiring assistance

(1) Each department will identify, personnel requiring assistance, and assign primary and alternate personnel within their department to aid in egress. Drills will be conducted as necessary to ensure emergency egress personnel are trained and aware of their responsibilities. These individuals will remain with the person throughout the entire evacuation process, providing mobility and communication assistance as needed.

(2) If a separate evacuation route is required for the individual(s) requiring assistance, it shall be clearly posted in the Duty Office. Personnel shall practice emergency evacuation annually and be thoroughly familiar with the alternate route.

e. Visitors. Visitors will evacuate and muster with the department they are visiting. Groups or personnel visiting and utilizing command auditorium or conference rooms, will proceed to muster area, report any personnel "not accounted" for to the OOD or SDPO.

6. Action. All personnel attached to, employed, using or performing work at the COMNAVRESFORCOM Headquarters building (NH-32) shall comply fully with this instruction.

7. Procedures for reporting a fire. The person discovering any fire, regardless of magnitude will:

a. Immediately notify occupants in the immediate vicinity of the fire verbally or pulling the nearest fire alarm pull box. In the event the fire is small in nature and the member feels they can extinguish the fire safely to prevent further damage, the facility is equipped with fire extinguishers. At no time, should a member put themselves or anyone else in danger in this effort. Immediately evacuate the building, once in a safe area, dial 444-3333 and give detailed information to the dispatcher as possible.
b. All fires are to be reported, including extinguished fires. Fire alarm pull boxes may not always be operational, therefore always follow up with a telephone call to the Emergency Call Center/Fire Dispatch.

8. Procedures when a fire alarm is sounded

a. Personnel will immediately evacuate via nearest exit and proceed to their designated place of muster per enclosure (1). Use only the stairs and do not run. Under no circumstances will a person use an elevator during an evacuation. Time permitting; shut off lights, electrical equipment, secure classified material and close doors. Do not endanger yourself or others in this effort.

b. Attention will be given to the following mustering criteria when evacuating the building:

(1) The OOD and SDPO will evacuate the building, collecting the recall bill, log book, duty cell phones, key ring(s) and megaphone. All other duty section personnel will proceed to the muster area, muster with their department and standby for further direction. The OOD and SDPO will report to the muster site, expedite collecting department reports and report status via cell phone to the CDO of any personnel “not accounted” for and their last known location. The CDO will report status of personnel to the Fire Chief and Chief of Staff.

(2) Safety personnel, if available, and CDO will standby to assist and provide guidance to and from emergency personnel. The CDO will provide the key to the front door and mechanical room to emergency personnel if required.

(3) The mustering site is located in front across the parking lots to the north of building NH-32 in grassy area as indicated in enclosure (1).

(a) All personnel along with visitors are required to muster and remain in the designated muster area until further guidance is provided. In the case of inclement weather or other unsafe conditions as determined by proper authority, personnel
will muster in gym, building NH-30 on corner of Blandy & Mitscher Ave until it is safe to return to the building or given other guidance.

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