



DEPARTMENT OF THE NAVY
UNITED STATES NAVAL ACADEMY
COMMANDANT OF MIDSHIPMEN
ANNAPOLIS MARYLAND 21402-5100

COMDTMIDNINST 3000.1B
14 Apr 03

COMDTMIDN INSTRUCTION 3000.1B

From: Commandant of Midshipman, U.S. Naval Academy

Subj: FIRE BILL AND EVACUATION PROCEDURES FOR BANCROFT HALL

Ref: (a) USNAINST 11320.8B

1. Purpose. To provide comprehensive, all-encompassing procedures for the evacuation and muster of all personnel living and working in Bancroft Hall in the event of a fire or other emergency.

2. Cancellation. COMDTMIDN INSTRUCTION 3000.1A

3. Background. A fire can be a disastrous emergency, jeopardizing the safety of everyone involved. A fire or other emergency may warrant evacuation of Bancroft Hall. Written procedures are needed to ensure all personnel are aware of their responsibilities and course of action when faced with a situation requiring evacuation. Reference (a) provides guidance for the development of fire bills.

4. Fire Bill/Evacuation Plan Development

a. Each Company will be responsible for any deck where its members compose the majority of that deck's inhabitants.

b. At the beginning of each academic year, each Company's first semester First Lieutenant shall draft a fire bill/evacuation plan for the deck(s) for which his Company is responsible. This bill is due to the Bancroft Hall First Lieutenant's office by 1600 on the second Monday in September of each year.

c. At the beginning of each semester, a muster sheet listing all personnel living on each deck shall be created by the Company Adjutant whose Company is responsible for that deck.

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d. Company Fire Bill/Evacuation Plans will be posted at the Mate's desk and near all passageway exits.

e. Copies of the fire bill/evacuation plan and the deck muster sheet(s) for the deck(s) that the Company is responsible for will be kept in the Company Command Duty Officer (CCDO) notebook and with the Company Commander.

f. A map of the deck showing all fire extinguishers, exits, and the muster location shall be displayed on all fire bill/evacuation plans.

g. Department supervisors are responsible for drafting a fire bill/evacuation plan for all areas where their department personnel work. Plans shall be posted in the work area and near all passageway exits.

6. Evacuation Procedures

a. In the event of a fire, all personnel aware of the situation are responsible for manually activating the fire alarm system and should notify the Fire Department (x-3333) and the Bancroft Hall Officer of the Watch (x-2701, 5002).

b. Once an alarm is sounded, all personnel shall proceed to the designated muster areas for their respective wings, shutting all windows and doors if time permits. All exits and routes, including those into T-Court, will be used to evacuate Bancroft Hall. Elevators will not be used. Muster locations can be found in COMDTMIDNNOTE 3000, which will be published at the beginning of each academic year by the Bancroft Hall First Lieutenant.

c. To ensure complete evacuation, the Company duty section and the Company Mate of the Deck (CMOD) are responsible for immediately checking all rooms, wardrooms, offices, and heads on the deck(s) for which their Company is responsible, including all Battalion, Regimental, Brigade, and Honor staff rooms. Duty section personnel will also close all fire doors on the deck(s) if time permits. Staff supervisors will ensure complete evacuation of their office spaces.

d. The Company duty section is responsible for bringing the Company liberty log to their wing muster area for accurate accountability purposes. Each Company Command Duty Officer (CCDO) shall take muster for the deck(s) for which his company is responsible. Once muster is taken at each wing's respective muster area, CCDO's shall report to their respective Battalion Officers of the Watch (BOOW). Since an evacuation may occur when many midshipmen are not in Bancroft Hall, a precise muster may be impossible. The liberty log will be used to obtain as accurate a muster as possible. However, if an evacuation takes place after taps, a full muster must be taken.

e. Each BOOW will report a complete evacuation of his respective area to the Bancroft Hall Officer of the Watch, according to the following list:

First Battalion BOOW	1 st and 3 rd Wings
Second Battalion BOOW	5 th Wing
Third Battalion BOOW	7 th Wing
Fourth Battalion BOOW	2 nd and 4 th Wings
Fifth Battalion BOOW	6 th Wing
Sixth Battalion BOOW	8 th Wing

Department Supervisors will report evacuation to the BOOW responsible for their wing.

f. Personnel shall remain in their wing muster areas until dismissed by their CCDO. Word to dismiss will pass from the Bancroft Hall OOW to the BOOW's, and then to the CCDO's and Department Supervisors.

7. Action. The Bancroft Hall First Lieutenant will be responsible for ensuring a muster location diagram for evacuations is published each year prior to the reform of the Brigade.


J. R. ALLEN

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