



DEPARTMENT OF THE NAVY
OFFICE OF THE COMMANDANT OF MIDSHIPMEN
UNITED STATES NAVAL ACADEMY
101 BUCHANAN ROAD
ANNAPOLIS MARYLAND 21402-5100

COMDTMIDNINST 3000.1D
FACILITIES
NOV 13 2018

COMMANDANT OF MIDSHIPMEN INSTRUCTION 3000.1D

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

Subj: FIRE BILL AND EVACUATION PROCEDURES FOR BANCROFT HALL

Ref: (a) NDWINST 11320.10

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. COMDTMIDNINST 3000.1C.

3. Scope and Applicability. This instruction applies to all midshipmen at the U.S. Naval Academy (USNA) comprising of the Brigade of Midshipmen and staff.

4. 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.

5. 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 Facilities Officer'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.

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 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. A map of the deck showing all fire extinguishers, exits, and the muster location shall be displayed at all Company Quarterdecks.

NOV 13 2018

h. 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 shall notify the Fire Department (x-3333) and the Bancroft Hall Officer of the Watch (x2701, 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. The Commandant Facilities Office staff will ensure a muster location diagram for evacuations is published each year no later than the 1st Monday of September.

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 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 (OOW), according to the following list:

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

Note: Department supervisors will report evacuation to the BOOW responsible for their wing.

f. Personnel shall remain in their respective muster areas until dismissed by their CCDO. Word to dismiss will pass from the Bancroft Hall OOW to the BOOWs, and then to the CCDOs and department supervisors.

7. Fire Drills

a. Per reference (a), fire drills are to be conducted on an annual basis for all buildings on the Yard. Bancroft Hall, for purposes of fire drill scheduling, is considered to be a group of eight individual buildings. The Facilities Officer is responsible for coordinating the scheduling of fire drills with the Fire

Marshall and obtaining approval from the Commandant of Midshipmen or designated representative to conduct the fire drills.

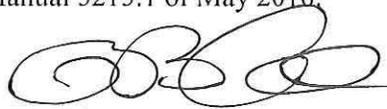
b. The Brigade First Lieutenant and cognizant Battalion and Company First Lieutenants will assist with the execution of fire drills as designated "trusted agents," ensuring that all occupants of the affected wing evacuate per this instruction. Additionally, the trusted agents will note anyone in the building who fails to evacuate.

8. Records Management

a. Records created as a result of this instruction, regardless of format or media, must be maintained and dispositioned for the standard subject identification codes (SSIC) 1000 through 13000 series per the records disposition schedules located on the Department of the Navy/Assistant for Administration (DON/AA), Directives and Records Management Division (DRMD) portal page at <https://portal.secnav.navy.mil/orgs/DUSNM/DONAA/DRM/Records-and-Information-Management/Approved%20Record%20Schedules/Forms/AllItems.aspx>.

b. For questions concerning the management of records related to this instruction or the records disposition schedules, please contact your local records manager or the DON/AA DRMD program office.

9. Review and Effective Date. Per OPNAVINST 5215.17A, the Facilities Officer will review this instruction annually around the anniversary of its issuance date to ensure applicability, currency, and consistency with Federal, Department of Defense, Secretary of the Navy, and Navy policy and statutory authority using OPNAV 5215/40 Review of Instruction. This instruction will be in effect for 10 years, unless revised or cancelled in the interim, and will be reissued by the 10-year anniversary date if it is still required, unless it meets one of the exceptions in OPNAVINST 5215.17A, paragraph 9. Otherwise, if the instruction is no longer required, it will be processed for cancellation as soon as the need for cancellation is known following the guidance in OPNAV Manual 5215.1 of May 2016.



R. B. CHADWICK

Copy to:
Brigade Staff (Electronically)
Brigade (Electronically)