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.** COMDTMIDSTN 3000.1B

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.

   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.

5. **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. The
Bancroft Hall First Lieutenant 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

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.

6. Review Responsibility. The Bancroft Hall First Lieutenant is responsible
for the annual review of this instruction.

R. L. SHEA
By direction

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