



## DEPARTMENT OF THE NAVY

NAVAL ACADEMY PREPARATORY SCHOOL  
440 MEYERKORD AVENUE  
NEWPORT, RI 02841-1519

NAPSINST 3440.1  
25 Mar 16

### NAVAL ACADEMY PREPARATORY SCHOOL INSTRUCTION 3440.1

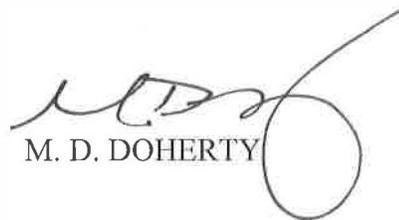
From: Commanding Officer, Naval Academy Preparatory School

Subj: NAVAL ACADEMY PREPARATORY SCHOOL EMERGENCY ACTION PLAN

Ref: (a) NAVSTANPTINST 3440.1A, Installation Emergency Management Plan

Encl: (1) Naval Academy Preparatory School Emergency Action Plan (EAP)

1. Purpose. To promulgate the Naval Academy Preparatory School (NAPS) Emergency Action Plan (EAP), containing guidance, operational structure and assignment of responsibilities for emergency management and response. This instruction supplements the direction provided in reference (a).
2. Scope. This instruction applies to all staff and students assigned to NAPS.
3. Action. NAPS staff and students shall become familiar with the procedures and guidance contained in enclosure (1).

  
M. D. DOHERTY

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**NAVAL ACADEMY  
PREPARATORY  
SCHOOL  
EMERGENCY  
ACTION PLAN (EAP)**

**25 March 2016**

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## Section 1 - Emergency Preparations and Response Procedures

**Part 1A - Basic Emergency Procedures:** Emergency planning is the process of preparing for, responding to, and recovering from an emergency. The purpose of emergency planning is to minimize the potential for injury to personnel, to protect assets, and to ensure the organization can continue its mission following an emergency. It helps to remember that it is not feasible to eliminate all risk. Through effective preparation it is possible, however, to eliminate some risks, minimize some, and implement measures that can/may control others. The EAP is one component of a command's response to emergencies and details procedures that the command takes to safeguard lives in and around the facility during emergencies. An occupant emergency is an event that may require occupants to evacuate from the facility or to relocate to a safe area inside the facility. Examples of emergencies include fire, explosion, discovery of an explosive device, severe weather, earthquakes, and CBRNE terrorism events impacting building occupants or visitors. Persons with disabilities, or who recognize they will need assistance during an emergency should discuss their anticipated need with their supervisor and/or the building manager. Supervisory personnel can assign assistants, arrange for a dedicated evacuation chair, arrange for visual alarms, and make other accommodations to assist the individual.

NAPS is a tenant command onboard Naval Station (NAVSTA) Newport and falls under the authority of Commanding Officer, Naval Station Newport for emergency response actions. NAVSTA response procedures are detailed in Naval Station Newport Instruction 3440.1A, Installation Emergency Management (EM) Plan, which is reference (a) to this instruction. NAVSTA first responders; police, fire, security force, EOD, emergency medical services, etc, will be the supported forces for all on base emergencies. NAPS' actions during emergencies will be predominantly focused the immediate safety and security of NAPS personnel (ie, evacuation, shelter in place). Hands-on damage control and security efforts will only be taken by NAPS' personnel in critical situations when Naval Station responders are not available.

**Part 1B - Emergency Contact Information:**

<b>Command Information</b>
<b>Naval Academy Preparatory School</b>
<b>Address: 440 Meyerkord Ave Newport, RI 02841</b>
<b>Central Phone Number: 401 841-6966</b>
<b>Command Duty Officer : 401-641-0752</b>

SERVICE	LOCATION	PHONE
<b>EMERGENCY</b>		
<b>Dispatch Center</b>	Building 1373	<b>911, (401) 841-3241, (401) 841-3333</b>
Fire and Emergency Services (Emergency Medical)	Building 1373	(401) 841-3333
Naval Security Forces (NSF)	Building 1373	(401) 841-3241
Command Duty Officer (CDO)	Roving Watch	(401) 862-8378
Port Operations Dispatch	Building 68	(401) 841-2277
NAPS Operations Center	<b>Pri:</b> Command Conference Room	(401) 841-6961
	<b>Sec:</b> Ripley Hall QD (for emergencies in Bldg 440)	(401) 841-4303

<b>NON-EMERGENCY</b>		
Naval Security Force	Admin (401) 841-2122	SECDIR (401) 841-3025
Fire & Emergency Services	Admin (401) 841-2225	Chief (401) 841-2373
Dispatch	(401) 841-4041	(401) 841-3241
Medical Treatment Facility	(401) 841-3771	OIC (401) 841-3236
Emergency Mgmt. Officer	Desk (401) 841-3821	EOC (401) 841-7053

<b>Public Works Emergency Services Points of Contact</b>	
<b>For a Facility Emergency- Incidents in buildings or structures which require immediate action to prevent loss or damage to government property; restore an essential service that has been disrupted; or to eliminate a hazard to personnel.</b>	
During Normal Working Hours Contact:	866-477-7206 (Centralized Service Desk in Norfolk)
After Hours Contact (Primary):	401-207-5403 (Public Works After Hours Cell Phone)
After Hours Contact (Secondary):	401-862-8378 (NAVSTA Command Duty Officer)

After Hours Contact (Tertiary)	814-571-6258 (Assistant Public Works Officer)
<b>For a Utility System Emergency- For incidents such as: Power failure, steam line failure, water main failure, and sewage lift station alarm.</b>	
During Normal Working Hours:	866-477-7206 (Centralized Service Desk in Norfolk)
After Hours Contact (Primary):	401-248-3418 (Distribution Cell Phone)
After Hours Contact (Primary):	401-864-3089 (UEM Branch Cell Phone)
After Hours Contact (Secondary):	814-571-6258 (Assistant Public Works Officer)

**Part 1C - NAPS Emergency Team Member Responsibilities:**

**NAPS Commanding Officer:**

- Selects and ensures that NAPS Emergency Team members are trained.
- Ensures that appropriate procedures are followed during emergencies.
- Ensures that the NAPS Emergency Action Plan is reviewed at least annually, and updated as needed.

**NAPS Executive Officer:**

- Schedule drills and exercises to improve command readiness to respond to emergency situations.
- Coordinate with NAVSTA Newport and other base commands in preparing for and responding to emergency situations.
- Ensure NAPS personnel are prepared to execute their assigned responsibilities with regard to emergency management.

**NAPS Disaster Preparedness Officer:**

- Train building personnel in evacuation procedures, as described in the Fire Prevention section, oversee fire drills, and coordinate actual evacuations.
- Train building personnel on shelter-in-place actions, oversee drill participation, and coordinate securing of doorways and control of the building populations during actual sheltering. Use signs to mark doors that are secured, and warn personnel to remain inside. Work with the chain of the command in the building to ensure good order and discipline during sheltering.
- Train building personnel on their responsibilities during security lockdowns, participate in exercises, and close and lock all building doors during lockdown.
- Coordinate training and exercising for building involvement in phased installation evacuations.
- Participate in the annual HURREX, and make appropriate preparations for hurricanes and tropical cyclones, and other severe weather.
- Maintain copies of evacuation route maps, sheltering and lockdown procedures, emergency phone lists, and any other written materials that are required to support EM efforts.
- Coordinate emergency management issues between organization and NAVSTA Newport Emergency Management Officer.

**NAPS Command Services Director / Building Manager:** The Building Manager plays a role in emergency preparation and response and supports the Disaster Preparedness Officer in training for and executing the EAP. Specific responsibilities include:

- Take muster and make reports to the EOC during extended sheltering.
- Be prepared to shut down building ventilation systems as required during sheltering, and have alternates trained to perform this task in their absence.
- Coordinate snow and ice removal from sidewalks, stairs, entryways, dumpsters, fire department connections (such as fire hydrants, sprinkler/standpipe systems), which must be cleared during storms within a minimum of 50 feet arc around assigned buildings.
- Train staff personnel to assist in emergency duties. These personnel are referred to as EM Monitors, and provide an emergency organization for the building. These personnel will act as backups for the building monitors, assist in getting people out during building evacuations, assist in taking muster, and assist in securing doorways during lockdowns and sheltering where that is required. They will also assist in passing the word during emergencies, and in coordinating the release of personnel during phased base evacuations.
- Ensure that evacuation routes are clearly identified and posted on bulletin boards, corridor intersections, and office exits and are known to occupants.
- Using Attachment 3 of this document, review the NAPS emergency program at least annually, and update emergency procedures as required.

**NAPS Emergency Management (EM) Monitors:** EM monitors fill a critical role in the efficient execution of emergency actions. They ensure the safe and orderly evacuation and accountability during emergencies. EM monitor assignments are as follows:

Ripley Hall – Company Officers/Company Senior Enlisted Leaders (SEL)

Perry Hall Ground Floor offices – 1<sup>st</sup> Lieutenant Personnel

Perry Hall Classrooms – Academic personnel

Gym 302 – Athletic staff/coaches

EM responsibilities include:

- Become familiar with the contents of this instruction.
- Provide backup to Building Manager, and serve as alternate for emergency management purposes as required.
- Direct orderly flow of persons during drills/emergencies, along prescribed evacuation routes.
- During fire evacuation, direct persons attempting to use elevator to appropriate stairway; relinquish control of elevators to firefighting personnel when they arrive.
- Ensure that assigned areas are completely vacated, when required.
- Ensure that windows/doors are closed, lights on, and electrical appliances off during fire evacuations.
- Leave windows and doors open and lights on during bomb threat evacuations.
- Control elevator use in emergencies, and if required, be familiar with manual operation of elevators.
- Assist persons with disabilities from their workplaces during evacuations.
- Ensure the exits are open and free of hindrances.
- Deny unauthorized access to the building.
- Direct orderly movement of persons to safety areas.

- Maintain communication with Facility Emergency Team during an emergency.
- Provide progress reports on evacuation.
- Notify Facility Emergency Team when assigned area is completely cleared.
- Control movement of persons between floors and on stairways, keeping them in single file and moving steadily at a walking pace; instruct persons to grasp handrails. Keep door open to stairway until the area/wing is clear. Restrict and monitor use of stairwells and escalators as necessary.

**NAPS Command Duty Officer (CDO):**

- All NAPS CDOs will be familiar with all aspects of this instruction. During an emergency the CDO will coordinate actions, receive reports and keep the NAPS Emergency team apprised of response efforts.
- The CDO will report to the NAPS Operations Center (as identified in Part 1D below) to support the NAPS Emergency Team in directing emergency operations.
- In the event of an emergency at night, over the weekend, or on a holiday, the CDO will carry out all actions of the NAPS Emergency Team and make reports to NAVSTA response personnel.
- The CDO will keep the NAPS CO and XO informed of the situation.

**NAPS Emergency Team:**

- The NAPS Emergency Team consists of the CO, XO, Command Senior Chief, Command Services Director, Disaster Preparedness Officer and First Lieutenant. This team will coordinate emergency response procedures at NAPS.
- The NAPS Emergency Team will report to and receive direction from the Naval Station emergency organizations (police, fire, security, etc) and, when manned, the Naval Station Emergency Operations Center.

**NAPS First Lieutenant/Damage Control Coordinator:**

- Maintains current plans/diagrams of the buildings and the building systems.
  - Identifies utilities, alarm systems, communications equipment, and other pertinent systems and equipment in the building.
  - Ensures panels/valves are labeled for easy identification by emergency personnel.
- Coordinates with Public Works for technical assessment of any physical damage before, during and/or after an emergency.
- Maintains emergency call list for utilities and hazardous substances.
- Directs Damage Control Team activities.

**Damage Control Team:**

- The Damage Control Team consists of the First Lieutenant shop personnel and other individuals familiar with the facility's construction, equipment, and overall operating system. Team members report to the Damage Control Coordinator. The members of the Damage Control Team should be thoroughly trained in any duties they are to perform.
- Generally, their role in an emergency is to:
  - Ensure that appropriate response organizations (Fire Department, Police Department, medical assistance, hazardous materials response, etc.) have been notified.

- Limit damage and secure building systems and structures to reduce or eliminate the escalation of the emergency.
- Initiate reasonable fire suppression or confinement (if properly trained) using facility portable fire extinguishers.
- Assist emergency response personnel.
- Disconnect utilities or equipment.
- Protect or remove equipment, records, hazardous substances, etc.

**Medical Coordinators – Battalion Corpsman and Athletic Trainers:**

- Identify available medical emergency services.
- Provide initial medical response until EMT/paramedics arrive.
- Maintain first aid equipment.
- Arrange CPR, first aid, and other paramedical training.
- Maintains list of personnel in the unit with CPR and paramedical training.

**Public Affairs:**

- Maintains a chronological log of events.
- Monitors the media/public information situation.
- Coordinates release of information with NAPS CO and NAVSTA Public Affairs Officer.
- Briefs other personnel on changing media events.
- Determines what information should be released to the media/public.
- As appropriate, conduct news briefings.
- Write and distribute bulletins, statements, fact sheets, and news releases.
- Participate in the critique session(s), upon termination of the emergency, and assess the effectiveness of the Information Center.

**Part 1D – NAPS Operations Center:** Emergency operations may be directed from the NAPS Operations Center which is located in Bldg 440, Rm G109, NAPS Command Conference Room. For emergencies within Bldg 440 the secondary NAPS Operations Center will be activated in Bldg 1372 on the Ripley Hall Quarterdeck. The members of the NAPS Emergency Team will gather at the NAPS Operations Center to coordinate their responses to emergency situations. Resources at the operations center locations include telephones, computers with network access, cable television access, portable radios, and access to the building intercom system (Ripley Hall only).

**Part 1E - Communications Plan:** Base-wide warnings will be issued via the Giant Voice announcing system controlled from the NAVSTA Newport Dispatch, or the Computer Desktop Notification System (CDNS), a web based system controlled by the NAVSTA EMO or CDO. Building fire alarm systems will not be used as a means of notifying the occupants unless there is a fire or immediate need to evacuate the building, unless approval is granted by Installation Fire & Emergency Services. Ripley Hall has a functioning Public Address (PA) System, which will be used to pass information during emergencies. Since there is no functioning PA system in

Perry Hall emergency communications will be spread by word of mouth. The following are sample emergency and all clear announcements:

**Emergency Announcement (Sample)**

May I have your attention please?

May I have your attention please?

This is an emergency announcement. It is not a drill.

Please stop what you are doing and listen.

Take action to [evacuate the building/shelter-in-place/lockdown. Additional measures include remain at your workstation/move to safe room/secure doors and windows/secure ventilation.]

The emergency is a [report of violence/hazardous material release/tornado/etc.]

(Repeat at least once.)

**Announcement at the END of Emergency (Sample)**

May I have your attention please?

May I have your attention please?

The emergency is over.

[Carry on with the plan of the day. OR: You are released to go home.]

[Carry on with the plan of the day. OR: You are released to go home.]

(Repeat)]

**Part 1F - General Emergency Preparedness Measures:** Building occupants can prepare for emergencies as follows:

- Review emergency evacuation procedures. Know where fire exits are located.
- Keep fire extinguishers in working order. Know where they are located, and how to use them.
- Learn first aid.
- Keep the following items in a designated place on each floor of the building.
  - Portable, battery-operated radio and extra batteries located in the CDO shack and in the 1<sup>st</sup> Lieutenant shop.
  - Several flashlights and extra batteries located in the CDO shack, 1<sup>st</sup> Lieutenant shop and Command Conference Room.
  - First aid kit and manual located in Command Secretary cabinet, Ripley Hall medical, NAPS training room (Gym 1801) and NAPS training room (Gym 302).

## Section 2 - Basic Emergency Procedures

### **Part 2A - Installation Mass Notification and Responses (Shelter-in-Place and Lockdown):**

As outlined in the Installation EM Plan, Functional Area Annex BB, Facility Emergency Teams and Building Managers play a vital role during sheltering and lockdown events, especially when the sheltering is protracted. During protracted sheltering, the NAPS CDO, Disaster Preparedness Officer and Building Manager will work to support the NAPS Commanding Officer, in ensuring the compliance and safety of all building occupants. In the event of an incident that requires protective action, personnel will be notified so they can take appropriate action. Base warnings will be issued via the Giant Voice announcing system controlled from the Fire and Security Dispatch Center and the Computer Desktop Notification System (CDNS), a web based system controlled by the NAVSTA EMO, and normally operated by the EMO or NAVSTA CDO. Upon receipt of a warning, NAPS will spread the word via the Ripley Hall PA system, phone calls to the Gym 1801 training room and by word of mouth throughout Perry Hall. Base closure notices and other warnings outside normal working hours will be aired on local television and radio stations, and passed via the NAVSTA closure information telephone number and installation website. The Base Information line (401-841-2211) and the NAVSTA Facebook page will be updated with Condition of Readiness and closure information as required. Emergency signals for Naval Station Newport, and the response actions they require, are as follows:

- **EMERGENCY ALERT.** Long steady blast, at least 30-45 seconds in length, may be repeated, generally accompanied by verbal instruction. Indicates an emergency situation is taking place that requires personnel to take protective action and seek further information. This signal corresponds with emergency alert signal used in surrounding towns, and indicates there is an immediately dangerous situation, such as a natural or commercial disaster, which may include severe weather, chemical spill or flood. Since a wide range of conditions may trigger the sounding of this signal, once initial sheltering is accomplished, additional protective measures may be required as follows:

**FOR WEATHER EVENT:** Shelter in windowless area, such as an interior corridor. For tornado, shelter in the lowest portion of the building possible.

**FOR HAZMAT:** Take the following steps to protect occupants from airborne hazards:

- Close and latch all exterior doors and entrances.
- Close and latch all windows.
- Turn off all heating, ventilating, and air conditioning systems (HVAC) or set systems to 100% re-circulation.
- Close as many interior doors as possible.
- Move to interior spaces if possible. Do not shelter in the basement, as some gases are heavier than air.
- Minimize use of elevators in buildings. Elevators tend to “pump” outdoor air in and out of a building as they travel up and down.

**FOR EXTREMELY DANGEROUS HAZMAT OR CHEMICAL THREAT:** Take the following additional steps to protect occupants from airborne hazards:

- Move to a windowless room or other sheltered area, preferably on higher floors, since many hazardous airborne materials are heavier than air.
  - If necessary, seal any remaining cracks or openings with available materials such as towels, blankets, plastic sheeting, etc.
  - If necessary, advise people to cover their nose and mouth with a wet cloth.
  - Per FEMA guidelines, if you are sealing off a room, ten square feet of floor space per person will provide sufficient air to prevent carbon dioxide build-up for up to five hours, assuming a normal breathing rate while resting. However, sheltering in a completely sealed room will not normally be ordered for more than 2-3 hours because the effectiveness of such sheltering diminishes with time as the contaminated outside air gradually seeps into the shelter. At this point, evacuation from the area will probably be ordered. Also, rooms used to shelter should be fully ventilated when the emergency has passed to avoid breathing contaminated air still inside the shelter.
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- **AIR RAID ALERT.** Wavering tone or siren, at least 30-45 seconds in length, may be repeated, generally accompanied by verbal instruction. Indicates very dangerous situation, such as military or nuclear attack. Personnel should immediately take shelter in basement or windowless area.
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- **SECURITY LOCKDOWN ALERT.** Series of two three-second blasts every five seconds, at least 30-45 seconds in length, may be repeated, generally accompanied by verbal instruction. Indicates that measures are being implemented to prevent or respond to an act of violence. Personnel should immediately close and lock all doors and windows, and take shelter in areas not visible from outside the building. If you are in a building where an active shooter is present, or an act of violence has taken place:
    - Evacuate if it is safe to do so. Have an escape route and plan in mind. Leave your belongings behind. Keep your hands visible.
    - Hide out if possible. Hide in an area out of the shooter's view. Block entry to your hiding place and lock the doors. Silence your cell phone and/or pager.
    - Take action as a last resort and only when your life is in imminent danger. Attempt to incapacitate the shooter. Act with physical aggression and throw items at the active shooter.
    - When law enforcement arrives, remain calm and follow instructions. Put down any items in your hands (i.e., bags, jackets). Raise hands and spread fingers. Keep hands visible at all times. Avoid quick movements toward officers such as holding on to them for safety. Avoid pointing, screaming or yelling. Do not stop to ask officers for help or direction when evacuating. Law enforcement will need information that includes location of the active shooter, number of shooters, physical description of shooters, number and type of weapons held by shooters, and number of potential victims at the location.

**Part 2B - Shelter-in-Place/Lockdown:** As described above, shelter-in-place (SIP) is a short-term protective action (the target will be eight hours or less) taken where NAPS personnel remain inside the facility with doors and windows closed. Security lockdown procedures, also described above, are similar to sheltering, but with added protective measures involved. The decision to shelter-in-place will be based on the most currently available information that due to events in the vicinity of NAPS, it is safer for personnel to remain inside the facility than to exit it. Additional measures during sheltering-in-place help protect personnel during emergencies that range from severe weather to hazardous material releases. Each building should have a primary and secondary sheltering location identified, where occupants can gather when sheltering from a severe hazard.

The primary shelter locations for Perry Hall are the interior, windowless areas of the ground floor office spaces. The secondary shelter locations for Perry Hall are the physics and chemistry laboratories. The primary shelter locations for Ripley Hall are in the first floor rooms. The secondary shelter locations for Ripley Hall are the second floor rooms.

**Part 2C - Installation Access Control and Access Restriction Procedures:** There are a number of emergency situations where the number of personnel on the base must be limited, such as extreme weather conditions, heightened Force Protection conditions (FPCON), or large scale disasters, either natural or man-made. In the event of a catastrophic emergency which restricts base access to emergency-essential personnel only, immediate notification will be made via the chain of command and mass notification systems. Commanding Officer, NAVSTA Newport has the authority to restrict access to the installation and prevent entry of non-emergency-essential personnel from work in preparation for or in an actual emergency. This includes military, military family members, DoD civilian employees and DoD contract employees who work on or and any visitors on the installation. While the entire installation will not be closed, certain non-essential organizations on the installation may be ordered to close for business to reduce traffic on and off the installation, including the Exchange, Commissary, MWR activities, credit union, and non-emergency medical treatment facilities. Other activities on the installation, such as classes, meetings, presentations, etc., might be cancelled or postponed. Non-emergency-essential emergency military personnel will normally be granted liberty coincident with the imposition of access restrictions. Non-emergency-essential DoD civilian employees who are excused from duty will normally be granted administrative leave coincident with the imposition of access restrictions. Contract employee pay and time is governed by the terms of their individual contract.

**Part 2D - Emergency-Essential Personnel Categories.** Emergency-essential personnel includes those who will require immediate access to NAVSTA in emergencies, such as staff of the NAVSTA Emergency Operations Center, security, fire, emergency medical, public safety and Auxiliary Security Force personnel, public works personnel, senior leadership personnel and command cadres. This category also includes personnel who are essential to the operation and missions of the NAVSTA, such as port operations, public works, supply, communications and medical personnel. This category also includes personnel who are assigned to afloat units at NAVSTA such as the U.S. Coast Guard. Personnel who reside on NAVSTA also require

unrestricted access to the installation. Because of their duties, Building Managers and Emergency Management Monitors are considered emergency essential personnel for base access purposes. Not every essential person is required to report to work in every emergency situation. Designation of emergency personnel at NAVSTA is not centralized.

NAPS will determine which of its personnel are required onboard, and those requirements will vary depending on the situation. NAPS will utilize the phone tree to notify personnel when they are required to report to carry out their emergency roles. Access restrictions are not enforced at the gates during emergencies. A military or civilian employee showing valid ID and stating they are emergency essential will be allowed entry into the installation.

**Part 2E - Ventilation Securing Procedures:** As stated above, ventilation systems on buildings should be secured whenever there is an airborne hazard present. This will definitely occur during EMERGENCY ALERTS where a hazardous gas or material has been released.

Ventilation in Ripley Hall is secured by pressing the large red button on the quarterdeck. Ventilation in Perry Hall is secured in the classrooms by turning the fan to the off position on the classroom thermostatic controllers. Ventilation the Perry Hall office spaces is securing by securing breakers on the power panels in the electrical rooms. This action will be accomplished by 1<sup>st</sup> Lieutenant shop personnel.

**Part 2F - Base-Wide Evacuations:** Commanding Officer, NAVSTA Newport has the authority to curtail selected operations aboard the installation and evacuate non-emergency-essential personnel from work in preparation for or during an actual emergency. In a situation where immediate departure is not required, word may be passed via e-mail, mass notification, and the chain of command, and personnel may simply be directed to leave via gates that are normally open at that time. In an urgent emergency, in order to establish initial control of personnel and vehicle movement around NAVSTA, an evacuation of the installation will be preceded by an order to shelter in place. Non-emergency-essential personnel will then be released to leave the installation, generally on a building by building basis. Personnel in each building will also be directed to a particular gate. If any organization or tenant needs to muster personnel prior to release, this should be accomplished during the sheltering phase. There are two gates offering egress from main base NAVSTA, the Main Gate (Gate 1) and Gate 17, the Hospital Gate (Gate 7) for the Naval Health Clinic New England (NHCNE), and Gate 23 for the Naval Undersea Warfare Center (if ordered to evacuate). In urgent situations, all of the aforementioned gates will be open to aid the evacuation, and personnel will be directed to leave via the gate nearest their building. In a situation where a hazard (such as a chemical plume) hampers travel on base, personnel will be directed to the nearest gate that offers them a safe route to travel. Once they have departed the installation, personnel will follow any traffic restrictions imposed by civil officials, or follow evacuation routes established by these officials. These restrictions or routes, when possible, will be passed to personnel along with notification that the installation is being evacuated. Commanding Officer, NAVSTA Newport will send an emergency evacuation ALLNAVACTS message providing directions for the evacuation, and word on the evacuation will be passed via Giant Voice, CDNS, e-mail and the chain of command.

**Part 2G - Building Evacuations:** The purpose of evacuation is to safely and quickly lead occupants out of the facility to an assembly point located a safe distance away from the facility. The type of emergency may determine how far away the assembly point is from the facility. Building evacuations will generally be ordered by using the building fire alarm. When necessary, Installation Naval Security Forces (NSF) may be called in to control traffic and crowds during an evacuation. If an evacuation is ordered because of a fire, the senior fire official responding assumes command. Properly trained personnel such as the Disaster Preparedness Officer, Building Manager and 1<sup>st</sup> Lieutenant shop personnel will lead the evacuation of the facility, coordinating efforts on floors, stairways and elevators. Supervisors will be cognizant of any of their personnel who require assistance in evacuation due to disabilities. Assistance will be provided to these personnel to ensure safe and timely evacuation.

**Part 2H - Assembly Points, Emergency Relocation Sites and Accountability:**

- Assembly points, which are locations where occupants gather after evacuation, are as follows:
  - Staff and Faculty – Chapel parking lot
  - Ripley Hall staff and midshipman candidates – Nimitz Field
- Emergency relocation sites, which are alternate locations where employees can go to perform work during extended emergencies, will be established/designated as the situation dictates.
- Supervisors will conduct full accountability when personnel gather at the assembly point and will report the results to the NAPS Emergency Team (if during working hours) or to the NAPS CDO (during non-working hours). Information on any missing persons will be passed to emergency responders.

**Part 2I - Recovery Procedures:** Once the disaster has occurred and actions are taken to respond to it, the next phase is the recovery phase. This section explains the process of recovering from an emergency with as minimal amount of loss as possible so that normal operations may be resumed as soon as is feasible.

- If you are trapped in debris.
  - Use a flashlight.
  - Stay in your area so that you don't kick up dust. Cover your mouth with a handkerchief or clothing.
  - Tap on a pipe or wall so that rescuers can hear where you are. Use a whistle if one is available. Shout only as a last resort--shouting can cause a person to inhale dust.
  - Untrained persons should not attempt to rescue people who are inside a collapsed building. Wait for emergency personnel to arrive.
- Stay tuned to local radio and be alert to Giant Voice and CDNS updates for information.
- Help injured or trapped persons. Give first aid where appropriate.
- Do not move seriously injured persons unless they are in immediate danger. Call for help.
- Return to the facility only after authorities advise that it is safe to do so. If the building was flooded, beware of snakes, insects, and animals.
- Note any issues with utilities systems, including gas, electric, water, sewer, or steam lines, and if any exist, inform Public Works. If the smell of gas is noticed, leave immediately and

contact the Dispatch Center (dial 911 or 841-3241 or 841-3333). Avoid loose or dangling power lines and report them immediately to the Dispatch Center (dial 911 or 841-3241 or 841-3333).

- Coordinate repair of damage with Public Works. If drywall, wood or other non-masonry building materials suffer water damage, dry them out completely or coordinate replacement. In severe flooding, coordinate to have materials inspected, dried and/or replaced to prevent the development of mold. Once the building is cleaned, it may be necessary for Public Works to conduct air sampling to ensure the air quality is safe.

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### **Section 3 - Accidents and Manmade Hazards**

**Part 3A - Medical Emergencies:** When medical assistance is needed, the primary resource for emergency medical attention is to contact the NAVSTA Fire and Emergency Services (F&ES) organization via the Installation Dispatch Center (dial 911 or 841-3241 or 841-3333). NAPS Corpsmen, Athletic Trainers and other identified occupants may be the fastest source of first aid/cardiopulmonary resuscitation. NAVSTA F&ES Emergency Medical Services (EMS) personnel will determine and provide the appropriate care/treatment, and if any assistance is required from mutual aid or NHCNE Newport, will request that support via the Dispatch Center.

**Part 3B - Fires:** Occupants should be familiar with the location and operation of fire alarm pull stations and fire extinguishers in their workspace. Occupants should know the procedures to follow when the fire alarm sounds. During a fire:

- Activate the fire alarm (if it hasn't already been activated).
- Evacuate the building.
- From a safe location, contact the Dispatch Center (dial 911 or 841-3241 or 841-3333).
- Once evacuated, notify the Commanding Officer and Building Manager.
- The person pulling the alarm and/or the Building Manager should meet and brief emergency responders.
- Once evacuated, make any required chain of command notifications.
- If confronted with smoke, stay low to the floor and exit the building as quickly as possible.
- When approaching a closed door, use the palm of your hand to feel lower, middle and upper parts of the door. If it is not hot, open it slowly. If it is hot to the touch, do not open door-- seek an alternate escape route, and call the emergency number to give your location.

**Part 3C - Hazardous Material Incidents:** A hazardous material spill or release may pose a risk to life, health, or property. An incident within NAPS may result in the evacuation or sheltering-in-place of the entire facility, one building, or one section of a building. An incident in the geographical area can result in the evacuation or sheltering-in-place of large numbers of people and/or tenant commands. If a spill/release is noticed, the following actions will be taken:

- Contact the Dispatch Center (dial 911 or 841-3241 or 841-3333), and give the approximate location of the spill/release.
- If the smell of gas is present, do NOT use the phone. Calmly alert occupants in the area and evacuate. Go to a phone outside the immediate area and call the emergency number.
- The person noticing the smell/spill should meet and brief emergency responders.

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## Section 4 - Natural Hazards

### Part 4A - Severe and Destructive Weather:

**Hurricanes:** Hurricanes are low-pressure systems with closed circulation that can persist over a period of days, and because of their intensity, are one of the major threats faced by NAVSTA Newport. Preparations will vary based on the intensity of the approaching storm, and will be guided by the Installation EM Plan, Hazard Specific Appendix 1, Tab A. The best source for information is the National Hurricane Center: <http://www.nhc.noaa.gov/>.

**Storm Impacts.** The following table shows **Saffir-Simpson Hurricane Wind Scale, which illustrates** the impact of storms based on their category. The Saffir-Simpson Hurricane Wind Scale is a 1 to 5 rating based on a hurricane's sustained wind speed. This scale estimates potential property damage. Hurricanes reaching Category 3 and higher are considered major hurricanes because of their potential for significant loss of life and damage. Category 1 and 2 storms are still dangerous, however, and require preventative measures.

Category	Sustained Winds	Types of Damage Due to Hurricane Winds
1	74-95 mph 64-82 kt 119-153 km/h	<b>Very dangerous winds will produce some damage:</b> Well-constructed frame homes could have damage to roof, shingles, vinyl siding and gutters. Large branches of trees will snap and shallowly rooted trees may be toppled. Extensive damage to power lines and poles likely will result in power outages that could last a few to several days.
2	96-110 mph 83-95 kt 154-177 km/h	<b>Extremely dangerous winds will cause extensive damage:</b> Well-constructed frame homes could sustain major roof and siding damage. Many shallowly rooted trees will be snapped or uprooted and block numerous roads. Near-total power loss is expected with outages that could last from several days to weeks.
3 (major)	111-129 mph 96-112 kt 178-208 km/h	<b>Devastating damage will occur:</b> Well-built framed homes may incur major damage or removal of roof decking and gable ends. Many trees will be snapped or uprooted, blocking numerous roads. Electricity and water will be unavailable for several days to weeks after the storm passes.
4 (major)	130-156 mph 113-136 kt 209-251 km/h	<b>Catastrophic damage will occur:</b> Well-built framed homes can sustain severe damage with loss of most of the roof structure and/or some exterior walls. Most trees will be snapped or uprooted and power poles downed. Fallen trees and power poles will isolate residential areas.

		Power outages will last weeks to possibly months. Most of the area will be uninhabitable for weeks or months.
5 (major)	157 mph or higher 137 kt or higher 252 km/h or higher	<b>Catastrophic damage will occur:</b> A high percentage of framed homes will be destroyed, with total roof failure and wall collapse. Fallen trees and power poles will isolate residential areas. Power outages will last for weeks to possibly months. Most of the area will be uninhabitable for weeks or months.

**Hurricane Conditions of Readiness (COR).** Preparations for a tropical cyclone are guided by the ordering and attainment of CORs. Hazardous winds are defined as sustained winds of 35 knots or greater. Destructive winds are defined as sustained winds of 50 knots or greater. When implementation of a COR is directed, that COR is “ordered.” When all steps have been taken to implement a COR, that COR has been “attained.” CORs are based upon timelines for the onset of destructive winds. However, preparations should include all anticipated hazards including winds, seas, storm surge, coastal flooding, etc. This list shows generic tasks at each COR level that apply to all facilities. Many organizations on base also have specific responsibilities, and should review the Installation EM Plan at every level of the COR process.

<b>COR FIVE (5)</b>	<p><b>Onset of destructive winds possible within 96 hours.</b></p> <ul style="list-style-type: none"> <li>• Review tropical cyclone plans, confirm points of contact, and report attainment via chain of command.</li> </ul>
<b>COR FOUR (4)</b>	<p><b>Onset of destructive winds possible within 72 hours.</b></p> <ul style="list-style-type: none"> <li>• Review plans to secure buildings/facilities, and equipment.</li> <li>• Verify readiness of all building personnel and equipment.</li> <li>• Inform building personnel of hurricane procedures and programs.</li> <li>• All government vehicles and generators should be kept fueled to at least one-half tank.</li> <li>• Ensure all building personnel understand evacuation procedures.</li> <li>• Ensure that the chain of command has pre-identified building personnel with preparedness and recovery roles and designated them as essential personnel.</li> <li>• Building Managers should attend COR Coordination Meetings, generally held in the Conference Center each day as storms approaches.</li> <li>• Review preliminary precautionary measures and ensure compliance with hurricane preparation and readiness conditions.</li> <li>• Lower Base building occupants begin planning to move high value items from buildings that are subject to flooding, as outlined in the Installation EM Plan, HSA 1, Tab D.</li> <li>• Review and confirm emergency personnel requirements, and report these requirements via the chain of command.</li> <li>• Identify hazardous material and hazardous waste in areas threatened by flooding. Prepare to contact NAVSUP Newport (CHRIMP) for disposal of hazardous material, and provide hazardous waste site inventory to PW</li> </ul>

	<p>Environmental Branch for disposal planning. Ensure that any contractors in the building are informed of, and participate in, storm preparations.</p> <ul style="list-style-type: none"> <li>• Report attainment of COR FOUR via the chain of command.</li> </ul>
<b>COR THREE (3)</b>	<p><b>Onset of destructive winds possible within 48 hours.</b></p> <ul style="list-style-type: none"> <li>• Building Managers should attend COR Coordination Meetings, generally held in Conference Center each day as storms approaches.</li> <li>• Proceed with preliminary precautionary measures and continue routine operations.</li> <li>• Ensure all gas-powered tools are fueled and sufficient fuel on hand for three days of operation. This equipment includes chainsaws, small generators, light pumps, pumps, etc.</li> <li>• Gather inventory and charge all available portable radios to ensure availability for work crews and emergency vehicles.</li> <li>• Inform the NAVSTA CDO or EOC of any personnel who will be weathering the storm in offices or work spaces.</li> <li>• Secure all loose gear.</li> <li>• For all lower base occupants, begin securing lay-down areas and materials stored on piers, quay walls, and lay-down areas.</li> <li>• Contact NAVSUP Newport (CHRIMP) for disposal of all hazardous material, and PW Environmental Branch for disposal of hazardous waste, in areas threatened by flooding. Materials will be prepared for movement at COR THREE, but not be moved until COR TWO. Departments and Tenants will support deployment of sandbags and removal of valuable and high priority equipment and materials of buildings where the first floor is below the hundred year flood line.</li> <li>• Ensure that any contractors employed in the building are informed of, and participate, in storm preparations.</li> <li>• Report attainment of COR THREE via the chain of command.</li> </ul>
<b>COR TWO (2)</b>	<p><b>Onset of destructive winds anticipated within 24 hours.</b></p> <ul style="list-style-type: none"> <li>• Building Managers should attend COR Coordination Meetings, generally held in Conference Center each day as storms approaches.</li> <li>• Essential personnel with storm preparation duties will be in a 24-hour on-base duty status for emergency working party support.</li> <li>• Fill emergency water containers with potable water.</li> <li>• Commence sandbagging doorways and equipment, and plugging of deck drains in buildings where there is danger of flooding. Arrange removal of valuable and high priority equipment and materials from lower floors of buildings where first floor is below the hundred year flood line. As doorways are closed, brief building occupants, put up temporary exit signs at doors that remain open.</li> <li>• Buildings will be secured and protected to withstand high winds, torrential rains, and rising water. This will involve closing and locking all doors and windows. Taping windows is not necessary or recommended, as NOAA has found that this practice does little to strengthen windows or protect from flying glass. The best protection from broken windows is for personnel to shelter from the storm in windowless rooms, such as interior corridors, during the height of</li> </ul>

	<p>the storm.</p> <ul style="list-style-type: none"> <li>• Perform all COR ONE actions if personnel or sufficient time will not be available to complete all activities sufficiently in advance of high winds and water.</li> <li>• Ensure that CHRIMP has removed all hazardous material, and PW Environmental has disposed of hazardous waste. Materials should have been prepared for movement at COR THREE, and will be moved as COR TWO is implemented. Plan to release non-emergency personnel per direction of CO NAVSTA.</li> <li>• Report attainment of COR TWO via the chain of command.</li> </ul>
<p><b>COR ONE (1)</b></p>	<p><b>Onset of destructive winds anticipated within 12 hours.</b></p> <ul style="list-style-type: none"> <li>• Building Managers should attend COR Coordination Meetings, generally held in Conference Center each day as storm approaches.</li> <li>• Make final preparations in all buildings. <ul style="list-style-type: none"> <li>(1) Turn off all electrical equipment and cover with plastic.</li> <li>(2) Move small electrical appliances away from windows and doors.</li> <li>(3) Shut down and unplug all computers. <ul style="list-style-type: none"> <li>(a) Save all work.</li> <li>(b) Close all applications.</li> <li>(c) Power down workstation by clicking START, then SHUT DOWN and select OK when window appears.</li> <li>(d) Once workstation is powered down (Power lights are off) disconnect all cables from workstation to include power cord, mouse, network cable, printers, and any other devices that are connected to workstation.</li> <li>(e) When all cables are disconnected, move workstations and monitor to an elevated (i.e. off the floor) location within a secure room with no windows.</li> <li>(f) Cover workstations and monitors with plastic.</li> <li>(g) Label workstations and monitors with user names prior to storage.</li> </ul> </li> <li>(4) Board windows as appropriate.</li> <li>(5) Coordinate with Public Works to have gas, water and electrical service secured for buildings to be evacuated.</li> </ul> </li> <li>• Distribute evacuation information to all personnel. Release non-essential personnel from work as NAVSTA is closed.</li> <li>• Complete removal of valuable and high priority equipment and materials from lower floors of buildings where sand bags would be deployed. Evacuate buildings and sandbag last doors on those buildings.</li> <li>• Finish securing building doors and windows. Taping windows is not necessary or recommended, as NOAA has found that this practice does little to strengthen windows or protect from flying glass.</li> <li>• Instruct all personnel remaining onboard NAVSTA to shelter in place during the storm. The best protection from broken windows is for personnel to shelter from the storm in windowless rooms, such as interior corridors, during the height of the storm. Personnel should not leave buildings when winds in excess of 50 knots are experienced.</li> <li>• Report attainment of COR ONE via the chain of command.</li> </ul>

**Severe Winter Weather:** During winter storms, the Building Manager will coordinate snow and ice removal by building occupants to ensure safe access to the building. All sidewalks, stairs, entryways, dumpsters, fire department connections (such as fire hydrants, sprinkler/standpipe systems) must be cleared during storms within a minimum of 50 feet arc around assigned buildings.

**Other Severe Weather:** Personnel should always be on the lookout for severe weather.

- The base will use its Giant Voice and CDNS alerting system to order sheltering during tornado warnings and guide preparations for hurricanes, and might also use it as deemed necessary for an especially severe thunderstorm or high wind (35KTS sustained or greater).
- Tornadoes are a serious threat, and may be nearly invisible, marked only by swirling debris at the base of the funnel. Tornado danger signs include an approaching cloud of debris that can mark the location of a tornado even if a funnel is not visible, the wind becoming calm and the air very still, and the presence of the trailing edge of a thunderstorm. It is not uncommon to see clear, sunlit skies behind a tornado. Shelter-in-place in the nearest building or shelter is the best action when a tornado is approaching. If not close to shelter, lie in a ditch or low-lying area or crouch near a strong building, be aware of the potential for flooding and flying debris, and use your arms to protect your head and neck.
- In planning outdoor work and activities, all organizations should use the National Weather Service directly for daily weather information. The site for local weather is:  
[http://forecast.weather.gov/MapClick.php?lat=41.5183&lon=-71.3206#.Vur\\_XtIrK70](http://forecast.weather.gov/MapClick.php?lat=41.5183&lon=-71.3206#.Vur_XtIrK70).

**Flooding:** NAVSTA Newport is generally not affected by heavy rainfall, unless the rainfall is so severe that it raises the water table, bringing water into basements. Broken pipes can also cause basement flooding. If basement flooding is encountered, personnel should call Public Works for repairs, and if the flooding is severe, call NAVSTA Dispatch (dial 911 or 841-3241 or 841-3333), as Fire and Emergency Services can provide dewatering equipment. Storm surges may bring water over the shoreline at certain locations on the installation. Tab D to Hazard Specific Appendix 1 of the Installation EM Plan gives details on the buildings that might be affected by flooding, and sandbags that can be deployed to mitigate flooding impact.

**Part 4B - Earthquakes:** While the chance of major earthquakes, and seismically generated waves such as tsunamis, in the Northeastern United States is relatively low, seismic disturbances are a worldwide hazard. Brick structures, which are common on NAVSTA, are highly susceptible to earthquake damage, and there are no tsunami warning systems in place for the Atlantic Ocean. During an event, the goal is to, "Drop, Cover and Hold On." Minimize your movements to a few steps to a nearby safe place and if you are indoors, stay there until the shaking has stopped and you are sure exiting is safe.

- DROP to the ground; take COVER by getting under a sturdy table or other piece of furniture; and HOLD ON until the shaking stops. If there isn't a table or desk near you, cover your face and head with your arms and crouch in an inside corner of the building.
- Stay away from glass, windows, outside doors and walls, and anything that could fall.
- Stay in bed if you are there when the earthquake strikes. Hold on and protect your head with a pillow, unless you are under a heavy light fixture that could fall.
- Do not use a doorway unless it is strongly supported, load-bearing and close to you.

- Stay inside until the shaking stops and it is safe to go outside.
- DO NOT use the elevators.
- Be aware that electricity may go out or sprinkler systems or fire alarms may turn on.
- If outdoors, stay there until shaking stops. Move away from buildings, streetlights, and utility wires.
- If in a vehicle, stop as quickly as safety permits and stay in the vehicle. Avoid stopping near or under buildings, trees, overpasses, and utility wires.
- Proceed cautiously once the earthquake has stopped. Avoid roads, bridges, or ramps that might have been damaged by the earthquake.
- If trapped under debris, do not light a match, move about or kick up dust. Cover your mouth with a handkerchief or clothing. Tap on a pipe or wall so rescuers can locate you. Use a whistle if available. Shout only as a last resort, as it can cause you to inhale dust.

## Section 5 - Terrorism and Acts or Threats of Violence

**Part 5A - Terrorism:** There are three responses to terrorism for facility occupants: evacuation, shelter-in-place or lockdown. The response chosen will depend on the type of event (chemical, biological, radiological, or high-yield explosive), its proximity to the facility and the weather, especially wind speed and direction.

- Before a terrorist attack, learn about the different types of terrorist weapons and tactics including explosives, kidnappings, hijackings, arson, and shootings. Know the emergency procedures in Part 2A of this document. Be alert and aware of your surroundings.
- During a terrorist incident, if there is an explosion or fire, evacuate as quickly and calmly as possible. If base-wide emergency signals are used, shelter and take additional protective measures as required. If there is an active shooter, follow lockdown procedures.
- After a terrorist incident, follow standard recovery procedures in Part 2F of this document

**Part 5B - Act of Violence or Active Shooter:** As soon as the installation becomes aware of an act of violence, or threat of violence, a Security Lockdown will be ordered per the procedures in Part 2A of this document. An active shooter is an individual actively engaged in killing or attempting to kill people in a confined and populated area; in most cases, active shooters use a firearm(s) and there is no pattern or method to their selection of victims. Quickly determine the most reasonable way to protect your own life. Remember that employees are likely to follow the lead of someone that knows what they are doing.

- **RUN:** If there is an escape path, attempt to evacuate the premises. Be sure to:
  - Have an escape path and plan in mind. Always have two routes.
  - Evacuate regardless if others don't leave.
  - Leave your belongings behind. Don't waste time going back.
  - Help others escape if possible.
  - Prevent personnel from entering an area where the shooter may be.
  - Keep your hands visible so Security personnel can see you don't have a weapon.
  - Do not attempt to move wounded people.
  - When you are safe call the Dispatch Center (dial 911 or 841-3241 or 841-3333).
- **HIDE:** If evacuation is not possible, find a place to hide where the active shooter is less likely to find you.
  - Your hiding place should be out of view of the active shooter, and provide protection if shots are fired in your direction.
  - Consider locking yourself in an office or closet.
  - To prevent an active shooter from entering your hiding place, lock the door and blockade the door with heavy furniture.
  - Call the Dispatch Center (dial 911 or 841-3241 or 841-3333), if you cannot talk, just leave the line open so the dispatcher can hear what is going on.
  - Do not trap or restrict your options for movement.
  - If the shooter is nearby, lock the door, silence (or turn off) your cell phone, and turn off any source of noise. Remain quiet as long as you can.

- **FIGHT:** As a last resort, and only when your life is in imminent danger, attempt to disrupt and/or incapacitate the active shooter by:
  - Acting as aggressively as possible against him/her.
  - Throwing items and improvising weapons.
  - Yelling.
  - Committing to your actions.

**Part 5C - Telephone or Bomb Threat:** Record critical information on the telephonic Threat Complaint Form (located in Attachment 1 of this document). Immediately notify the Dispatch Center (dial 911 or 841-3241 or 841-3333), so responding officials can initiate search procedures. Do not use a cell phone to call as this may detonate the device. Follow these procedures:

- Remain calm and try to keep the caller on the line as long as possible. Ask the caller to repeat the message and write down every word.
- If the caller does not indicate the location of the bomb or the time of detonation, ask for this information.
- Advise caller that the building is occupied and detonation could result in death or serious injury to innocent people.
- Pay particular attention to the background noises, such as motors running, music or any other noise that may indicate the location of the caller.
- Listen closely to the voice to determine voice quality, accents, speech impediments, sex, or unusual characteristics, and complete the threat data from below.
- If the caller can be kept talking, ask specific questions as indicated on the bomb threat checklist below
- It is desirable, but not always practicable, to have more than one person listen in on the bomb threat call.
- When you hang up the phone DO NOT call anyone else on that phone.
- Call emergency dispatch (dial 911 or 841-3241 or 841-3333) from a different phone to report the incident.
- If the caller states that the bomb is in your building you need to evacuate to a safe location. (Ensure you remain vigilant for a secondary device and any suspicious people in the area)
- Take personnel muster. Building POC will meet with security personnel upon arrival.
- If time permits, Security will require building occupants to search the building as they know the contents in the building and can identify anything out of place.

**BOMB THREAT CHECKLIST:**

- When is the bomb going to explode?
- Where is the bomb located?
- How many bombs are there?
- What does it look like?
- What kind of bomb is it?
- What will cause it to explode?
- Did you place the bomb?
- What is your name?
- What is your address?

**Part 5D - Unattended or Suspicious Packages:** Take the following measures:

- Do not attempt to move a suspicious device or package.
- Determine whether the package is suspicious in nature or an unattended package.
  - Unattended Package: A package that the owner has left, and you don't know who that may be; the package does not look suspicious in nature.
  - Suspicious Package: A package that looks/sounds suspicious. Some examples are: unusual noises coming from package, leaking fluids, or the box/package are wet, wires coming from the package.
- If a package has been found, evacuate the building; do not sound the fire alarm. Ensure that everyone in the building gets the word to evacuate. When you evacuate be vigilant for a secondary device, also keep an eye out for suspicious people in the area.
  - Call Dispatch Center (dial 911 or 841-3241 or 841-3333).
    - Give package location.
    - Describe the package as best you can.
    - Explain why you think the package is suspicious.
  - Building POC meet with Security upon arrival.
  - Security will call MWD or EOD (if required).

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## Attachment 1 - Bomb Threat Checklist

DEPARTMENT OF THE NAVY <b>TELEPHONIC THREAT COMPLAINT</b>		<b>IF BOMB THREAT, ASK THE CALLER</b> ● WHEN IS THE BOMB TO GO OFF? ● WHERE IS THE BOMB TO GO OFF? ● WHAT KIND OF BOMB IS IT? ● WHAT DOES THE BOMB LOOK LIKE? ● WHERE ARE YOU CALLING FROM?	
<b>1. COMMAND</b>			
a. Name & Address		b. Phone No.	
<b>2. COMPLAINANT</b>			
a. Name			
<b>3. PERSON RECEIVING CALL</b>			
a. Name		b. Date & Place of Birth	
c. Command Name & Address		d. Phone Number <i>(Work)</i> <span style="float: right;"><i>(Home)</i></span>	
<b>4. TELEPHONE CALL RECEIVED ON</b>			
a. Phone Number <i>(Include area code)</i>		b. Location	
c. Phone number listed in ("X" all that apply)			
<input type="checkbox"/> Unlisted		<input type="checkbox"/> Command Directory <input type="checkbox"/> Base Directory <input type="checkbox"/> Local Directory	
<input type="checkbox"/> Other (list)			
<b>5. DETAILS OF CALL</b>			
a. Date		b. Day of Week	c. Time
<b>6. CONTEXT OF CONVERSATION</b>			
a. Recipient "		"	
b. Caller "		"	
c. Reipient "		"	
d. Caller "		"	
e. Recipient "		"	
f. Caller "		"	
<b>7. BACKGROUND NOISES</b> <i>(Describe street sounds, voices, music, etc. If more space is needed, continue on reverse.)</i>			
<b>8. INFORMATION ABOUT CALLER/VOICE CHARACTERISTICS</b>			
a. Sex	b. Age	c. Race	d. Accent
e. Educational Level		f. Attitude <i>(Calm, Nervous, Serious)</i>	
g. Other			
<b>9. WERE THERE ANY WITNESSES TO THE CALL?</b>		<b>10. DO YOU HAVE ANY SUSPICION AS TO THE IDENTITY OF THE CALLER?</b>	
<input type="checkbox"/> No <input type="checkbox"/> Yes <i>(List name)</i>		<input type="checkbox"/> No <input type="checkbox"/> Yes <i>(List name)</i>	
<b>11. NOTIFICATION OF AUTHORITY</b> <i>("X" all notified)</i>			
<input type="checkbox"/> CO	<input type="checkbox"/> XO	<input type="checkbox"/> OOD	<input type="checkbox"/> Security
<input type="checkbox"/> NISRA	<input type="checkbox"/> Telephone Company	<input type="checkbox"/> EOD	<input type="checkbox"/> Fire Dept.

OPNAV 5527/8 (12-82)

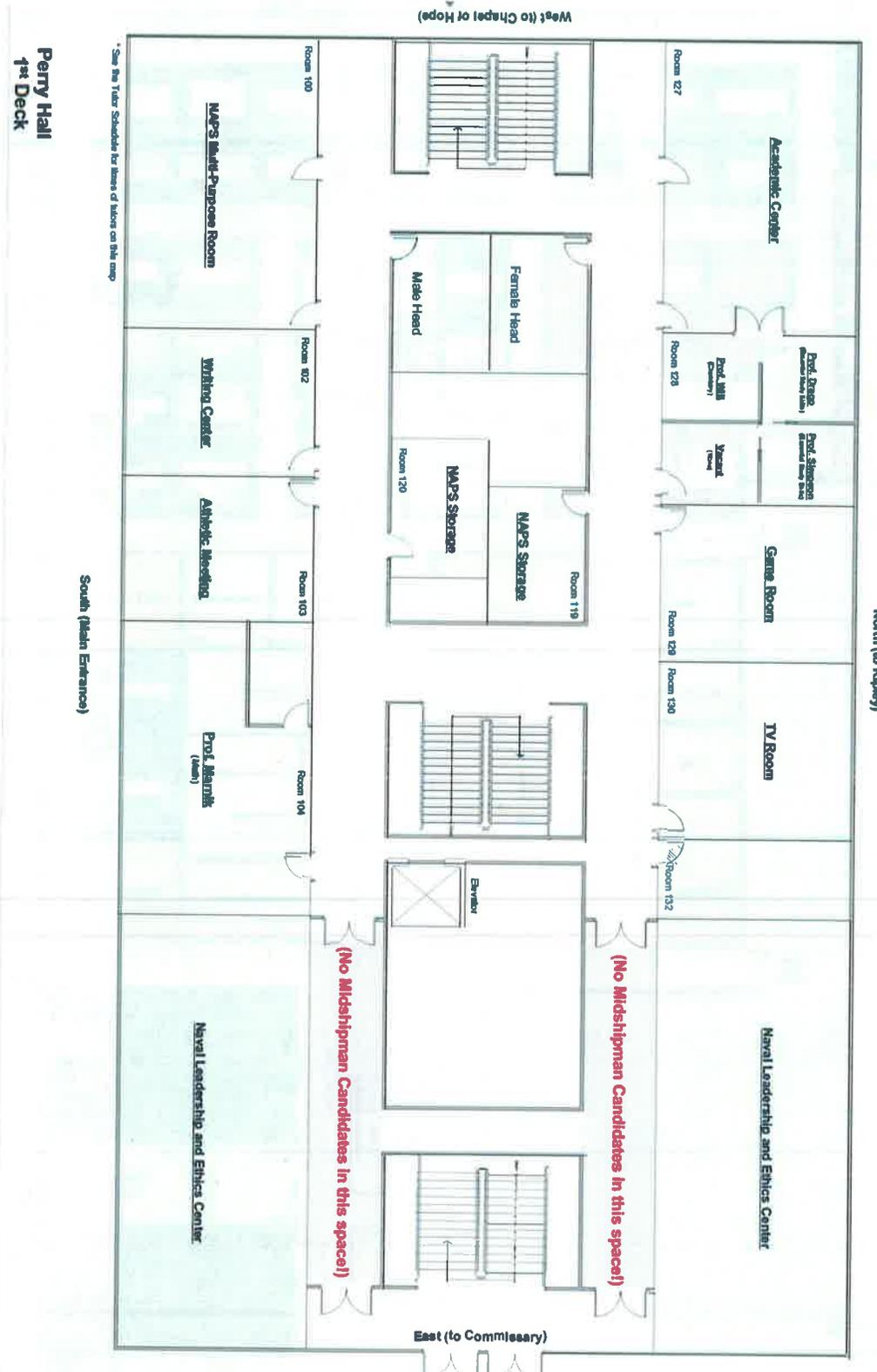
S/N 0107-LF-055-2740

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## Attachment 2 - Facility Diagrams

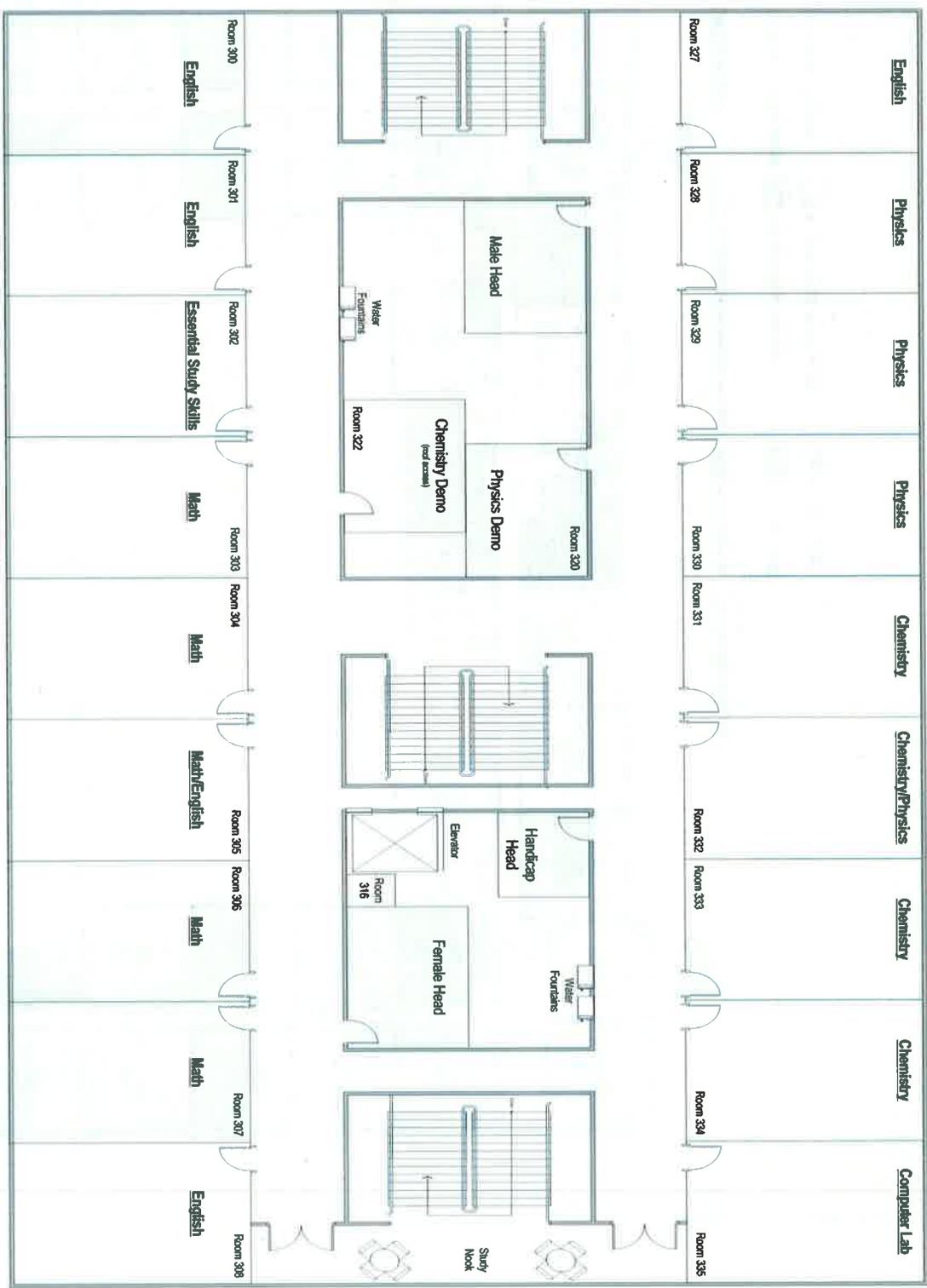


**Perry Hall  
0 Deck**



**Perry Hall  
3rd Deck**

**South (Main Entrance)**



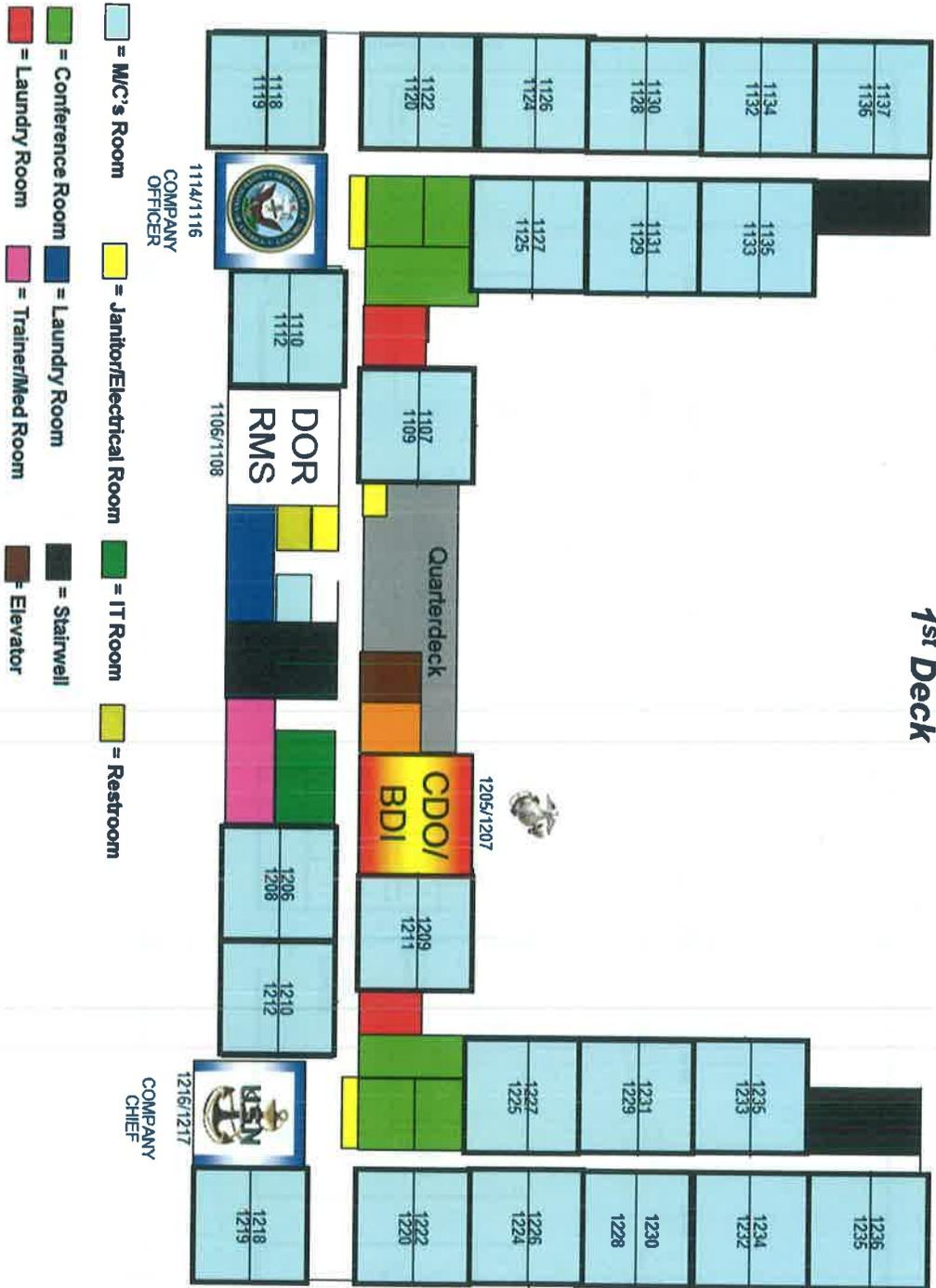
**West (to Chapel of Hope)**

**East (to Commissary)**

**North (to Ripley)**

# Ripley Hall

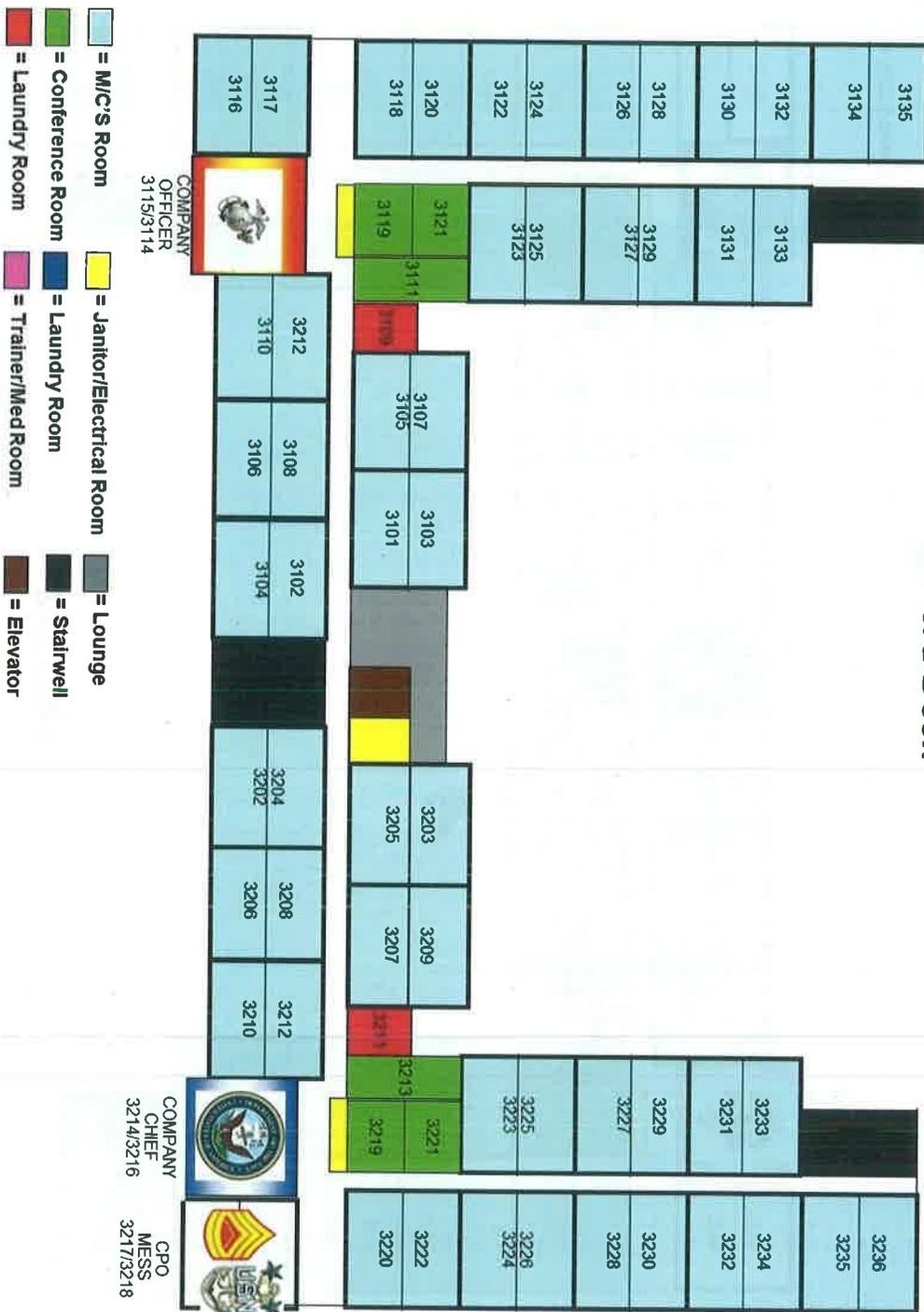
## 1st Deck

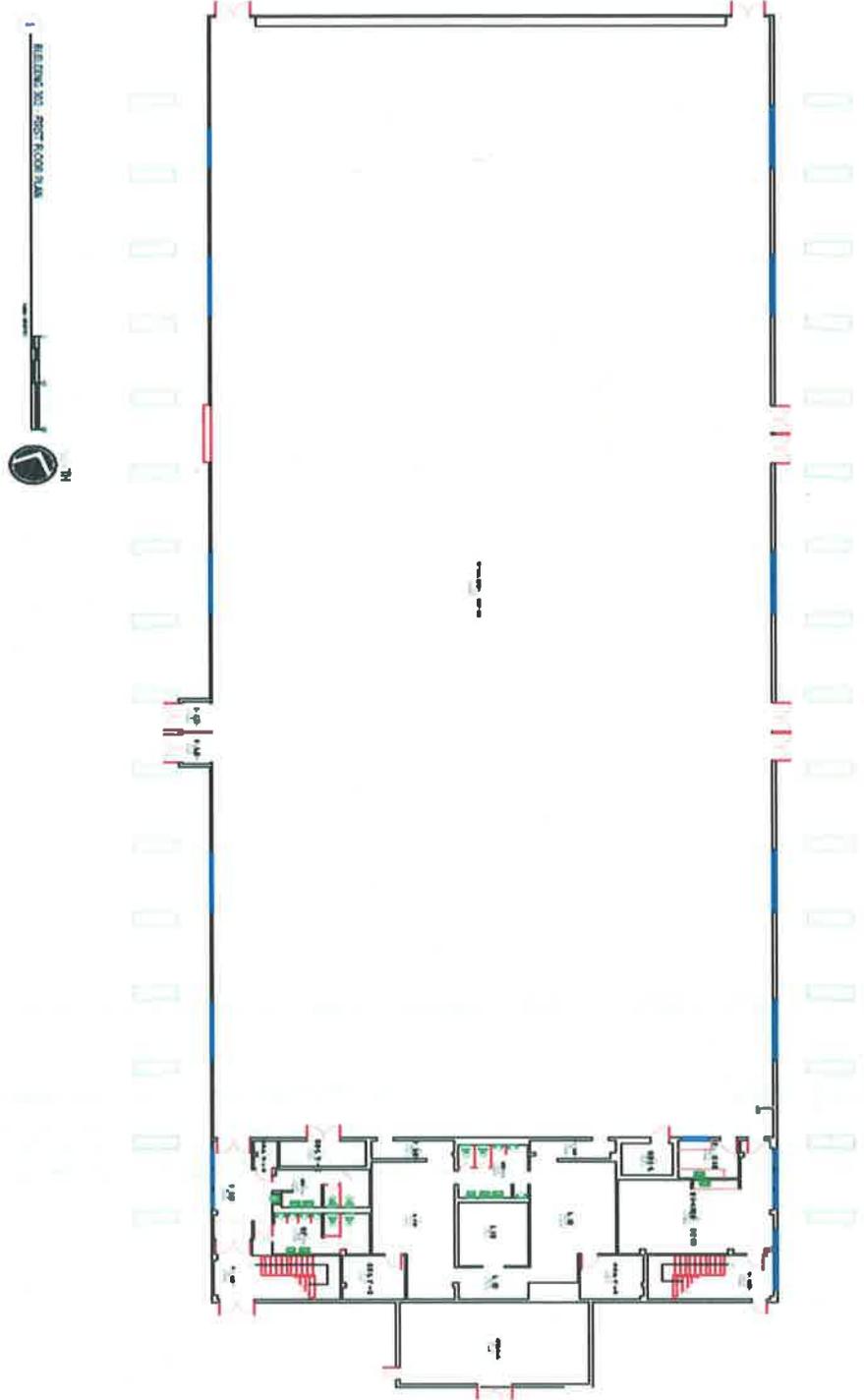




# Ripley Hall

## 3rd Deck



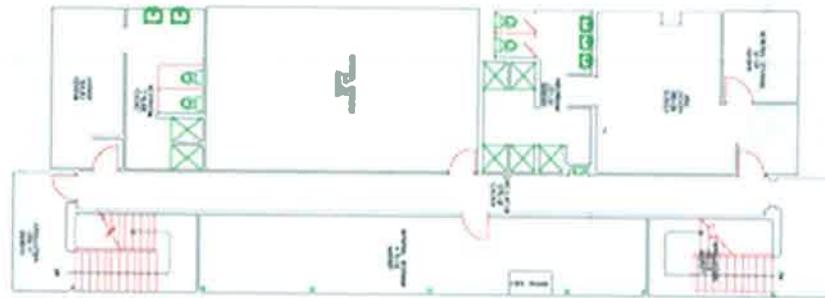


**Building 302  
First Floor**

mmc-45.com

**NAVFAC MIDLANT GeoReadiness Center**

This plan belongs to the CHNA GeoReadiness Center (GRC). Plans and maps from the GRC are believed to be accurate. However, we do not warrant or accept liability for the use of this information. Our users must verify the accuracy of the information. The use of this information is at the user's own risk.

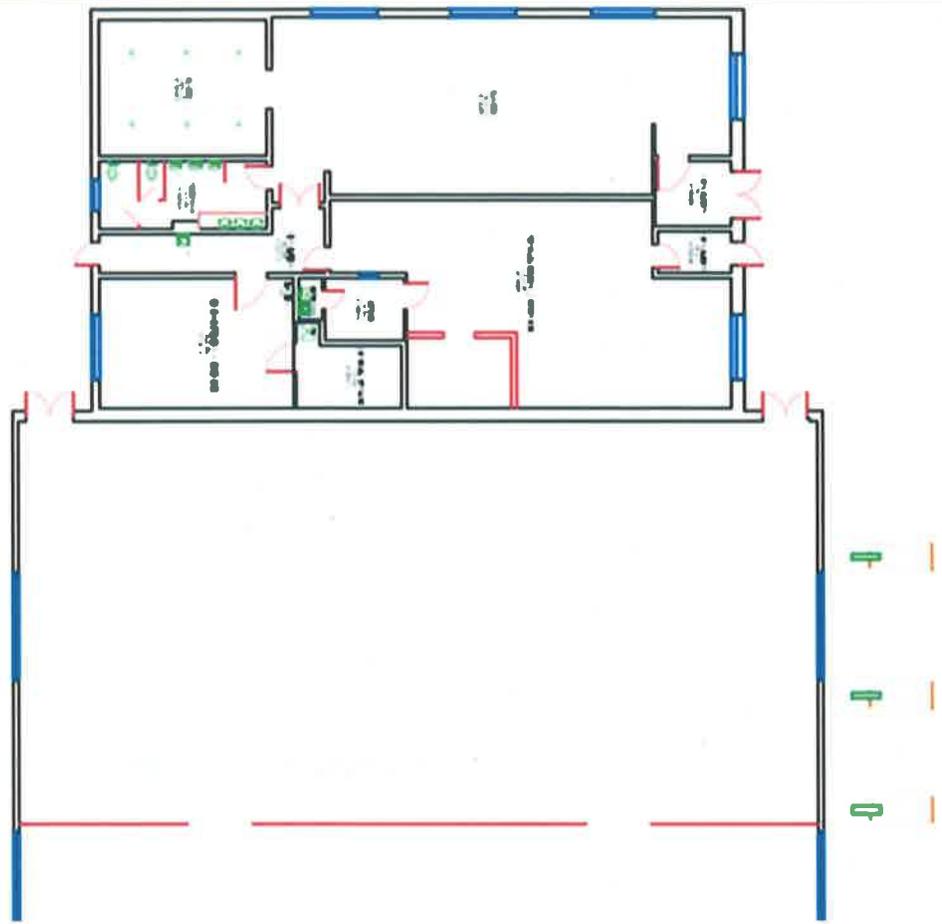


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**Building 302**  
**Second Floor**

**NAVFAC MIDLANT GeoReadiness Center**

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Medical/ Football Locker Rm.



1 BUILDING 1801 - FIRST FLOOR PLAN



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### **Attachment 3 - Emergency Program Review Checklist**

This checklist should be used at least annually to assess the EAP and emergency program. No matter how good a plan is on paper, it is inadequate unless it is part of a robust emergency program. This checklist will ensure that your efforts are in compliance with OSHA, CNIC and NAVSTA Newport requirements (note: there is some overlap between these requirements).

#### **OSHA Emergency Action Plan Standards:**

- Is there an emergency action plan in writing, kept in the workplace, and available to employees for review?
- Does the emergency action plan include procedures for reporting a fire or other emergency?
- Does the emergency action plan include procedures for emergency evacuation, including type of evacuation and exit route assignments?
- Does the emergency action plan include procedures to be followed by employees who remain to operate critical plant operations before they evacuate?
- Does the emergency action plan include procedures to account for all employees after evacuation?
- Does the emergency action plan include procedures to be followed by employees performing rescue or medical duties; and the name or job title of every employee who may be contacted by employees who need more information about the plan or an explanation of their duties under the plan?
- Is there an employee alarm system, which uses a distinctive signal for each purpose?
- Have employees been designated and trained to assist in a safe and orderly evacuation of other employees?
- Is the emergency action plan reviewed with each employee covered by the plan when the plan is developed or the employee is assigned initially to a job; when the employee's responsibilities under the plan change; and when the plan is changed?

#### **CNIC Requirements:**

- Did appropriate officials (Commanding Officer, Disaster Preparedness Officer, Building Manager, etc.) assist in developing the plan?
- Are these officials still available for consultation and to revise the EAP as required?
- Has an EAP organization been established, preferably following existing lines of authority?
- Are EAP organization members designated by position rather than by person?
- Do organization members know their own responsibilities as well as who has decision-making authority in any given situation?
- Has a procedure been established to notify emergency team members?
- Are emergency procedures easy to implement rapidly?
- Has a NAPS Operations Center (NOC) location been established? (Optional)
- Are communications at the NOC adequate? (Optional)
- Do EAP organization members know when they are to report to the NOC? (Optional)
- Are employees who do not have assigned duties excluded from the NOC? (Optional)
- Are emergency telephone numbers posted in the NOC and throughout the building? Are they published in the telephone directory and frequently updated?

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### Attachment 4 – NAPS Emergency Team

The NAPS Emergency Team members are selected by position, not by name. This automatically allows for continuity, since someone normally fills positions when the incumbent is absent. The acting official assumes the incumbent's role in the emergency organization as well. Selection by position generally eliminates the need for assigning alternatives. The specific roles of Emergency Team members are stated earlier in this plan.

POSITION	NAME and TITLE	PHONE
<b>CO / XO</b>	Captain M. D. Doherty, USN	Office: 401-841-6607 Cell: 901-826-9919
	Alternate: Major B. Rankin, USMC	Office: 401-841-2693 Cell: 252-773-1008
<b>AFTER HOURS CONTACT: NAPS CDO</b>	CDO	Cell: 401-641-0752
<b>BUILDING MANAGER</b> <ul style="list-style-type: none"> <li>• Engineering</li> <li>• Maintenance</li> <li>• Maintains building and building system plans</li> </ul>	Mark Donahue	Office: 401-841-1340 Cell: 808-294-2167
	Alternate: DC1 Mathis, Joshua	Office: 401-8416935 Cell: 864-871-1019
<b>EMERGENCY MANAGEMENT (EM) MONITOR</b> Passes the word and coordinates occupant movement during emergencies. Secures doors, windows and ventilation as required. <ul style="list-style-type: none"> <li>• Coordinate emergency management issues.</li> <li>• Pass information during emergencies.</li> </ul>	Base CDO	Office: 401-862-8378
	Alternate:	Office: Cell:
<b>SECURITY SPECIALIST/DISASTER PREPAREDNESS OFFICER</b> <ul style="list-style-type: none"> <li>• Emergency Management Coordination</li> <li>• Responsible for physical security.</li> <li>• Acts as the link for law enforcement matters.</li> <li>• NAPS EAP Coordinator</li> <li>• Heads up NAPS Operations Center</li> </ul>	LT Minter, Craig	Office: 401-841-3296 Cell: 203-992-2400
	Alternate:	Office:
<b>FACILITY MANAGER</b>	Mark Donahue	Office: 401-841-1340 Cell: 808-294-2167
	Alternate: DC1 Mathis	Office: 401-841-6935 Cell: 864-871-1019
<b>ENVIRONMENTAL COORDINATOR</b> <ul style="list-style-type: none"> <li>• Identifies environmental impact before, during, and after emergencies.</li> </ul>	Mark Donahue	Office: 401-841-1340 Cell: 808-294-2167
	Alternate:	Office

<b>MEDICAL COORDINATOR</b> <ul style="list-style-type: none"> <li>• Identifies available emergency medical services.</li> <li>• Arranges CPR, first aid, and other training.</li> </ul>	Jason Kizzee	Office: 401-841-1248 Cell: 401-935-4023
	Alternate: Leigh Starzynski	Office: 401-841-1248 Cell: 716-725-3916
<b>PUBLIC AFFAIRS</b> <ul style="list-style-type: none"> <li>• Maintains the flow of approved information.</li> <li>• Acts as liaison with external organizations.</li> </ul>	Mark Donahue	Office: 401-841-1340 Cell: 808-294-2167
	Alternate: Janet Andrade	Office: 401-841-2692
<b>SAFETY AND HEALTH OFFICER</b> <ul style="list-style-type: none"> <li>• Responsible for occupant safety and health.</li> <li>• Provides links for safety and health matters.</li> </ul>	Jason Kizzee	Office: 401-841-1248 Cell: 401-935-4023
	Alternate: Leigh Starzynski	Office: 401-841-1248 Cell: 716-725-3916

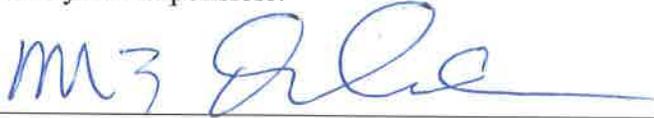
### Attachment 5 - Occupant Information Sheet

Primary occupant agency	Naval Academy Preparatory School
Number of DoD occupants	20 Military staff; 58 DoD Civilian staff
Number of other occupants	2 Contractors
Number of students	260
Total number of occupants	340

**Attachment 6 - Responsible Officials' Sign-Off Sheet**

By their signatures below, the following officials have certified that they have participated in the development of this Facility Emergency Action Plan and fully understand the procedures to be followed in an emergency affecting the facility, employees, and occupants for which they are responsible.

Building Manager:



Mark Donahue, NAPS Command Services Director

4/6/16

Date

Asst Facility Manager:



Joshua Mathis, DC1(SW), USN  
NAPS First Lieutenant

4/6/16  
Date