



DEPARTMENT OF THE NAVY

NAVAL ACADEMY PREPARATORY SCHOOL
440 MEYERKORD AVENUE
NEWPORT, RI 02841-1619

NAPSINST 11320.1J
01 Jun 17

NAVAL ACADEMY PREPARATORY SCHOOL INSTRUCTION 11320.1J

From: Commanding Officer, Naval Academy Preparatory School

Subj: NAVAL ACADEMY PREPARATORY SCHOOL FIRE AND EVACUATION BILL

Ref: (a) COMNAVREGMIDLANTINST 11320.11

Encl: (1) M/C Response to Discovery of Fire or Sounding of Fire Alarm
(2) Ripley Hall Evacuation Routes and Safety Area
(3) Ripley Hall Safety Area (inclement weather)

1. Purpose. To promulgate a fire bill and regulations for fire prevention and fire protection, including the responsibility of all personnel within Ripley Hall area.

2. Cancellation. NAPSINST 11320.11

3. Information.

a. Reference (a) sets forth the responsibility for fire protection aboard NAVSTA and charges each tenant command and or activity with the responsibility of preparing fire bills, conducting progressive fire prevention programs and inspecting for, and eliminating hazards.

b. Enclosure (1) contains specific instructions applicable to Ripley Hall for reporting a fire, conducting a fire drill, alerting occupants, sounding alarms and evacuating personnel. Enclosure (2) details evacuation routes from Ripley Hall. Enclosure (3) details inclement weather mustering in Gym 1801.

c. When a fire alarm is sounded, individual reaction must be automatic. Half-hearted participation in a fire drill is dangerous. Always assume it is a real fire and a threat to life is imminent. Respond promptly and professionally to all fire alarms.

4. General Instruction.

a. The NAPS Battalion Officer is designated as the NAPS liaison with the NAVSTA Fire Department for coordinating and reporting incidents. Their duties shall include:

(1) Ensuring that periodic, day and night fire drills are held in Ripley Hall. They shall coordinate with the base fire inspection office (ext. 2225) one day prior to any planned fire drill. They will ensure that the NAVSTA CDO (ext. 3456) is notified one-half hour prior to conducting all drills.

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(2) Coordinating fire drills to be held during daylight hours with the Academic Dean and during evening hours in Ripley Hall with the NAPS Command Duty Officer (in addition to the base fire department).

(3) Requesting the assistance of the base fire department in conducting fire drills, fire safety inspections and providing indoctrination presentations in connection with fire prevention programs.

b. All persons who are berthed in Ripley Hall shall:

(1) Without running, evacuate the building and proceed immediately, in a quiet, orderly manner, to a designated safety area.

(2) Avoid blocking any exit or interfering with equipment en-route to the safety area. Personnel shall not loiter between Ripley and Perry Halls, as this will be the staging area for base firefighting equipment. The first person exiting shall prop or hold the exit door open for those following. The last person exiting shall close the exit door.

(3) Students will muster with "Stripers" in platoon formation in the safety area designated in enclosure (2). Prior to departing each platoon bay, "Stripers" will ensure that an updated platoon muster is taken from the wall in their bay to facilitate a muster.

c. When the fire alarm is sounded, staff members engaged in instruction or supervision of students will take charge, ensuring the safe and orderly evacuation of the students. They shall also muster their students in the safe areas designated in enclosure (2). In the event of inclement weather, muster all hands in Building 1801 as designated in enclosure (3).

d. Under no circumstance will any person attempt to enter the building being evacuated.

e. No person shall attempt to move a privately owned vehicle parked near the scene of the fire unless directed to do so by the NAVSTA Fire Chief or other appropriate authority.

5. Emergency Procedures. In the event of electrical failure or other casualty to the normal fire evacuation alarm system, a manual or vocal alarm will be sounded.

6. Action.

a. All personnel are to familiarize themselves with the contents of this instruction and strictly adhere to the instructions herein.

b. The Battalion Officer will ensure that fire bills are conspicuously posted within Ripley Hall.


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Midshipman Candidate Response to Discovering Fires or Sounding of Fire Alarm

1. Personnel discovering a fire shall:

- a. Activate the nearest bulkhead fire alarm.
- b. Evacuate the building by the nearest exit.
- c. Call 911 or 1-3333 from a safe place.
- d. Use fire extinguisher ONLY if it is safe to do so. Do not attempt to extinguish a fire of a magnitude greater than a small trash can fire. If the fire is small enough and can be contained, an attempt should be made to extinguish it with a hand held fire extinguisher. NO ATTEMPT shall be made to extinguish an electrical fire due to the shock hazard associated with such fires.
- e. Proceed to the safety area on Nimitz field and account for personnel.

2. Officer of the Deck shall:

- a. Pass over the 1MC, "FIRE, FIRE, FIRE...FIRE ON ___ DECK, WING ___."
- b. Notify the NAVSTA Fire Department (ext. 1-3333) of the location of the fire and the type of fire, if known.
- c. Notify the NAPS CDO (if safety permits).
- d. Proceed to the safety area with the Quarterdeck Watch Log Book and Accountability Log. Take charge of muster.
- e. Give the muster report to the CDO.
- h. Ensure events surrounding the fire are properly logged.

3. Command Duty Officer shall:

- a. Ensure the evacuation of Ripley Hall.
- b. Proceed to safety area and receive the muster report from the OOD.
- c. Report battalion personnel accountability to Fire Department.

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d. In the case of a fire drill, ascertain accountability of all personnel in Ripley Hall, then have all hands return to their quarters. In the case of an actual fire, follow appropriate direction of the Senior Firefighter present.

e. Notify the Commanding Officer and the Executive Officer of all events.

4. The Platoon Commander shall:

a. Ensure all members of the Platoon evacuate the building in accordance with the evacuation diagram, and (time permitting) individual room doors are opened and passageway doors are shut in all platoon spaces.

b. Companies will form in the safety area in Battalion Formation and the Senior Midshipman Candidate will take charge until the arrival of the CDO.

c. As soon as possible, Platoon Commanders will provide a muster report to the Battalion Commander and the name and number of those present will be compared to the accountability taken by the OOD.

d. All Midshipman Candidates will stand in formation until ordered to return to the building. NO ONE will return to the building without the permission of the Fire Department or other higher authority.

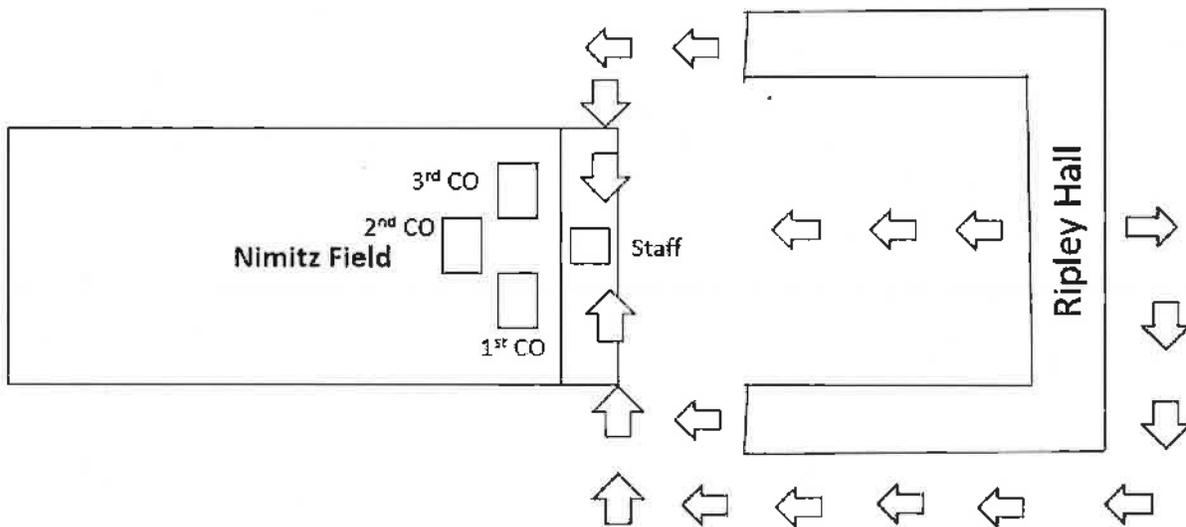
5. All other Midshipman Candidates shall:

a. Evacuate the building by the nearest exit.

b. Muster in designated safety area.

c. Wait for further instructions.

Ripley Hall Evacuation and Safety Area



Ripley Hall Safety Area (Inclement Weather)

