



DEPARTMENT OF THE NAVY
UNITED STATES NAVAL ACADEMY
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DNASNOTE 11320
13/004
15 APRIL 2013

DIRECTOR, NAVAL ACADEMY SAILING NOTICE 11320

From: Director, Naval Academy Sailing

Subj: EMERGENCY EVACUATION PLAN

Ref: (a) USNA/AACINST 11320.8B CH-I (20 MARCH 1997)
(b) PRODEVINST/LEADINST 11320.1D

1. Purpose. To provide guidance to USNA Sailing personnel on the immediate actions and building evacuation routes to be used in an emergency situation.

2. Immediate Actions

a. In the event of fire, gas leak, or other emergency situation keep calm. The person discovering the situation, regardless of location, size or possible consequence shall:

(1) Activate the nearest building fire alarm pull station. This will sound the evacuation alarms throughout the building and notify the Fire Department.

i. In the event the alarm pull station does not activate the evacuation alarm, the Fire Department shall be notified by calling x3-3333 from any USNA telephone outside the affected area or by calling 410-293-3333 from a cellular phone. Give the exact location of the situation, building, floor, etc.

ii. Designate additional personnel to move throughout the building and inform occupants to evacuate and why.

(2) Determine if there are injured personnel within the affected area and whether aid can be given without putting themselves at risk.

(3) Contain the situation until the Fire Department arrives. Close doors and windows and shut off power in the area, if possible.

(4) Aid personnel in evacuating using the procedures in Paragraph 3.

(5) Notify the Deputy Director, USNA Sailing and the Navy Sailing Duty Officer.

b. In the event of an earthquake keep calm. All personnel, regardless of location or possible consequence shall:

(1) Head for cover by getting under a heavy desk, table, chair, bed or under a door jamb. Make sure you move away from windows, glass or light fixtures. If there is not cover available, crouch and try to protect your head.

(2) Remain in a protected position until the shaking has stopped.

(3) Evacuate the building through the procedures in Paragraph 3.

3. Evacuation Procedures

a. In the event of an emergency, all personnel shall evacuate the building in a calm, controlled manner. At no time shall the elevator be used. Personnel will exit the building through the following routes:

(1) Robert Crown Sailing Center Second Floor

i. IC Classroom and IC Office through the IC Classroom door to the outside stairwell and exit out towards Farragut Field.

ii. VOST Office, OSTs Office, and Library through the Library door to the outside stairwell and exit out towards Farragut Field.

iii. Executive Office through the Executive Office door to the outside stairwell and exit out towards Farragut Field.

(2) Robert Crown Sailing Center First Floor

i. Robert Crown Lobby through the main lobby doors and exit out towards Farragut Field.

ii. VOST Classroom through the rear classroom doors to Reina Mercedes Pier and exit out and around RCSC towards Farragut Field.

iii. Program storage areas through the southern double doors and exit out towards Farragut Field.

(3) Vandergrift Cutter Shed. Through the main lobby doors and exit out towards Glenn Warner Soccer Field.

b. During evacuation, all USNA Sailing personnel shall ensure that office spaces, classrooms, and stairwell doors are secured upon departure of the last person. Department leadership shall ensure respective office and classroom spaces are clear of personnel before following evacuation procedures.

c. Should the situation deny egress along an established evacuation route, personnel shall use the closest available exit.

d. The main lobby doors shall be the primary evacuation exit for mobility impaired personnel.

4. Accountability Procedures

a. All Robert Crown Center personnel shall muster on Farragut Field for accountability. All Cutter Shed personnel will muster on Glenn Warner Soccer Field for accountability. Midshipmen will muster with their respective Program Officer or Coach. Program Officers will report accountability to Deputy Director, USNA Sailing.

b. Deputy Director, USNA Sailing shall verbally report accountability of all personnel to the Deputy Director of Professional Development.

(1) In the event of the Deputy Director of Professional Development's absence, accountability of USNA Sailing personnel shall be reported, in order of precedence, to:

i. Director, USNA Sailing

ii. Senior Officer present at the scene

c. The Deputy Director of Professional Development, or designate, shall contact the Naval Academy Duty Officer to report accountability of personnel and receive further instruction.

5. Promulgation

a. Program Directors and officers shall ensure all personnel within their program are aware of the procedures described in this instruction and their responsibility in carrying them out.

b. This instruction shall be posted on all department bulletin boards or in appropriate congregation spaces.

6. Review. This instruction shall be maintained and reviewed by the USNA Sailing 1ST LT.



E. L. SPANHEIMER

Distribution:

RCSC Bulletin Boards

Vandergrift CS Bulletin Boards