



DEPARTMENT OF THE NAVY  
COMMANDER NAVY RESERVE FORCES COMMAND  
1915 FORRESTAL DRIVE  
NORFOLK VA 23551-4615

COMNAVRESFORCOMINST 11320.1E  
N00SA  
19 Aug 2019

COMNAVRESFORCOM INSTRUCTION 11320.1E

From: Commander, Navy Reserve Forces Command

Subj: FIRE PREVENTION AND EMERGENCY EVACUATION PLAN

Ref: (a) DoD Instruction 6055.6  
(b) OPNAVINST 11320.23G  
(c) COMNAVREGMIDLANTINST 11320.11

Encl: (1) Designated Muster Area for Building NH-32 Personnel  
(2) Departmental Muster Report

1. Purpose. To promulgate fire prevention regulations and procedures, for the safe emergency evacuation of building NH-32 in the event of a fire, explosion, bomb threat, and/or other emergency.
2. Cancellation. COMNAVRESFORCOMINST 11320.1D.
3. Policy. Fire prevention is a joint responsibility of all personnel. Personnel will be indoctrinated and kept informed on a frequent basis on procedures of reporting a fire, evacuating the building, and mustering via Safety Stand-downs, Drills, Plan of the Week notes, and other means.
4. Scope. Per references (a) through (c), this instruction is promulgated with the purpose of delineating functions, duties and responsibilities of Commander, Navy Reserve Force, Commander, Navy Reserve Forces Command (COMNAVRESFORCOM) and Commander, Navy Air Forces Reserve personnel.
5. Responsibilities:
  - a. Safety Director. Draft and implement a Fire Prevention and Emergency Evacuation Plan Instruction. Ensure personnel receive training in these procedures. Conduct emergency evacuation drills annually. Emergency evacuation drills may be unannounced and conducted as realistic as possible to include involving all emergency response activities.
  - b. Fire Wardens. Command will provide and designate in writing Four Fire Wardens as a collateral duty. Fire Wardens will report to the Safety Director, assisting in implementing, administering, and enforcing Fire Prevention, Emergency Evacuation, and Fire Safety Programs. Fire Wardens will:

(1) Receive formal training by the Installation Fire Prevention Office prior to assuming their duties.

(2) Conduct and document monthly fire safety inspections of all building NH-32 spaces. Inspections shall include a visual inspection of portable fire extinguishers, a 30 second operational test of emergency lighting fixtures, exit signage, the proper functioning of all emergency egress doors (including door hardware i.e., panic push-bar, closers, hinges), and storage/machine/electrical telephone rooms (general housekeeping). Ensure minimum clearances of 18 inches, are maintained around all sprinkler heads, and clear paths of egress within all workspaces.

(3) Assist in training staff personnel on fire prevention and emergency evacuation procedures.

c. Command Staff:

(1) The Deputy Chief of Staff (DCOS)/Assistant Deputy Chief of Staff (ADCOS) and Special Assistants (SA) will maintain a current roster of all departmental personnel. It is imperative this roster is current in the event of an emergency evacuation for accountability purposes.

(2) In the event of an emergency evacuation, all personnel will proceed expeditiously to the designated muster area for accountability. The DCOS/ADCOS will conduct muster, utilizing muster report in enclosure (2). Identify absent personnel and the reason(s) for absence (i.e., temporary additional duty, leave, sick in quarters, regular day off, Telework, etc.), and report status of personnel to the Officer of the Deck (OOD) or Staff Duty Petty Officer (SDPO) of personnel "not accounted" for and their last known location. If both, the DCOS and ADCOS are not present, the next senior person will account for all personnel within the Department. The SDPO and/or the OOD will provide information to the Command Duty Officer (CDO) who will then brief local emergency and naval authority for further action as necessary.

a. SA and personnel for Public Affairs, Employment and Equal Opportunity, Safety, Command Climate Specialist, Sexual Assault Prevention and Response, and Human Resources will muster with Command Services.

(3) Under no circumstances will evacuated persons re-enter the building until instructed by emergency response team or higher authority, that building has been deemed, safe to return.

d. Personnel requiring assistance:

(1) If necessary, each department will identify personnel requiring additional assistance. A primary and alternate person within that department will be identified beforehand to aid and assist in egress. Drills will be conducted as necessary, to ensure emergency egress

personnel are trained and aware of their responsibilities. These individuals will remain with the person throughout the entire evacuation process, providing mobility and communication assistance as needed.

(2) If an alternate evacuation route is required, post a copy of this route near the vicinity of the individual requiring assistance and a second copy posted in the Duty Office. Personnel shall conduct an emergency evacuation drill annually and be thoroughly familiar with the alternate route.

e. Visitors:

(1) Visitors will evacuate and muster with the individual or department sponsoring their visit. Groups or personnel visiting and utilizing the command auditorium or conference rooms will proceed to the muster area and report any personnel "not accounted" for to the OOD or SDPO.

6. Action. All personnel attached to, employed by, or performing work at the COMNAVRESFORCOM Headquarters building (NH-32) will fully comply with this instruction.

7. Procedures for reporting a fire. The person discovering any fire, regardless of magnitude will:

a. Immediately notify occupants in close vicinity of the fire verbally and pull the nearest fire alarm pull box. In the event the fire is small in nature and the member is confident they can extinguish the fire safely to prevent further damage or safely exit the building, utilize the nearest fire extinguisher, mounted throughout the facility. At no time should a member place their self or anyone else in danger. Immediately evacuate the building. Once in a safe area, dial 444-3333 and provide as much detailed information as possible to the dispatcher.

b. All fires shall be reported including extinguished fires to the Safety Director and Duty Office. Fire alarm pull boxes may not always be operational, therefore always follow up with a telephone call to the Emergency Call Center/Fire Dispatch.

8. Procedures when a fire alarm sounds:

a. Personnel will immediately evacuate via nearest exit and proceed to the designated muster area per enclosure (1). Personnel will proceed utilizing the stairs and do not run. Under no circumstances will a person use an elevator during an evacuation. Time permitting, secure classified material, shut off lights, electrical equipment, and close doors. Do not endanger yourself or others in this effort.

b. Adhere to the following mustering criteria when evacuating the building:

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(1) The OOD and SDPO will evacuate the building, collecting the command/departmental emergency evacuation muster sheet, logbook, duty cell phones, key ring(s) and megaphone. All other duty section personnel will proceed to the muster area, muster with their department and standby for further direction. The OOD and SDPO will report to the muster site, expedite collecting department reports and report status via cell phone to the CDO of any personnel "not accounted" for and their last known location. The CDO will report status of personnel to the Fire Chief and Chief of Staff (COS).

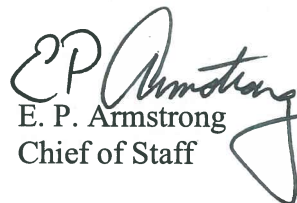
(2) Safety personnel if available and the CDO will standby to assist and provide support to emergency personnel. The CDO will provide the key to the front door and mechanical room to emergency personnel if required.

(3) The muster area is located directly north of building NH-32, across both parking lots, in the grassy area as indicated in enclosure (1).

(a) All personnel along with visitors are required to muster and remain in the designated muster area and await further guidance. In the case of inclement weather or other unsafe conditions as determined by proper authority, personnel will muster in the gym, building NH-30, on corner of Blandy & Mitscher Ave. Personnel will remain steadfast in the muster area until the "all clear, all safe" command is given.

9. Records Management. Records created as a result of this instruction, regardless of media and format, must be managed per Secretary of the Navy (SECNAV) Manual 5210.1 of January 2012.

10. Review and Effective Date. Per OPNAVINST 5215.17A, COMNAVRESFOR IG will review this instruction annually on the anniversary of its effective date to ensure applicability, currency, and consistency with Federal, Department of Defense, SECNAV, Navy policy and statutory authority using OPNAV 5215/40 Review of Instruction. This instruction will automatically expire 10 years after effective date unless reissued or cancelled prior to the 10 year anniversary date, or an extension has been granted.

  
E. P. Armstrong  
Chief of Staff

**Releasability and distribution:**

This instruction is cleared for public release and is available electronically only via COMNAVRESFOR Web site, <http://www.public.navy.mil/nrh/Pages/instructions.aspx>



OVER

**MUSTER REPORT**  
**LANTFLT 1080/1 (NEW 8/69)**  
**REF Navy Regulations, 1948 Article 0708.5**  
**COMMAND**

**SUPERCEDES FLT GEN 1080/1)**

**COMNAVRESFORCOM**

COMMAND		DIV		DATE/TIME		NAME		RATE		DUTY SEC		STATUS	
COMNAVRESFORCOM													
PERSONNEL STATUS		PERSONNEL TOTALS											
LEAVE		PRESENT AT QUARTERS											
LIBERTY/RDO													
AWAY TEM ADD DUTY		AUTHORIZED ABSENTEES											
SICK LIST/APPOINTMENT													
WATCH		UNAUTHORIZED ABSENTEES											
MESS DUTY													
PT		TOTAL PERS ASSIGNED (SHIPS'S COMPANY)											
ALT WORKSITE													
TERMINAL LV		ATTACHED TEM ADD DUTY											
UNAUTHORIZED ABSENCE													
UNAUTHORIZED ABSENTEES													
NAME AND RATE		SER NO		HR & DATE BEGAN									
CHANGE OF STATUS													
REPORTED IN ERROR		RETURNED ABSENTEES HR & DATE											
MUSTERING PO													
MUSTERING PO		DIV OFFICER											

Enclosure (2)

