



**DEPARTMENT OF THE NAVY**

NAVAL SEA SYSTEMS COMMAND  
1333 ISAAC HULL AVE SE  
WASHINGTON NAVY YARD DC 20376-0001

IN REPLY TO

NAVSEAINST 3730.2

Ser 04R/111

21 Jun 04

NAVSEA INSTRUCTION 3730.2

From: Commander, Naval Sea Systems Command

Subj: FIRE EMERGENCY ACTION PLAN FOR NAVSEA AT THE WNY

Ref: a) NDWINST 11320.01D Fire Bill, Fire Prevention and Fire Protection Regulation

Encl: (1) Duties and Responsibilities  
(2) Sample Evacuation Muster Sheet  
(3) Evacuation directions to assembly areas

1. Purpose. To publish a Fire Emergency Action Plan for NAVSEA occupied spaces in Buildings 176, 197 and 201 at the Washington Navy Yard in the event of a Fire Emergency. Procedures for NAVSEA occupied spaces at the Washington Navy Yard for a bomb threat or chemical, biological or radiological event will be covered separately. Also, procedures for NAVSEA occupied spaces in Crystal City/Arlington VA will be covered separately.

2. Discussion. As required by reference (a), NAVSEA establishes this Fire Emergency Action Plan. Implementation of this plan requires the cooperation of all hands.

3. Action. All NAVSEA personnel shall comply with all guidance provided and familiarize themselves with enclosures (1), (2) and (3).

A. W. LENGERICH  
Vice Commander

Distribution:

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**DUTIES AND RESPONSIBILITIES**

**PEOs and Directorates shall:**

- Appoint individuals from their respective organizations to serve as Floor Wardens and alternates. All shifts and days worked must be covered. The number will be determined by SEA 04RS. For each floor warden there must be a minimum of two alternates.
- Designate specific assembly areas for the Directorate/PEO consistent with enclosure (3). The parking garage (Building 28) is not an authorized evacuation assembly areas.
- Maintain a muster list of their personnel for accountability in case of an emergency consistent with enclosure (2). Assign an individual and alternates to bring the muster list to the mustering area, take attendance and report all discrepancies to security.

**NAVSEA Supervisors shall:**

- Ensure all employees are briefed on the Fire Emergency Action Plan, including new employees upon arrival.
  - Ensure that their employees know the locations of emergency exits in their work area.
  - Ensure all employees know the location of assembly areas outside of the building.
  - Ensure that all employees know to evacuate the building immediately after the alarm is sounded and take appropriate actions with those employees lingering in the building to ensure this action does not occur in the future.
  - Ensure that assigned floor wardens have sufficient time to attend required meetings, training, and carry out their duties.
- Ensure that all floor wardens and alternates complete required training.
- Provide to SEA 04RS a list for employees with special evacuation needs including employee's name, Code, work location and special need.

Enclosure (1)

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NAVSEA Employees shall:

- Familiarize themselves with the posted evacuation maps nearest their workstation.
- Know the location of at least two of nearest emergency exits, and their evacuation assembly areas located outside of the building.
- In the event of an emergency (e.g., fire/smoke) dial 911 (or if using a cell phone call 202-433-3333) and report the building number, street address and location of the emergency, notify employees in the immediate area, and then proceed to the nearest exit. If not automatically initiated by the automatic detection system, exiting employees will activate the fire evacuation alarm located adjacent to any emergency exit.
- Exit the building immediately in a calm and orderly manner after the alarm has sounded. Items such as coffee, soda, food, etc. shall be left at the employee's desk since these items, if spilled, could pose a safety hazard when evacuating the building.
- Follow the directions given by the floor warden and fire department personnel.  
Move away from the building being evacuated and go to their designated assembly areas. Areas near the evacuated building must be kept clear to avoid injury and avoid hindering emergency responders.
- Secure classified materials they are working on. If it is not practical to secure classified information, ensure the documents are covered and exit the building with the covered documents.
- Close windows in their office space and shut their office door. Employees SHALL NOT lock their office door.  
NOT use elevators to evacuate any building.
- NOT use the center open glass stairway to evacuate, as it is not certified as a safe fire evacuation route.
- NOT re-enter the building until an all clear signal has been given by the NDW fire department on-scene Commander through the NAVSEA Security Personnel.
- NOT take the time to answer the phone, finish a phone call, finish an e-mail, or go to the restroom once an alarm has sounded.

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**NAVSEA Employees who require assistance shall:**

- Notify their supervisor and designated floor warden that special emergency evacuation is required (either long term or short term.). In addition to the above notifications, employees requiring assistance will also notify the safety department SEA 04RS directly via e-mail.
- In the event of an alarm alert the area Floor Warden if practicable, and move to the nearest emergency stairwell for safe haven until:
  - 1) they are evacuated with assistance from the NDW Fire Department, or
  - 2) the fire evacuation is terminated.

**NAVSEA Safety, SEA 04RS shall:**

- Develop, manage and provide oversight of the NAVSEA Fire Emergency Action Plan for NAVSEA occupied spaces at the Washington Navy Yard.
- Ensure that adequate training is provided to all Floor Wardens and their alternates on all required procedures and practices.
- Ensure that adequate training is provided to all employees on fire safety.  
Notify SEA 10 if replacement or repositioning of evacuation maps is needed.
- Maintain a roster of personnel who require evacuation assistance, and the location of their office space. Post a current roster at the fire panel and provide a roster to Floor Wardens.
- Ensure that all necessary items/equipment are available to Floor Wardens.

**NAVSEA Site Safety QMB shall:**

- Assist SEA 04RS with management and oversight of the NAVSEA Fire Emergency Action Plan.

NAVSEA Security, SEA 104 shall:

Ensure security personnel are assigned to buildings 176, 197, and 201. These personnel will act as Emergency Evacuation Officers for the buildings assigned and will be responsible for the following actions:

- Notify the NAVSEA Safety Office (202-781-4225) and Command Watch Officer (202-781-3889), of all emergencies.
- Receive the list from floor wardens of personnel in stairwell needing assistance and provide this list to the NDW fire department. Liaison with NDW fire department on-scene commander and notify personnel when it is all clear to re-enter the building

NAVSEA Facilities, SEA 102 shall:

- Maintain building evacuation maps and ensure they are posted.
- Secure the Building 197 mainframe computer as required (e.g. if Building 197 is evacuated)

NAVSEA Floor Wardens shall:

- Check all offices, including rest rooms, to ensure that personnel have exited the area.
- Know the location of all personnel within the assigned area/stairwell who require evacuation assistance and confirm they have heard the alarm and are moving to the appropriate stairwell.

Direct and assist personnel requiring assistance to go to the emergency stairwell landing. Individuals requiring evacuation assistance will move out of the path of foot traffic, to assist the orderly movement of others.

Direct the orderly evacuation of the area and monitor traffic flow in the assigned stairwell.

Remain alert for any problems (e.g., stairwells blocked by fire or smoke, backlog of people waiting to evacuate, need for medical assistance, etc.) and take appropriate action.

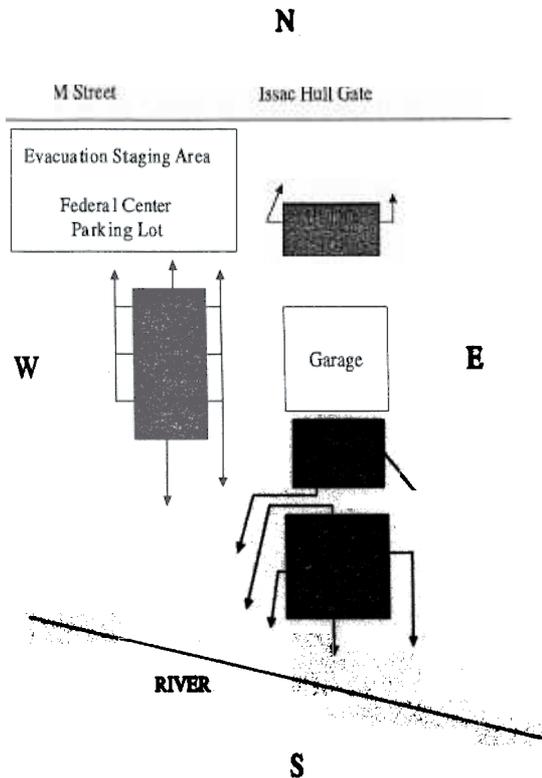
- Direct personnel to move away from the building to their designated assembly areas.

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Floor Wardens of Top Floors shall:

- Note the number of employees requiring assistance, type of assistance (such as lead, one person assistance, two person carry or four person carry), and the stairwell landing number. This list will be provided to the Emergency Evacuation Officer.
  - Building 197, Emergency Exit Stairwells 4E1521, 4E2521 4E3521, 5E1001, 5E3601, 5W1532, 5W2532 and 5W3532
  - Building 201, Emergency Exit Stairwells 4W-915 and 4E-965
  - Building 176, Emergency Exit Fourth Floor Stairwells #1 and #2





### Fire Emergency Evacuation Plan

**Building 104:** Personnel Should go to the Federal Center Parking Lot or behind Building 104 To the Dispensary Parking Lot.

**Building 197:** Personnel should go To the south side of the building along The river or the north end of building To the Federal Center Parking Lot. DO NOT proceed south toward the River from the rear of the building as Gates are locked. Personnel exiting on the west side of the building must go north to the Federal Center Parking Lot.

**Building 176 & 201:** Personnel should Go to the south west side of the building Along the river or the south east side of The building along the river

*In case of an emergency dial 911 or Cell phone number 202-433-3333*

Updated November 2003

### *Employees will:*

Familiarize themselves with the posted evacuation maps nearest their workstation.  
Update the mustering list as to their location in case of an evacuation. Locate the nearest emergency exit when not at their workstation. Familiarize themselves with their mustering area, where they are to report after evacuating the buildings. (see your NAVSEA Floor Warden)  
Follow instructions given to them by the NDW Fire Department and/or NAVSEA Floor Wardens.

### **In the event of an emergency:**

Individuals should activate the evacuation alarm located adjacent to any emergency exit, if an alarm has not been sounded.  
All personnel should secure current work activity/lock-up classified material, and proceed to the nearest emergency exit, unless directed to a different exit by your NAVSEA Floor Warden.  
**All office doors should be closed**, but not locked; except for those doors that serve secure room/vault closures will be closed and locked. Items such as coffee, soda, food, ect. should be left in the offices. These items, if spilled, could pose a safety hazard when evacuating the building.  
All personnel **must** leave and move away from the building being evacuated and go to the designated staging areas to avoid potential injury and to keep the area clear for emergency responders. **DO NOT** go to the garage, it is not an authorized staging area. A verbal announcement will be made to employees for re-entry to the building.