



DEPARTMENT OF THE NAVY  
NAVAL FACILITIES ENGINEERING COMMAND  
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NAVFACINST 11320.23

From: Commander, Naval Facilities Engineering Command

Subj: EMERGENCY EVACUATION PROCEDURES FOR THE SANGER COMPLEX

Ref: (a) NDWINST 11320.10D  
(b) NDWINST 3440.11C  
(c) Federal Property Management Regulations

Encl: (1) Emergency Evacuation Plan

1. Purpose: To establish the emergency evacuation plan for Naval Facilities Engineering Command Headquarters.
2. Background: References (a) through (c) require evacuation procedures be established to ensure the safety of personnel and security of classified material. The emergency conditions requiring evacuations include fire, bomb threat or the presence of chemical or biological hazards. This plan lists each type of emergency, the method to be used to notify the occupants of evacuation, the routes to be used to evacuate the building, and the location where NAVFAC personnel will gather after evacuation.
3. Action: Division Directors will ensure all personnel are familiar with the procedures in enclosure (1) and maintain accurate rosters of all personnel assigned, including civil service employees, military and contractors. The DCPD Office will maintain the master copy of the personnel information and provide the information monthly to the Division Directors.

  
M. K. LOOSE  
Vice Commander

Distribution:  
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## EMERGENCY EVACUATION PLAN

### 1. Emergency conditions resulting in evacuation:

#### a. FIRE

1) Anyone seeing a fire in the building should call the Fire Department immediately at 433-3333.

2) Attempt to extinguish or control small fires with one of the wall mounted fire extinguishers. Do not risk life or injury. Should the fire get out of hand quickly or if it is fast spreading or producing a lot of smoke, leave all firefighting efforts to the Fire Department and pull the lever at one of the fire alarm pull stations. The fire alarm pull stations are red in color and mounted on the wall at various locations around the building.

#### b. BOMB THREAT

1) If a suspicious package is received in the mailroom or if there is an external bomb threat outside of the facility which could endanger the building, notify the NAVFAC Security Manager immediately. The Security Manager will make the decision whether or not to evacuate the building; if so, he will use the fire alarm system or the personnel alert system which will be installed in the near future.

2) You may be called upon by security force personnel to search your work area for an explosive device prior to evacuation of Headquarters spaces. If this becomes the case, personnel conducting the search will exercise extreme caution. While conducting the search **LOOK ONLY, DO NOT TOUCH OR MOVE ANYTHING.** Searchers should look for any articles of a suspicious nature, such as items that do not belong in the space. If a bomb or suspicious article is found, **UNDER NO CIRCUMSTANCES SHALL THE DEVICE BE TOUCHED OR HANDLED. THE PERSON FINDING IT WILL IMMEDIATELY NOTIFY SECURITY FORCE PERSONNEL AND LEAVE THE AREA.**

#### c. BIOLOGICAL OR CHEMICAL HAZARDS

1) Chemical hazards such as a gas leak require immediate evacuation. Persons detecting a gas leak should call the fire department, then pull the fire alarm; all personnel should evacuate the building at this point.

2) Other chemical or biological hazards such as Anthrax may be received in the mailroom or contaminate multiple spaces in the building. The person finding such material should leave the area, shut any doors in the area where the material is found and immediately contact the Security Manager. The Security Manager will contact NDW and determine whether or not to evacuate the building and take other measures to contain the contamination, such as shutting down the building's air handling system.

## 2. Evacuation procedures:

a. Upon notification to evacuate NAVFACENGCOC Headquarters spaces (buildings 33/36/39/109 or any part of the buildings), all personnel will immediately exit the building. Personnel will exit the building onto Patterson Avenue or Kennon Street.

Patterson Avenue: Exit through the main lobby doors or the loading dock door.

Kennon Street: Exit via one of the following routes:

1. Southeast corner of building 33 exit to the archway to Kennon Street;
2. Exit through the link door across the courtyard through the archway to Kennon Street;
3. Exit the east door from building 109 and across the courtyard through the archway to Kennon Street;
4. Exit the north end of building 36 across the courtyard through the archway to Kennon Street.

There are maps located on corridor walls throughout the building which show all fire escape routes; personnel should take the escape route closest to either Patterson Avenue or Kennon Street. After exiting the building onto Patterson Avenue or Kennon Street, all personnel will proceed to Willard Park, which is the area near the railroad gun in front of the USS Barry. See attachment (1).

b. Division Directors are responsible for ensuring that all individuals within his/her division leave the building expeditiously through the proper exits and gather at Willard Park. If possible, the last person leaving the space should close any doors in order to contain the fire, then proceed to the gathering point.

c. Prior to evacuation, all classified material shall be secured in approved security containers, if possible. If unable to secure the materials in an approved container, personnel will maintain possession and the integrity of the material and turn it over to the security office as soon as feasible.

d. After gathering at Willard Park, each Division Director will account for all personnel in their respective division and report the findings to the Vice Commander or senior person on location. If any personnel are unaccounted for, the Commander in Charge of the emergency operation will be notified and a search for the missing person(s) will be conducted. Personnel will not return to their building workspaces until the officer in charge of the emergency operation, usually a Fire Department officer, gives the all clear sign to return to the workspaces.

### 3. Special situations:

a. Civil Disturbances - In situations involving civil disturbances, personnel are to avoid any interaction with the demonstrators. Immediately notify the Headquarters Security Office (685-9083/0179). The Headquarters Security Office will notify NDW Security.

b. Hostage Situations - In being confronted with a hostage situation, remaining calm and **not** forcing a confrontation is of paramount importance. Personnel becoming aware of a hostage situation shall immediately evacuate the area and report the incident to the Headquarters Security Office (685-0179/9083). The Security Office shall notify NDW security forces. Personnel who have come in contact with the perpetrators should note as much information concerning them as possible (i.e., number, dress, types of weapons, physical location of perpetrators/hostages, number of hostages, physical characteristics of the perpetrators, etc.) for use by security force personnel. The Headquarters Security Office will notify appropriate personnel and perform liaison functions with the NDW security force.

### 4. Responsibilities:

a. Team NAVFACHQ employees: Be familiar with the scenarios listed above and maintain current personnel data with your division directors and the DCPD office.

b. DCPD office: Maintain the master recall list and provide Division Directors and the front office (00B, 00S, 09S) the information pertinent to their divisions.

c. AHS: Maintain and update this instruction as needed.

d. Division Directors: Ensure all assigned personnel are familiar with the plan, maintain current recall information on all personnel working in the division spaces.

