



DEPARTMENT OF THE NAVY

NAVY MEDICINE EAST
620 JOHN PAUL JONES CIRCLE
PORTSMOUTH, VIRGINIA 23708-2198

NAVMEDEASTINST 11320.1

M3E

17 May 06

NAVY MEDICINE EAST INSTRUCTION 11320.1

From: Commander, Navy Medicine East

Subj: FIRE PROTECTION AND PREVENTION PLAN

Ref: (a) NAVMEDCENPTSVAINST 11320.1B
(b) NAVMEDCENPTSVAINST 5100.12

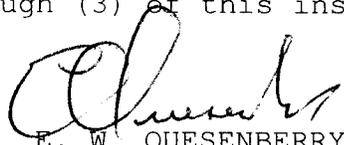
Encl: (1) Procedures for Fires and Fire Drills
(2) 14th and 15th Floor Plans with Fire Protection Features Indicated
(3) Fire Protection Features of 13th, 14th and 15th Floors, Building 3 (215)

1. Purpose. To establish fire protection and prevention guidelines applicable to the work spaces occupied by the staff of the Navy Medicine East (NME). This instruction implements the command Fire Safety Program to promote a fire-safe environment for staff and visitors in accordance with references (a) and (b).

2. Cancellation. HLTHCARESUPPONORINST 11320.1A

3. Scope. This instruction applies to the personnel assigned to NME and their assigned workspaces on the 13th, 14th, and 15th floors of Building 3 (215), Naval Medical Center, Portsmouth.

4. Action. Deputies and supervisors will ensure that personnel under their direction are made aware of and adhere to the contents of this instruction and attachments. New personnel will receive an overview of this instruction during command orientation and will receive additional fire prevention orientation specific to the workplace from their respective supervisor when reporting to the work area. All NME staff will comply with the Fire Safety Program set forth in enclosures (1) through (3) of this instruction.


E. W. QUEISENBERRY
By direction

Distribution: (NAVMEDEASTINST 5215.1)
List C

PROCEDURES FOR FIRES AND FIRE DRILLS

1. Familiarize yourself with the information in enclosures (2) and (3). The Life Safety Code features designed into Building 3 (215), coupled with your knowledge of how to interpret the alarms and use the systems provided, will arm you with the means to survive a fire in the building. These procedures cover four situations:

- What to do if you discover a fire
- What to do if the alarm system activates in the area in which you are located
- What to do if there is a fire in the building, but not in the immediate area in which you are located
- Procedures for conducting fire drills

Enclosure (2) shows the location of the Primary (P) and Secondary (S) fire escape stairwells, location of manual (pull station) fire alarms (A), and the location of the portable fire extinguishers (E). A brief description of the safety features of the building is found in enclosure (3).

Building 3 (215) is designed to allow for "defense in place." This means that, in many instances, we will not evacuate our spaces in the event of a fire because our remoteness from the origin and the fire protection features of the building provide a very high level of safety. The procedures established take these conditions into consideration.

2. NME personnel will follow the following fire and fire drill procedures:

a. When You Discover a Fire. As a rule, if you discover a fire before the automatic fire protection systems activate, it will be in the very early stages of fire growth. Follow the following procedures:

(1) **R** = Rescue anyone who may be injured and near the fire.

(2) **A** = Alert your coworkers using a firm voice to announce "Fire." Pull the manual alarm at the station nearest to you (located at the entrance to the fire egress stairwells).

NAVMEDEASTINST 11320.1

M3E

17 May 06

If you are involved in rescue, have one of your coworkers activate the alarm. You or one of your coworkers must call 3-5777 and provide the following information: **name of caller, building and floor location, and state that there is a fire on the floor.**

(3) **C** = Close the door if the fire is located in a private office or room.

(4) **E** = Extinguish the fire if possible using the nearest portable fire extinguisher. Your decision to extinguish the fire should be contingent on the fire being contained (e.g., in a wastebasket) and the flames should not extend above your chest. At all times, you must ensure your safety by not letting the fire get between you and your escape route. If the fire has ignited any of the furnishings such as drapes or wall coverings, or the smoke collecting at the ceiling is thick, do not attempt to fight the fire. A room can flashover and become deadly within two minutes of the first appearance of flames.

Follow the following procedures for using portable fire extinguishers:

(1) **P** = Pull the pin located on the handle of the extinguisher.

(2) **A** = Aim the nozzle of the extinguisher at the base (bottom) of the fire.

(3) **S** = Squeeze the handle of the extinguisher.

(4) **S** = Sweep the extinguisher back and forth across your body as you discharge it.

If the fire persists after you have discharged one fire extinguisher, abandon the effort and follow the procedures for evacuation.

b. When the Fire Alarm Activates in the Area You Are Located. The fire alarm for Building 3 (215) will activate on the floor on which the fire is located and the floor above and below. When the fire alarm activates in NME work spaces, the staff not involved in executing the RACE procedures or attempting to fight the fire, will begin the evacuation process.

The primary escape route is Stair Number 5, located in the southwest area of each floor work space. Stair Number 2, located in the northeast corner of the elevator lobbies is the alternate escape route to be used only in the event that you cannot reach the primary route. **In no case, will you use the elevators for escape. Do not, under any circumstances, return to your floor to get coats, purses, or any other personal items or to turn off or lock out your computer.** Do not reenter the building from the stairwell unless there is smoke present and it is necessary to continue your escape. If you must reenter the building, follow the emergency exit lights to the next available escape stairwell and continue to the ground floor and out of the building. See enclosure (2) to familiarize yourself with the locations of each of these routes, as well as the locations of manual pull station fire alarms and portable fire extinguishers. Once the evacuation process has begun, you will continue down the stairwell until you reach the ground floor. Exit the building and proceed across Effingham Street. Our muster point will be the river front southeast area of the seawall.

Senior personnel on each floor will check private offices, the elevator lobbies, and heads to ensure that all personnel are aware of the evacuation and do not require any assistance.

Once the staff is assembled at the muster area, department heads or the senior staff member of each department present will muster the personnel present and make an accounting of anyone not present. If any staff member's presence cannot be accounted for, the senior NME staff member present or his/her appointed representative will report that individual and his or her last known location to the senior fire officer present. If you are located in an area of Building 2 (Charette) or Building 3 (215) when the alarm activates in that area, you will evacuate with the staff in that area, then proceed to NME's muster point and standby. **Do not attempt to return to our workspaces until the "all clear" is given by the Fire Department.**

c. There is a Fire in the Building, but Not in Our Workspaces. When the fire alarm is activated in the building, all floors not in the immediate area of the reported fire will hear a recorded announcement over the public address system that there is a fire in the building. **Do not begin to evacuate at this time.** The design and construction of the building offer a

NAVMEDEASTINST 11320.1

M3E

17 May 06

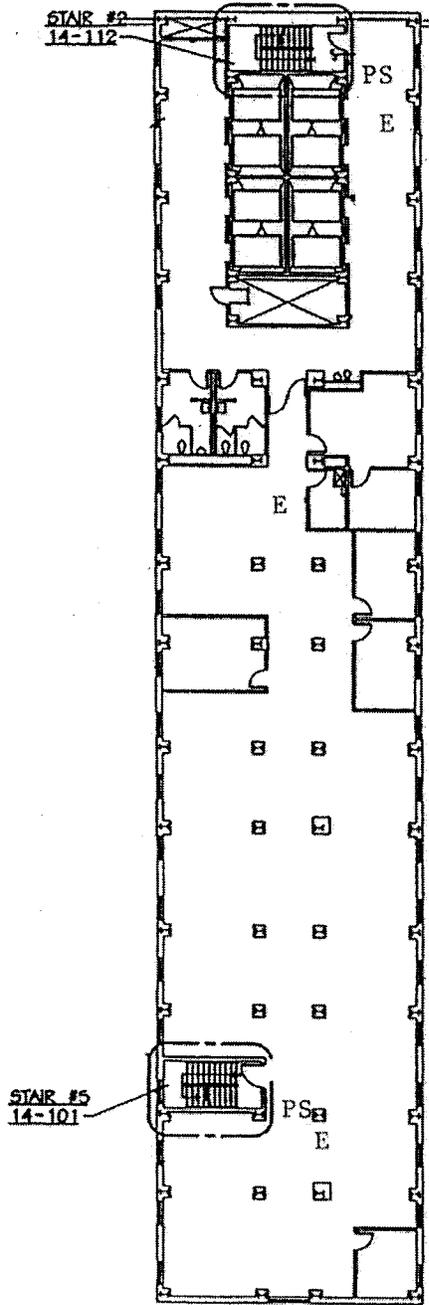
very high level of safety. (See enclosure (3)) Remain in your work area and be prepared to evacuate if it becomes necessary. Senior personnel should take this opportunity to account for all personnel in their departments.

Should an evacuation become necessary, we will be notified by the Fire Department. Notification will be either through the public address system, by telephone call, or in person. The decision to evacuate will be made by the senior fire officer present at the scene. Once directed to leave, follow the same procedures as outlined in paragraph 2b.

d. Conducting Fire Drills. Fire drills will be conducted by the Naval Medical Center Safety Office or the Naval Shipyard Fire Department. A staff member will be selected to initiate the drill. The scenario will involve a fire in the work area. Follow all the procedures outlined in paragraph 2a. Remaining staff members will assemble at the entry to the primary escape route (Stairwell 5) or the secondary route (Stairwell 2) should the fire inspector indicate that the primary route is blocked by fire. We will not actually evacuate the spaces.

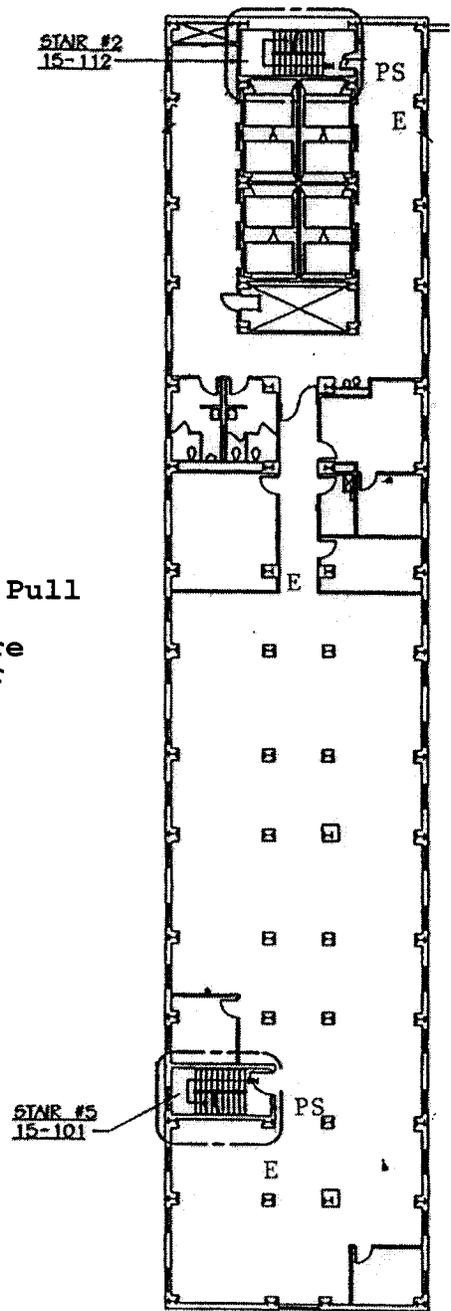
NAVMEDEASTINST 11320.1
M3E
17 May 06

14TH AND 15TH FLOOR PLANS
WITH FIRE PROTECTION FEATURES INDICATED



14th Floor

PS = Fire Alarm Pull
Station
E = Portable Fire
Extinguisher



15th Floor

NAVMEDEASTINST 11320.1
M3E
17 May 06

FIRE PROTECTION FEATURES OF 13TH, 14TH AND 15TH FLOORS,
BUILDING 3 (215)

1. The renovation of Building 3 (215) complies with the provisions of the National Fire Protection Association Life Safety Code (NFPA 101). NFPA 101 is the most commonly accepted design guideline used in the United States for the protection of life in the event of fire. It has been adopted by the Federal Government, Department of Defense, and the Department of the Navy to govern the design of all federal and, by extension, Navy buildings. Furthermore, the design meets the more stringent requirements of NFPA 101 for hospitals and high-rise buildings. The fire protection features of the building allow for a "Defense in Place" approach to protecting lives in the event of fire. This means that you are safe in any part of the building so long as you are not in direct contact with the fire. Should evacuation become necessary, you have sufficient time to safely exit the building. The various components of the design work together to provide the highest level of safety. Your knowledge of how the system works will help you meet your obligations of the Fire Protection and Prevention Plan.

2. The building is divided into various compartments. Each compartment is designed to, at a minimum, prevent the passage of smoke from adjacent compartments. In addition to limiting the passage of smoke between compartments, some barriers also retard the advance of fire between compartments. This ability to retard the advance of fire is rated in hours and is a function of the construction material used, height of compartment walls, and restrictions placed on penetrations through compartment walls. The floor and ceiling of compartments are also designed to retard the vertical movement of the fire. The floors occupied by NME staff are each a single fire compartment divided into two smoke compartments. Each floor is separated from the floors above and below by two-hour construction. The workspaces are separated from the elevator lobbies by a smoke partition that is sealed by automatic closing doors when the alarm is activated. It is essential that the doors between the work spaces and the elevator lobbies are never blocked or wedged to hold them open. The compartmentation features allow for the defense in place of building occupants.

Enclosure (3)

NAVMEDEASTINST 11320.1

M3E

17 May 06

3. An automatic sprinkler system is installed throughout the building. The system is designed to activate during the very early stages of fire growth. In most instances, the sprinkler system will extinguish or contain any fires before they become a threat to the building occupants. Sprinkler systems are so reliable that insurance underwriters give significant cost breaks for fully sprinklered buildings. The Life Safety Code relaxes some design criteria in fully sprinklered buildings.

4. All of the exit stairwells are contained in a two-hour fire enclosure, thus allowing ample time for escape.

5. The fire alarm system is both manual and automatic. The alarm will sound automatically under the following conditions:

a. A sprinkler head opens and water flows through the system

b. A heat or smoke detector activates

6. Portable fire extinguishers are provided for use in preventing small fires from developing into larger fires.

7. The base Fire Department has developed a fire plan especially for this building. Department personnel should familiarize themselves with the content of the plan and train to execute it.

8. The fire plan developed for NME takes advantage of all of the features discussed above. Your knowledge of what to do in the event of a fire in the building, coupled with the previous discussion will ensure the highest possible level of safety.