



DEPARTMENT OF THE NAVY

COMMANDING OFFICER
NAVAL SUPPORT ACTIVITY, NORFOLK
7918 BLANDY ROAD SUITE 100
NORFOLK, VIRGINIA 23551-2419

NAVSUPPACTNORVAINST 11320.2C

N7

24 Oct 05

NAVSUPPACT NORFOLK INSTRUCTION 11320.2C

Subj: OPERATIONAL CONTROL CENTER (BUILDING NH-95) FIRE
BILL

Ref: (a) COMNAVBASENORVAINST 11320.1
(b) OPNAVINST 5100.23E
(c) NAVAC P-1021, Occupational Safety and Health
Admin

Encl: (1) Fire/Fire Drill Procedures
(2) Sample Letter of Designation
(3) Building NH-95 Fire Bill
(4) Building NH-95 Fire Exits (First and Second
Floor)
(5) Building NH-95 Mustering Areas
(6) Emergency Telephone Notification Check-off List

1. Purpose. To publish the Operational Control (OPCON) Center
(Building NH-95) Fire Bill.

2. Cancellation. NAVSUPPACTNORVAINST 11320.2B. Changes to
this instruction constitute a major revision; therefore
additions, deletions, and changes are not individually marked.

3. Discussion. Building NH-95 is a windowless concrete
structure. Automatic fire protection is provided by a Notifier
AM2020 Analog Addressable Fire Alarm System.

a. Fire Alarm System. The Analog Addressable Fire Alarm
System contains over 200 sensors which have individual addresses
that result in pinpoint accuracy. The system contains:

(1) Smoke Detectors mounted on the ceilings and below
the raised floors as well as duct mounted detectors which sense
smoke accumulation.

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(2) Heat Detectors mounted above the suspended ceilings.

(3) Sensors on the sprinkler, chemical suppression, and CO2 systems to report discharge.

(4) Control Modules to shut down High Volume Air Conditioner equipment to prevent fire spread.

(5) Speakers and strobe lights as notification devices for evacuation purposes.

b. Fire Alarm. A pulsating tone and verbal evacuation message alerts the tenants of a sensor activation. The Facility Manager, Quarterdeck personnel, and the Fire Department will investigate the area. The Fire Department is automatically notified when a sensor is activated.

4. Responsibilities

a. Navy Regional Fire and Rescue. When the fire/rescue personnel arrive on scene, the Fire Chief assumes control of the situation regarding life safety issues.

b. Command Duty Officer (CDO). The Naval Support Activity (NAVSUPPACT), Norfolk CDO acts as the direct representative of the Commanding Officer, for all matters pertaining to fire protection for Building NH-95. When notified of a fire in Building NH-95, the CDO shall proceed to Building NH-95 Quarterdeck and ensure the procedures in enclosure (1) are followed. The CDO, using the Building NH-95 Fire Marshal, NAVSUPPACT Security, and the Facility Manager will support the fire fighting and evacuation efforts with Navy Regional Fire and Rescue. After normal working hours, weekends, and holidays, the CDO will assume the duties and responsibilities of Building NH-95 Fire Marshal as outlined in paragraph 4c below, utilizing sentries and all other available duty personnel.

c. Facility Manager. Ensures adequate maintenance on the fire protection and suppression systems in Building NH-95 which include the sprinkler, CO2 and the Notifier Fire Alarm System with dependant systems.

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Tenant commands which install fire suppression systems will be responsible to ensure the systems are connected to the building fire alarm system and for maintenance on those systems.

d. Building NH-95 Quarterdeck Security Personnel. When notified of a fire in the building, security personnel shall immediately acknowledge the alarm at the Notifier Fire Alarm Panel and investigate the site of the alarm. Concurrently, the Quarterdeck personnel shall notify the Fire Department at 444-3333, the NAVSUPPACT CDO 438-3402, and the Building NH-95 Facility Manager. As the situation allows, the investigating patrolman shall return to the Quarterdeck to escort the Fire Fighters to the activation site. Upon arrival the Fire Chief assumes control of the situation. When the Fire Chief clears the building for reentry, the Quarterdeck personnel shall announce over the Notifier System "The Fire Department has cleared the building for reentry, all personnel may return to their spaces." Once this announcement has been made, the Fire Department personnel shall then reset the Notifier System and the Master Box. Security personnel shall maintain security of all exterior doors and provide support in the evacuation of the building. Security personnel will inspect all exterior doors and replace seals as required.

e. Building NH-95 Fire Marshal. Responsible for the development and implementation of an effective training program for Building NH-95 personnel and ensuring compliance with fire prevention measures outlined in references (a), (b), and (c). During working hours, the Building NH-95 Fire Marshal shall escort fire fighting personnel to space(s) affected and be the on site coordinator, maintaining communication with the NAVSUPPACT CDO. The Fire Marshal will also maintain a current listing of all tenant command Fire Marshals and alternates. Additionally, refer to enclosures (4) through (6) for emergency telephone notifications, evacuation routes, and mustering locations.

f. High Volume Air Conditioning (HVAC) Personnel. When the Fire Alarm activates, the HVAC watch will contact the Building NH-95 Quarterdeck for the location of the alarm. When two devices in the same zone go into alarm, the air handler in the affected area will automatically shut down.

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The HVAC watch shall proceed to the affected mechanical room and stand by to initiate smoke evacuation procedures as directed by the Fire Chief. If a fire is detected in a mechanical room, the HVAC staff shall follow stated procedures for reporting a fire.

g. Tenant Commands. Responsible for the following:

(1) Designating a primary and an alternate Command Fire Marshal to act as a liaison for their commands. Designation letters (enclosure 2) shall be forwarded to the Building NH-95 Fire Marshal.

(2) Providing Building NH-95 Fire Marshal a copy of the command's Fire Bill. In the event a tenant command's Fire Bill does not address Building NH-95 spaces, a letter of instruction covering Building NH-95 fire procedures is required.

(3) Conducting emergency egress training semi-annually to ensure command personnel are familiar with primary and secondary exit routes. Assist Building NH-95 Fire Marshal during the annual evacuation fire drill.

(4) Ensuring enclosure (3) is accurate and visibly posted in each command space. All Building NH-95 personnel must know and understand building egress routes and command mustering areas to ensure their personal safety.

(5) Conducting monthly inspection on all Fire Extinguishers and reporting discrepancies to the Building NH-95 Fire Marshal.

(6) Providing Building NH-95 Fire Marshal a list of command spaces which must remain manned in the event of an evacuation. Providing room number, number of personnel required, and phone number in order to maintain communications with the personnel.

(7) Testing emergency lights by depressing the test button for one minute; if the light dims during testing, maintenance is required. Exit signs should be fully illuminated; if any section is burnt out, the lamp needs replacement. Reporting any discrepancies of emergency lights and exit signs to Building NH-95 Facility Maintenance Office at 836-5464.

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h. Any Person Discovering a Fire Shall

(1) Activate the fire alarm using one of the manual pull fire alarm boxes located throughout the building. If an alarm box is not available, call the Fire Department at 444-3333, giving the exact location of the fire and the name of the person reporting it. Then call the Quarterdeck at 836-5227/8/9 to report the fire and the Fire Department has been notified. Provide your name, rank/rate, phone number, location, size, and type of fire, if known.

(2) Attempt to extinguish the fire using any manual fire suppression method available. If the fire is out of control, evacuate and secure the space. Activate CO2 Flooding System, if applicable.

(3) Stand by until the Fire Chief clears the building, and the word is passed to reenter the building. Entry will only be permitted only through card reader controlled entrances.

(4) If reentry to Building NH-95 cannot be affected within one hour during inclement weather or at night, the evacuated personnel may proceed, after mustering, to the NAVSUPPACT Norfolk Gymnasium at Building NH-30. If the gym is closed, the NAVSUPPACT Norfolk CDO shall obtain the keys from NAVSUPPACT Norfolk Security and open the gym.



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Distribution: (NAVSUPPACTNORVAINST 5216.1Q)
List II