

**EMERGENCY ACTION PLAN**

**For**



**NAVSTA NORFOLK EMERGENCY OPERATIONS CENTER (EOC)**

**CNRMA FIRE INSPECTORS**

**CNRMA HONOR GUARD**

**Building B-30**

**Norfolk, VA 23511**

**10 December 2025**

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<b>BUILDING ACCOUNTABILITY NUMBERS*</b>					
<b>COMMAND *</b>	<b>MILITARY</b>	<b>CIVILIAN</b>	<b>Day Shift</b>	<b>Night Shift</b>	<b>SPECIAL NEEDS**</b>
<b>NAVSTA EOC</b>	20	3	19	1	
<b>NAVSTA UAS</b>	15	0	12	3	
<b>CNRMA FIRE</b>	0	20	20	0	
<b>CNRMA HONOR GUARD</b>	30	0	30	0	

### 1. Purpose & Scope

This Emergency Action Plan (EAP) outlines procedures to be followed in case of an emergency to ensure the safety of all occupants and minimize damage to the facility and personnel.

### 2. Building Communication Plan

- **Primary Communication Method:** Computer Alerts, Text Alerts,
- **Backup Communication Method:** Voice Reports

### 3. Building Evacuation Plan (Attachment #1 PG.7-9)

Evacuation route maps have been posted in each work area. The following information is marked on evacuation maps:

- **Emergency Exits**
- **Primary and Secondary Evacuation Routes**
- **Fire alarm pull stations**
- **Assembly Points (after evacuation, each supervisor is responsible for accounting for each employee assigned to them)**

### 3. Emergency Contacts Phone List

SERVICE	NAME/ADDRESS	PHONE
<b>EMERGENCY</b>		
Regional/Installation Dispatch FIRE, EMS, SECURITY	Regional Emergency Command Center Bldg N-26 Gilbert St Norfolk, VA 23511	757-444-3333 (Emergency)
Naval Criminal Investigative Service (NCIS)	1329 Bellinger Blvd Norfolk, VA 23511	Main :757-444-7327 After Hours: 757-322-2551
<b>NON-EMERGENCY</b>		
Medical Treatment Facility		757-953-8883
NSN CDO		757-438-3860
<b>UTILITIES/SERVICE CONTRACTORS</b>		

Gas	Public Works	1-866-477-7206 Option 1 (E-Call only)
Electric	Public Works	1-866-477-7206 Option 1 (E-Call only)
Water	Public Works	1-866-477-7206 Option 1 (E-Call only)

#### 4. Emergency Reporting Procedures

When you call the Emergency Operator, be prepared to give this information:

- Give your name and phone number
- Give your command, building, floor and Room number
- If you know the Nature of emergency (injury, accident, etc)
- Send someone to the entrance of the building to direct emergency workers to the incident.

##### A. Fire Emergency

1. Activate the nearest fire alarm.
2. Call NAVAL STATION NORFOLK EMERGENCY DISPATCH 444-3333 and provide details.
  - a. **(If you dial 911 you will reach the City of Norfolk dispatch, who will then have to call Naval Station Norfolk Dispatch. THIS WILL RESULT IN A DELAYED RESPONSE.)**
3. If the fire is small, you can find the closest fire extinguisher and direct the discharge of the extinguisher at the base of the fire.
  - a. There is a simple acronym on how to use a fire extinguisher: **P A S S**
    - i. **Pull The Pin**
    - ii. **Aim At The Base Of Fire**
    - iii. **Squeeze The Lever**
    - iv. **Sweep Side To Side**
4. If the fire is too large for a fire extinguisher or has grown rapidly, shut windows and doors (if time permits) and evacuate using designated routes, avoiding elevators.
5. Follow the designated evacuation routes posted throughout the workplace and assemble at Designated Meeting Point.
6. **DO NOT** re-enter until authorized by officials.

##### B. Medical Emergency

1. Call NAVAL STATION NORFOLK EMERGENCY DISPATCH 444-3333 and provide the victim's condition and location.
2. Administer first aid or CPR if trained.

3. Keep area clear for emergency responders to have easy access.
4. Send someone to the entrance of the building to direct emergency workers to the incident.

### **C. Severe Weather (Natural Disasters)**

Severe weather phenomena such as hurricanes, Nor'easters, Severe thunderstorms, and tornados can occur anytime in the Hampton Roads area. Preparedness for each of these situations varies with the nature and severity of the event.

NAVSTA Norfolk uses the following methods to disseminate weather information to tenants:

- Wide Area Alert Notification system (WAAN)
  - Giant Voice Mass Notification System
  - E-mail distribution lists
  - NAVSTANORVANOTE 3400, DESTRUCTIVE WEATHER TELEPHONE TREE
1. TORNADO
    - a. DO NOT go outside. If you are in a vehicle, find a sturdy building and get inside for cover. **DO NOT** stay in your vehicle.
    - b. The basement or a windowless room is a safe place to muster/ride out the storm.
    - c. Take refuge under a sturdy piece of furniture.
  2. FLOOD
    - a. If Indoors
      - i. Be ready to evacuate as directed by the Emergency Management Team
      - ii. Follow the recommended primary or secondary evacuation routes.
    - b. If outdoors
      - i. Climb to high ground and stay there.
      - ii. Avoid walking or driving through flood water.
      - iii. If car stalls, abandon it immediately and climb to a higher ground
  3. EARTHQUAKE
    - a. Stay calm and await instructions from the Emergency Management Team
    - b. Keep away from overhead fixtures, windows, filing cabinets, and electrical power.
    - c. Evacuate as instructed by the Emergency Management Team

### **D. Active Shooter**

1. Run – Evacuate if possible. Leave your belongings behind.
2. Hide – Stay out of sight and silence phones. Lock and blockade the door
3. Fight – As a last resort, attempt to stop the shooter.
4. When safe call **444-3333** (calling 911 will work, but your call will be directed to the City of Norfolk)

## E. Bomb Threat

1. During the Call
  - 1.1. **Stay Calm** – Speak calmly and do not hang up, even if the caller does. Keep the line open.
  - 1.2. **Gather Information** – Ask for the location of the device and time of detonation.
  - 1.3. **Take Notes** – Write down every word spoken, including threats, demands, and any identifying details.
  - 1.4. **Get Help** – Signal coworker to listen on call and call **444-3333** (calling 911 will work, but your call will be directed to the City of Norfolk).
2. Immediately After the Call
  - 2.1. **Isolate Phone** – Do NOT use that phone for anything. In case the caller calls back.
  - 2.2. **Alert Your Area** - Quietly inform those around you. Advise everyone to immediately stop using all electronic devices, including cell phones, radios, or even light switches.
3. Evacuate and Muster
  - 3.1. **Evacuate and Stay Vigilant** – Evacuate to assembly point, remain alert for suspicious items or individuals
  - 3.2. **Meet Responders** - The designated building Point of Contact (POC) will meet with security and emergency personnel upon their arrival.
  - 3.3. **Await Instructions** - Do not re-enter the building until you have been given an "all-clear" by authorities

## F. Hazardous Material Spill

1. Alert all personnel in the affected area.
2. Evacuate if necessary.
3. Contact [HAZMAT Team or Fire Dept.].
4. Secure the area and prevent entry.

## 6. Base Evacuation Plan (Attachment #2 PG.10)

In the event of a base-wide evacuation, specific instructions will be communicated through the following methods: Wide Area Alert Notification (Giant Voice), pop-up messages, text messages, and email. These directions are designed to prevent congestion at the gates, ensuring a smoother exit process as large numbers of personnel leave the base. Personnel in B-30 will be instructed to exit Gate 3A, following the Black Routes to I-564 .

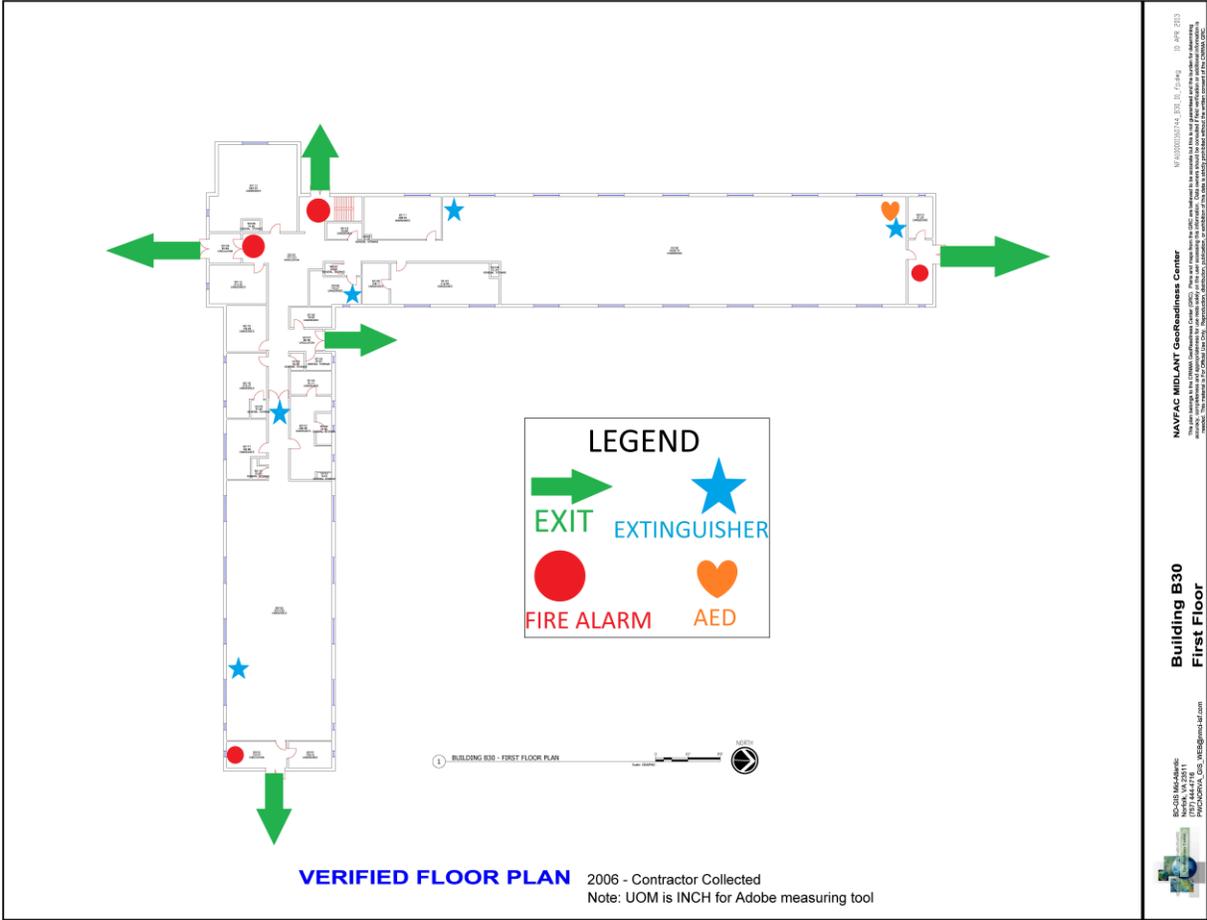
**Note:** The gate you are instructed to exit may not be the same gate you normally use. Please follow the designated exit route instead of your usual route to avoid delays.

Personnel in the following areas, identified by building number (e.g., Bldg B-30 in the “B” area), should proceed to the designated evacuation gate:

7. **Gate 2:** Piers 6 through 14, Q, W, X, Y, Z areas
8. **Gate 3A:** A, B, C, D, E, F, G, H, I, J, K, L, M, N, O, P, and LAG areas
9. **Gate 4:** LF, MB, R, S, T, U, V areas, LP area north of the runway, SP area north of Bellinger Blvd (SP-123, 124, 132)
10. **Gate 5:** Piers 1 through 5, CEP area
11. **Gate 22:** NM area, LP area south of the runway, SP area south of Bellinger Blvd (excluding SP-123, 124, 132)

Attachment 1 (Building Maps)

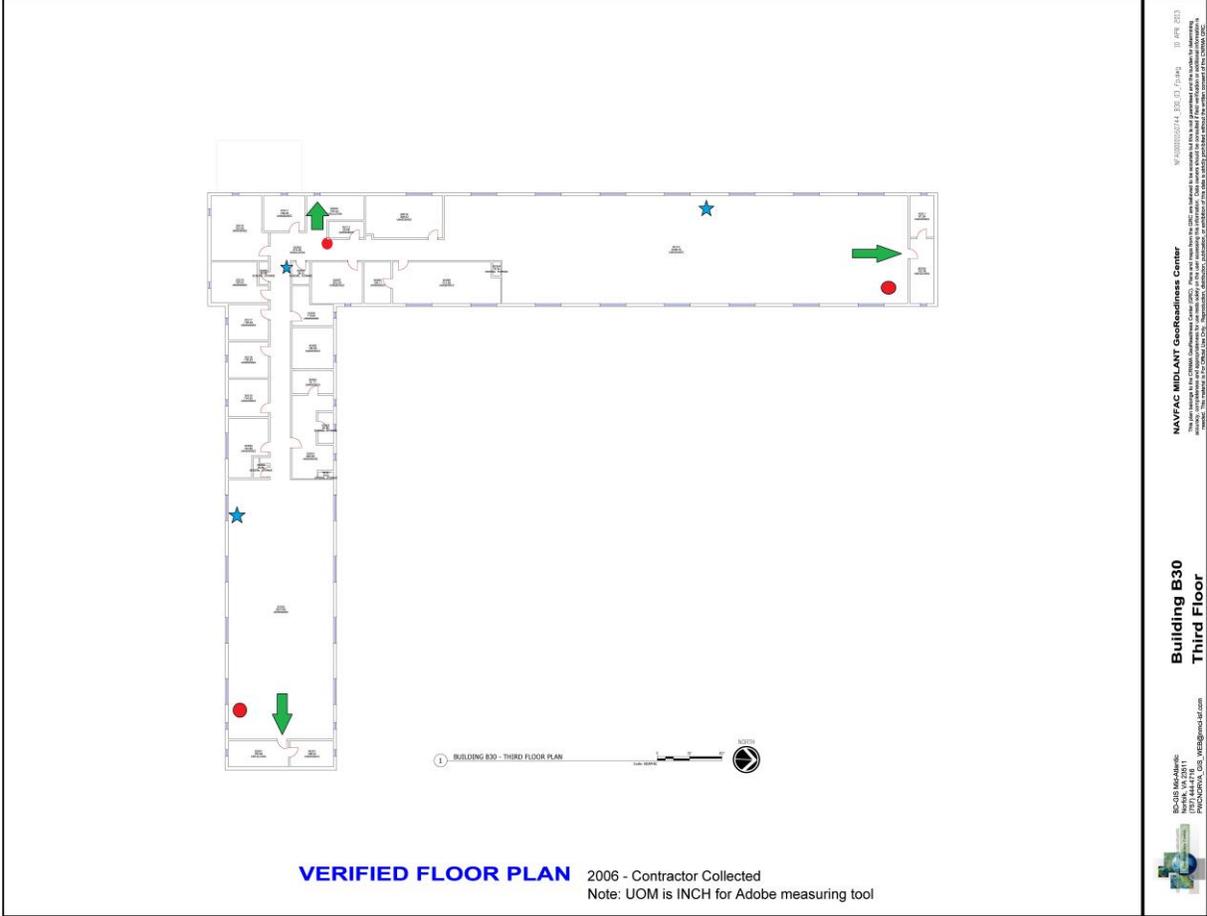
**FIRST FLOOR**





Naval Station Norfolk  
Building B-30  
Emergency Action Plan

**THIRD FLOOR**



Attachment 2 ( Base Evacuation Map)

