



STANDING ORDER: FIRE EVACUATION PROCEDURE

1. Alarm and Initial Response

- On hearing the bell and announcement of "Fire, Fire, Fire", all personnel immediately initiate evacuation procedures.
- Officers gather their assigned cadets and proceed via the nearest safe exit in an orderly fashion to the designated Muster Point.
- Cadets are instructed to leave all gear and personal items behind.

2. Administrative Duties

- Administration Officer (AdminO): Collects the roll call sheets and the Crash Book before evacuating.
- Executive Officer (XO) or Officer of the Day (OOD): Collects the Ship's Log before evacuating.

3. Muster Point Organization

- At the Muster Point cadets form up in their divisions under their Division Officers (DOs).
- Division Officers (DOs) immediately conduct cadet roll calls.
- XO simultaneously conducts roll call for all officers, staff, and guests listed in the Ship's Log.

4. Accountability and Reports

- DOs: Report division counts directly to the XO as soon as their roll is complete.
- XO: Consolidates cadet division totals with officer/staff/guest counts and reports the total head count to the CO.
- CO: Confirms accountability of all personnel and coordinates with Emergency Services if required.

5. Resumption of Operations

- If the evacuation is a drill, the CO will issue an "All Clear" and direct cadets and officers back inside.
- If a real emergency, corps operations do not resume until Emergency Services give clearance and the CO authorizes re-entry.

6. Efficiency Standard

The complete evacuation, muster, roll call, and reporting process should be conducted in **no more than 5 minutes**. Target goal: **2.5 minutes** for exceptional execution.