

# Cape Elizabeth Fire Department Policy & Procedure Manual

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**Policy:** Evacuation Procedures

**Section:** 7.300 Fire Ground Safety

**Policy #** 7.307

**Date Effective:** 04-01-2010

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**Purpose:** To establish a guideline for conduction evacuation procedures.

**Responsibility:** All fire department employees shall be familiar with the following department policies.

## **Policy:**

When operating at a working fire the dispatch center shall notify the Incident Commander (IC) that the initial 20 minutes has elapse since the dispatch of the call. At this time the IC shall reassess the progress being made extinguishing the fire with regard to changing to a defensive operation

In the event that the decision is made to evacuate the building, the following steps will be taken:

### **Strategic Evacuation**

If this is a strategic change from offensive to defensive operations the IC will notify the dispatch center and have them declare a signal 1000 and then put a tone out and announce that all personnel shall exit the building, defensive operations will be starting

All personnel will withdraw with the equipment they are working with such as lines, tools, ladders, etc

The company officers / division commanders shall ensure that all of their assigned personnel are accounted for

The IC or designee will then conduct a PAR to confirm accountability of all personnel on scene. If anyone is missing a MAYDAY operation (per SOG 7.302 shall be enacted)

Defensive operations may commence once the above criteria have been met

### **Emergency Evacuation**

In the event of an emergency situation such as a pending or actual structural collapse, back draft, sudden uncontrolled fire growth, explosion, etc. The IC may decide that to enact an emergency evacuation

The IC will have all apparatus operators sound their **air horns and sirens**,

The IC shall have the dispatch center announce a signal 1000 and tone out the emergency evacuation.

Personnel will not bother with retrieving equipment. They shall immediately exit the area and report to a staging area

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