

SOG # : 500.003

Title: Emergency Evacuation Order

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Date: March 9, 2006

PURPOSE

To provide a system for evacuation of buildings or areas during emergency situations.

SCOPE

This procedure applies to all emergency response personnel operating at incident within Lancaster County.

RESPONSIBILITY

1. All fire department chiefs are responsible to comply with and ensure that personnel under their Direction are adequately trained, fully understand, and comply with this guideline.
2. All personnel have the responsibility to learn and follow this guideline.
3. All personnel shall use proper terminology identified in this SOG when functioning in Incident Command System.
4. This guideline will be adopted by the Lancaster County Fire Chief's Association and should be adopted by all fire agencies dispatched by Lancaster County-Wide Communications (LCWC).
5. The Incident Commander shall be responsible for initiating evacuation operations at emergencies involving structures or hazardous areas, which are occupied.

PROCEDURE

1. General

- a. The Incident Commander will issue the order to evacuate the building or area.
- b. The Incident Commander will notify Lancaster County-Wide Communications (LCWC) to activate the Building Evacuation Tone, and announce the building or area is to be evacuated.
- c. All apparatus operators/drivers working in the immediate area of the incident will activate the apparatus air horns using the following guideline.
 - 1) Evacuation Signal – Three (3) short signals of one (1) second each, followed by pause, repeated until all members are accounted for or ordered to stop.
 - 2) Resume Operations – One (1) Long and One (1) Short signal.
- d. All personnel operating inside the structure or hazard area, once hearing either the radio transmission or air horn blast, will immediately begin to evacuate the building or hazard

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area into a safe zone through the most direct route possible.

- e. The Incident Commander will conduct a Personal Accountability Report Check (PAR Check) to ensure all members have been accounted for.
- f. After evacuation of the building or hazard area is complete, the Company / Unit Officer will take a roll call of all members. If any member is missing, an attempt will be made to contact the member via radio or directly. If the member cannot be located, the Company / Unit Officer will immediately report this information to either his/her Group or Division Supervisor or Incident Commander. The Incident Commander after receiving this information should activate the Rapid Intervention Team (RIT) and activate the Mayday SOG if appropriate.
- g. If all members are accounted for, the Company / Unit Officer will wait to be roll called during the PAR Check to report the Company / Unit's status.
- h. After the Evacuation Order has been given, no personnel are to re-enter the structure or area without specific orders from the Incident Commander.