

	<b>Hampton-Valley Forge Vol. Fire Dept. Standard Operating Guidelines</b>	
	Subject: Emergency Evacuations/Mayday Signal	SOG # 2-10
		Initiated 01/01/2019
Approved: Fire Chief Chris Isaacs	Revised 01/01/2019	

**A. PURPOSE**

1. The purpose of this guideline is to develop an evacuation plan for emergency personnel who are in a potentially dangerous area/building; for example, a hazmat incident or a building, which is about to collapse.

**B. REQUIREMENTS**

1. This procedure applies to all incidents where the Hampton-Valley Forge Volunteer Fire Department is operating.

**C. RESPONSIBILITIES**

1. The following responsibilities are to be followed by all personnel operating on the scene:
  - a. **INCIDENT COMMANDER:** The incident commander will recognize the possible development of a potentially dangerous situation to personnel. Once the incident commander has either recognized the dangerous situation or has been informed of a dangerous situation, he/she shall immediately implement Emergency Evacuation Procedures.
  - b. **APPARATUS DRIVERS:** Upon receiving orders from the incident commander, the apparatus drivers of all units shall sound continuously, the vehicle air horn for one minute.
  - c. **OFFICERS:** Once Emergency Evacuation Procedures orders are given, the Sector Officers shall ensure that all personnel under his/her responsibility immediately evacuate the dangerous area/building and report to the specified Accountability Area.
  - d. **EMERGENCY RESPONSE PERSONNEL:** Once Emergency Evacuation orders are given, emergency response personnel shall immediately evacuate the dangerous area/building under the supervision of the crew leader or sector officer.

- e. **RAPID INTERVENTION CREW:** The designated rescue team at the scene of working structure fires or other hazard area entries. This team is designated to provide immediate available personnel for any possible need for rescue of department personnel at emergency incidents. (See RIC SOG for further description)
- f. **SAFETY/ACCOUNTABILITY OFFICER:** Once all personnel are evacuated from the dangerous area/building, the Safety/Accountability Officer shall immediately begin a Personnel Accountability Report (PAR) to ensure that all personnel are accounted for. Once accountability is completed, the Safety Officer shall notify the incident commander immediately of the results.

#### **D. PROCEDURES**

1. **MAYDAY TRANSMISSION:** At any time emergency personnel feel they are in danger or have been injured to the point where they are incapacitated they will transmit a “Mayday” over the air.
  - a. Once a “Mayday” has been transmitted, activate your PASS device (if immobilized) and relay to command your unit number, nature of problem, last known or current location, assignment you were performing and your current condition.
  - b. Once a “Mayday” has been transmitted to command, complete radio silence will be adhered to until otherwise stated by the Incident Commander. All units except the Incident Commander, Rapid Intervention Crew and injured crew/member will clear the radio channel as to keep the communication line open on the channel the “Mayday” was transmitted over. The Incident Commander will deploy the Rapid Intervention Crew to rescue the injured personnel.
2. In the event that a need for the evacuation of emergency personnel from dangerous areas/buildings, the following steps shall be taken:
  - a. The incident commander shall notify Dispatch Center over the radio to sound the County Emergency Evacuation Tone.
  - b. Once the Dispatch Center has sounded the emergency evacuation tone, the incident commander will advise all units on the fireground to sound their air horns for one minute and will announce where the evacuation area will be located.
  - c. All emergency personnel will evacuate the dangerous area/building and report to the evacuation area under the supervision of their crew leader and

sector officers.

- d. The safety/accountability officer will begin accountability of personnel, including a verbal roll call of all personnel on the scene. (known as a Personnel Accountability Report or PAR) Once accountability has been completed the safety /accountability officer will notify the incident commander. If due to the nature of the incident, all firefighting activities cannot be stopped, the incident commander may use a role call while the firefighters are in defensive positions.
- e. If all personnel have **NOT** been accounted for, the Incident Commander will work with the Safety/Accountability Officer to identify the missing member/crew. He/She will deploy the Rapid Intervention Crew to the area where the unaccounted for personnel were last operating on the fireground if unable to establish radio contact. Complete radio silence will be adhered to at all times so that the Rapid Intervention Crew and Incident Commander can maintain an open line of communication at all times.
- f. After the rescue or once the unaccounted for personnel have been safely removed and accounted for, the Incident Commander/Accountability Officer should conduct another personnel accountability report (PAR) and account for all personnel once again.
- g. If all personnel have been accounted for then normal fire ground operations shall resume at the discretion of the Incident Commander.