

	Queen Anne's County Fire & EMS Commission Standard Operating Guidelines	No. 04.03
		Effective Date: December 1, 2001
	Emergency Evacuation Policy	Revised Date: December 6, 2012

I. SCOPE

- A. This policy applies to all Queen Anne's County Volunteer Fire Service Personnel.

II. PURPOSE

- A. To establish a standard method of communicating an audible warning signal that is used for emergency evacuations of personnel who are operating within an IDLH environment during incident operations and training exercises.

III. RESPONSIBILITY

- A. All personnel affiliated with a Queen Anne's County Fire Department will be responsible for making sure that they understand the procedures within this policy.

IV. DEFINITIONS

1. Personnel Accountability Report (PAR) – A method used to confirm that all personnel are accounted for after there is a significant change in the action plan or a catastrophic change in the incident. The PAR is conducted as a roll call, by radio or face-to-face contact, between the Incident Commander/Safety Officer and each unit or command function/division after each leader has had positive communication with the personnel within their direct span of control.
2. Immediately dangerous to life or health (IDLH) – an environment that poses a threat of exposure to airborne contaminants when that exposure is likely to cause death or immediate or delayed permanent adverse health effects or prevents escape from such environment.
3. Fire Service Personnel/Unit/Member – any member or apparatus associated with and/or employed by any Volunteer Fire or EMS department within Queen Anne's County.

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V. POLICY

A. General Procedure:

1. Upon indication that any situation exists which poses an imminent threat to the life and/or health of personnel operating on an incident scene or training exercise, the Incident Commander/Safety Officer shall immediately initiate the Emergency Evacuation Procedure.
2. The Incident Commander/Safety Officer shall transmit the emergency evacuation order on the assigned tactical channel.
 - a. The Incident Commander/Safety Officer shall be the only personnel authorized to order an emergency evacuation.
3. Once the evacuation order is given:
 - a. All personnel operating within the IDLH environment shall immediately move to a safe location outside of the IDLH using the safest, most direct route.
 - b. All apparatus on the incident scene/training exercise shall immediately sound their air horns continuously – one single blast – for one minute.
 - c. Personnel shall maintain radio silence until after the PAR is complete and all personnel are accounted for. Until then, all radio transmissions shall be restricted to emergency messages only.
4. Personnel shall remain in a safe location until direction is received from the Incident Commander.

B. Incident Commander 's responsibilities:

1. During operations, constantly evaluate the incident scene/training exercise for unsafe conditions.

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2. Once a threat exists which poses an imminent threat to the life and/or health of personnel operating, or when notified that a threat exists, initiate the Emergency Evacuation Procedure.

3. To initiate the Emergency Evacuation Procedure, the Incident Commander/Safety Officer will state the following message on the assigned tactical channel:

“Command / Safety to all personnel – evacuate immediately”

4. Direct all personnel on the incident scene/training exercise to maintain radio silence. During this time all radio transmissions shall be restricted to emergency messages only.

5. Direct DES-Communications to transmit the evacuation tone and a message directing all personnel to evacuate the IDLH.

6. Conduct a PAR once all personnel have evacuated.

7. If at the conclusion of the PAR any personnel are unaccounted for, declare a MAYDAY and deploy a Rapid Intervention Team (RIT) to the last known location of the unaccounted personnel.

a. Prior to RIT deployment, conduct a rapid risk assessment to determine if it is safe to deploy additional resources back into the IDLH environment.

b. Refer to the FEC MAYDAY policy for MAYDAY procedures.

8. Once all personnel have been accounted for, re-evaluate the incident action plan and assign personnel as necessary.

C. DES-Communications’ Response to an Emergency Evacuation

1. Dedicate an operator to monitor the assigned tactical channel.

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2. In conjunction with the Incident Commander's message, transmit the Box Assignment (warble) Tone notifying all personnel to evacuate the IDLH environment and directing them to maintain radio silence.
 - a. Transmit the tone twice until it times out each time (roughly 7 seconds each)
3. Prepare to initiate MAYDAY procedures if any personnel are not accounted for at the conclusion of the PAR.
4. Dispatch additional resources as directed by the Incident Commander.

William H. Faust, Chairman
Queen Anne's County Fire & EMS Commission