

STANDARD OPERATING POLICY

SECTION: _____

EMERGENCY EVACUATION POLICY

DATE ISSUED: June 21, 2017

REVISION DATE:

Emergency Evacuation

Scope

The purpose of this policy is to ensure that all personnel are alerted via the radio of the need to evacuate a structure due to unsafe conditions.

Procedure

- The IC (Incident Commander) will request dispatch to activate the evacuation tone.
- The dispatcher will then activate the Alert 2 (A2) for 3 seconds on all active incident channels
 - The dispatcher will then announce "All personnel inside (address) evacuate the building and prepare for PAR"
- The dispatcher will again activate the Alert (A2) button for 3 seconds on all active incident channels
 - The dispatcher will then announce "All personnel inside (address) evacuate the building and prepare for PAR"
 - o The IC may request additional alerts if needed.
- The IC will initiate a PAR (Personnel Accountability Report) to confirm all personnel have been accounted.
 - This can be completed by Command, or delegated to the Staging Area Manager by Command.