

TOWNSHIP FIRE DEPARTMENT CHAPTER 2: SUGGESTED OPERATING GUIDELINES

Part 4: I.C.S. - Operations Function

Subject: Evacuation (Area)

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Section: 2-4-2

Effective Date: 07-01-95

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- 2.01 Purpose. There will be situations when we must evacuate an area of the jurisdiction. These situations include hazardous material emergencies, potential explosions, floods, major fires or similar incidents. An evacuation of anything more than a single structure requires a coordinated effort between Fire and Law Enforcement. It requires a definite plan and a method of reporting progress.
- 2.02 Goal. Conduct evacuations without unnecessary duplication of effort.
- 2.03 Guideline.
- A) Identification of Evacuation Area. When an area evacuation is needed because of a fire, explosion, or toxic material hazard, the limits of the evacuation area will be determined by Fire Department Command in consultation with the Law Enforcement Supervisor.
- 1) The action taken will depend upon the available resources, the degree of risk, and the type of evacuation selected.
 - 2) Types of area evacuations.
 - a) Relocation to shelters. Citizens are directed to relocate outside of a designated area. Citizens may use their own vehicles, or transported using buses.
 - b) Shelter-in-place. Citizens are directed to close all windows and doors and shut-down heating/air conditioning equipment which draws in outside air. This method of protection may be selected when an air-borne hazard (smoke, vapor) would present a greater risk if citizens were asked to relocate.
 - 3) Law Enforcement will be responsible for securing the perimeter of the evacuation area, including traffic and pedestrian control.
 - 4) The Fire Department will be responsible for assessing the degree of danger, the need for evacuation and the safety of personnel operating within the evacuation zone.

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- B) Organizing the Evacuation. When the evacuation area and its perimeter is established, prepare a plan to affect the desired evacuation. The plan will depend on the resources available (Fire, Law Enforcement, other agencies), the type of hazard and type of evacuation.
- 1) Establish a joint Command Post for Fire and Law Enforcement. Use maps and aerial photographs of the area to make assignments, track progress and avoid duplication or omissions. If it is not practical to have the Law Enforcement and Fire Command Posts together, liaison must be established.
 - 2) Assign units or companies to evacuate specific objectives (a building, a block, a street, etc.) and report completion.
 - 3) Activate division officers to supervise operations.
 - 4) Advise personnel if evacuees are to be directed to particular Evacuation Centers.
 - 5) Provide patrol cars and companies with information to be used within the evacuation message. Use evacuation guide sheets to prepare message . (See 2.04)
 - 6) Use P.A. function on Electronic Sirens to alert citizens and door-to-door individual notification. Make noise and attract attention if situation is urgent.
 - 7) Start with areas in most immediate danger first. Assign priorities by degree of risk.
- C) Public Information. Any evacuation will require and benefit from clear, concise public information actions. A Public Information Officer must be assigned to communicate with radio and television stations as quickly as possible to explain exactly what the situation is, and what affected people should do.
- 1) Township Base and the Communications Center must be informed of the situation to answer calls which can be expected from people wanting to verify information.

- D) Evacuation Centers. Select a location where evacuees can be directed. These centers should be located within a school, church or public facility. This center should be located and identified as quickly as possible.

When a long-term evacuation (more than 2-3 hours) is expected, contact the Red Cross to set-up a temporary shelter.

Command must have direct communications with the Evacuation Centers.

- 2.04 Evacuation Announcements -- Using Law Enforcement or Fire Vehicles. When an evacuation is ordered, Law Enforcement and Fire Vehicles can be used to deliver evacuation messages.

Evacuation procedure:

- 1) Obtain evacuation information from Command.
- 2) Vehicles will operate in teams of two.
- 3) Vehicles will turn air-conditioning to MAXIMUM. (This will reduce exposure to outside air.)
- 4) The first vehicle will cruise the affected area at approximately 10 mph with warning lights and siren operating. Make noise!
- 5) The second vehicle will follow 50 yards behind the first.
- 6) The second vehicle will make the following announcement using vehicle PA system.

Evacuation announcement:

"This is an emergency. All residents are advised to evacuate the area immediately. Evacuation centers are located at _____

If you do not have transportation, buses will stop at the following intersections: _____

Persons needing assistance can call _____.

A) Format for Relocation Announcement:

Evacuation Announcement - RELOCATION

"This is an emergency. An evacuation in the _____
_____ has been ordered because of
a hazardous condition arising from _____

The area to be evacuated is bounded

on the North by _____

on the South by _____

on the East by _____

on the West by _____

Residents are to leave this area immediately. Residents who can not
stay with relatives or friends outside of the affected area are directed
to go to the Evacuation Center at _____
where you will be assisted by the American Red Cross.

Residents who can not provide their own transportation are asked
to walk to the following intersections:

Buses will meet residents at these locations to provide transportation.

Persons needing assistance are directed to call _____
and arrangements will be made to assist you."

B) Format for Shelter-in-Place Announcement

Evacuation Announcement - Shelter-in-Place

"This is an emergency. A hazardous condition arising from

now affects _____.

The affected area is bounded

on the North by _____

on the South by _____

on the East by _____

on the West by _____

Residents are asked to stay indoors. Close all doors and windows. Turn off furnaces and air-conditioning which will bring outside air into the building. Continue to listen to this station for further information.

C) The Shelter-In-Place announcement can also be used by vehicles when this type of public protection is selected.