

<p style="text-align: center;">TOWNSHIP FIRE DEPARTMENT CHAPTER 2: SUGGESTED OPERATING GUIDELINES</p>
<p>Part 4: I.C.S. - Operating Function Subject: Evacuation (Building) Page 1 of 2 Effective Date: 07-01-95</p> <p style="text-align: right;">Section: 2-4-3 Reviewed/Revised Date: 04-26-10</p>

3.01 Goal. Provide a standard system for building evacuation.

3.02 Guideline.

- A) Establish a plan. Plan the evacuation and make assignments. Request status reports from divisions/groups and record progress.
- B) Evacuate persons in greatest danger first. In a fire, the people in greatest danger are those in the immediate area and those above.
- C) Assign specific areas for evacuation. Assign divisions/groups according to priorities, to specific areas, or floors to evacuate and report when completed.
- D) Identify safe evacuation routes. An evacuation is intended to remove occupants from a hazard.
 - 1) Move occupants to safe areas along identified safe paths.
 - 2) Division/groups may be assigned to keep the evacuation path safe (protective handlines, ventilation, etc.).
 - 3) Use normal means of egress first (halls, stairs, etc.).
 - 4) Aerial ladders, ground ladders are secondary means of egress.
- E) Identify evacuation stairs. In multi-story buildings, it may be necessary to designate one stairway for evacuation while another is used for firefighting operations.
- F) Evacuate to a safe location. Move people to a location out of danger, but no further than is practical. (Example: In a high-rise building two or three floors below the fire is usually adequate.) Attempting to move people too far tends to complicate the situation.
- G) Mark rooms or suites after evacuation. When evacuating a building with rooms or suites, mark doors to areas which have been evacuated to avoid duplication of effort.

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- H) Use alarm and communication systems. These systems are designed to warn people of the need to evacuate. Use these in conjunction with evacuation teams when the need to evacuate is urgent. (If the situation is not urgent, face-to-face contact is less distressing than alarm bells.)
- I) Avoid panic. Members must consciously work to reduce anxiety of occupants and avoid panic. Explain what the problem is and what needs to be done as accurately as the situation permits.
- J) Assign sufficient resources to evacuation. Rapid evacuation of a building may require a major commitment of divisions/groups. The commitment may be sufficient to provide for walking evacuees and those needing physical assistance. Never leave evacuated occupants unattended.
- K) Do not evacuate unnecessarily. If conditions do not present a hazard, evacuation may be unnecessary. Send personnel to evaluate conditions and judge the need for evacuation if the need is not obvious.