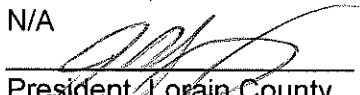


# LORAIN COUNTY FIRE DEPARTMENTS

## Standard Operating Guidelines

Emergency Communications and Evacuation of Response Personnel	SOG: 016 Effective Date: October 22, 2009 Supersedes: N/A Approved:  President, Lorain County Fire Chiefs Association Page 1 of 3
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### 1.0 PURPOSE

To provide a standard system for emergency communications and the emergency evacuation of personnel at an emergency incident or training exercise.

### 2.0 DIVISIONS AFFECTED

All Lorain County emergency response personnel  
Lorain County 911

### 3.0 RESPONSIBILITY

- All Officers are responsible to comply with and ensure that personnel under their command are adequately trained, fully understand, and comply with this guideline.
- All Lorain County 911 operators and fire department members have the responsibility to learn and follow this guideline.

### 4.0 DEFINITIONS

**Emergency Traffic:** Indicates a critical, life safety related message. Emergency traffic has priority over all other radio communications with the exception of a "mayday" message.

**Mayday:** Indicates a missing, trapped, or injured firefighter in need of assistance. Mayday messages have absolute priority over all other radio communications.

### 5.0 EMERGENCY EVACUATION PROCEDURES

- 5.1 At an emergency incident or training exercise, when activities are judged by the Incident Commander and/or the Safety Officer to be unsafe or to involve an impending hazard, making it necessary for personnel to be evacuated, the following procedure will be used:

- A. Upon order of the Incident Commander or the Safety Officer, an electronic evacuation tone shall be activated over all radio frequencies and three long (3-5 second duration each) blasts of vehicle air horn. The tone may be transmitted by either Lorain County 911, the department dispatch center, or directly from an on-scene command vehicle.
- B. Upon tone activation, all other radio traffic shall cease. A verbal order to evacuate shall then be announced over the radio three (3) times.
- C. All personnel shall immediately evacuate the hazard area.
- D. Personnel accountability shall be conducted per SOG #011.
- E. Although the Safety Officer has the authority to order evacuation, they shall not issue such order until discussed with Incident Command, providing the delay would not result in harm to personnel operating in the hazard area.

## 6.0 EMERGENCY COMMUNICATIONS

### 6.1 MAYDAY PROCEDURES

The term "MAYDAY" typically shall be used in the following situations:

- By personnel who are lost, trapped, or in trouble
- By the company officer, division/group officer, or other member who cannot account for an assigned firefighter who is operating in a hazard zone.
- By a member who witnesses or has confirmed that a firefighter is lost or in trouble

When a "MAYDAY" has been declared at an emergency scene immediate, concise and decisive action is vital. Make sure the Incident Commander (IC or Command) is aware that a "MAYDAY" has been declared.

- A. The Incident Commander will continue to direct on-scene operations. The IC must restructure the incident action plan to include a high priority firefighter rescue effort.
- B. At least one additional MABAS alarm should be immediately requested including a medical component.. A rescue plan must be developed and the Command organization may be expanded.
- C. All fireground companies, except the affected MAYDAY firefighter/companies and RIT team(s), shall be assigned to alternate frequencies as requested by the IC. **DO NOT MAKE THOSE WHO HAVE DECLARED A "MAYDAY" SWITCH CHANNELS.**

- D. At least one LC 911 communications person will fully concentrate on all communications on the originating MAYDAY frequency. The noises at the scene make hearing all radio traffic difficult. It is essential that even the faintest of radio communications is heard to help in the rescue of "MAYDAY" personnel. The person monitoring that communication should have no other duties or distractions until an All-Clear from the "MAYDAY" situation has been declared by the Incident Commander.
- E. Personnel accountability shall be conducted per SOG #011.
- F. Commit the Rapid Intervention Team (RIT), assign a RIT Rescue Officer, and a Safety Officer.

## 6.2 EMERGENCY TRAFFIC COMMUNICATIONS

- A. The term "EMERGENCY TRAFFIC" will be utilized by any unit encountering an immediately dangerous situation and will receive the highest communications priority from Command and all operating units. Units may initiate emergency communications by depressing the red emergency button on their radio, or by verbally contacting Incident Command or Dispatch.

EXAMPLE: "Sheffield Village 120 to Command with emergency traffic." The unit will transmit their message. Repeat the message one time.

- B. Communications personnel will then be aware that immediate communications is necessary and they will accomplish that communications with you.
- C. It is impossible and impractical to say what would be considered EMERGENCY TRAFFIC. Responders must be aware that an EMERGENCY request should be used primarily when lives are endangered.