Capital Area Mutual Aid Fire Compact
Standard Operating Guideline

SOG #2022-1 Personnel Accountability System (PAS)

Approval Date: 1/20/2022   **Effective Date: 1/20/2022**

1.0 **PURPOSE:**

1.1.1 To provide a procedure for notifying personnel on the fire ground to either immediately evacuate or withdraw.

2.0 **POLICY:**

2.1.1 It is the intent of the Capital Area Fire Mutual Aid Compact to provide a means of emergency notification for all personnel of the need for an immediate evacuation or an orderly withdrawal from an unsafe sector, area or structure.

2.1.2 *Evacuate: Immediately evacuate* – All personnel leaving all equipment in place, shall evacuate from the specified division or structure as indicated by the incident commander.

2.1.3 *Withdraw: Orderly Withdrawal* - All personnel, taking their equipment with them, shall evacuate from the specified division or structure as indicated by the incident commander.

3.0 **RESPONSIBILITY:**

3.1.1 It is the responsibility of all personnel to report any unsafe condition to their immediate supervisor or the designated safety officer who shall in turn notify the Incident Commander. At the sounding of the evacuation signal all personnel are responsible to report to their immediate supervisor to which they were assigned prior to an evacuation or withdrawal signal. The Incident Commander is responsible for activating this procedure when deemed necessary.

4.0 **PROCEDURE:**

4.1.1 The Incident Commander shall advise Fire Alarm to make an emergency announcement giving concise but explicit information to immediately evacuate or withdraw from unsafe sectors, areas or structures.

4.1.2 For Evacuation: Fire Alarm shall activate the high/low signal for 5 seconds and announce twice over the operating channel(s) for all personnel to immediately evacuate from the specified division or structure as indicated by the Incident Commander. Ie: "All Division 2 personnel evacuate, evacuate, evacuate - All Division 2 personnel evacuate, evacuate, evacuate." Immediately following the emergency announcement the Incident Commander will designate a vehicle or vehicles in the immediate area to sound their air horns intermittently for 15 seconds: Proceed to step 4.1.4

4.1.3 For Withdrawals: Fire Alarm shall activate the high/low signal for 5 seconds and announce twice over the operating channel(s) for all personnel to immediately withdraw from the specified division or structure as indicated by the Incident Commander. Ie: "All Division 2 personnel withdraw, withdraw, withdraw - All Division 2 personnel withdraw, withdraw, withdraw." Continue with steps 4.1.4 -4.1.8.

4.1.4 After the emergency signals have stopped, Fire Alarm shall repeat the emergency message and give specific information as provided by the Incident Commander. Additionally, Fire Alarm shall further advise all units to hold all radio traffic, except for emergency transmissions, and to stand by for roll call from the command post.

4.1.5 All officers at the incident shall be responsible for accounting for their personnel and reporting same to the command post when requested. If Division groups have been established, this information shall be relayed to the command post through the Division/Group officer or operators.

4.1.6 The Incident Commander shall account for all personnel. Additionally, each unit's position and status shall be recorded.

4.1.7 The Incident Commander shall initiate a search for any personnel who are not accounted for. This search shall continue until such time as their whereabouts are determined.

4.1.8 Personnel who are not specifically assigned to search teams shall not re-enter the sector, area or structure until being given the "safe to re-enter" signal by Command Post.