

**SCOTTS VALLEY FIRE
PROTECTION DISTRICT**

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| STANDARD OPERATING PROCEDURE | ARTICLE: III | SOP: 2604 |
| | SECTION: 2600 INCIDENT COMMUNICATIONS | |
| | SUBJECT: OPERATIONAL RETREAT POLICY | |

Purpose: To provide a universal means to alert fire personnel to evacuate a building or incident site due to danger to firefighting personnel. (operational retreat)

Scope: All personnel will strictly adhere to this procedure.

Procedure:

If any danger or change of tactics that requires an immediate evacuation of a building or incident operational site, the incident commander will announce "Emergency Traffic" and shall proceed to broadcast critical information and instructions in CLEAR TEXT to personnel operating at the incident. This will follow with an evacuation signal and repeat of the message.

1. Evacuation Signal:
 - A. To signal an evacuation of personnel from either a building or incident area, will consist of repeated air blasts of the air horn for approximately 10 seconds, followed by 10 seconds of silence.
 - B. This cycle of blasts and silence will be done three times; total air horn evacuation signal including periods of silence will last 50 seconds.
 - C. The IC will designate which apparatus to sound the air horn signal.

2. Implementation process of the operational retreat policy:
 - A. IC will announce "Emergency Traffic" on tactical net.
 - B. IC shall deliver the message in clear text.

Example:
"all personnel at the ____ incident shall immediately evacuate the building",
repeat - "all companies evacuate the building"!
This procedure should also be used at other incident types such as wildland and HazMat and to move personnel out of danger due to changing conditions and/or new information on the hazard.
 - C. IC shall instruct specific apparatus to sound the air horn signal.

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| DATE: 6/2/1999 | APPROVED:  | PAGE 1 OF 2 |
|--------------------------|---|--------------------|


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- D. IC will Initiate an "Emergency Traffic Message" with the Dispatch Center. After Dispatch sounds the emergency traffic alert tones, the IC will
 - Repeat the clear text message announcement on command and tactical frequencies
 - Require all personnel to conduct a PAR.
- E. Use RIC team(s) to recover or locate unaccounted personnel.
- F. Request resources as needed.
- G. When personnel are accounted for the IC will, announce an "all clear, PAR complete, resume normal radio protocol" and advise dispatch center of the same.

3. Operational Personnel:

- A. Personnel observing a potential building collapse, an extraordinary hazard or a change in conditions that creates an imminent danger to personnel shall communicate this information to the incident commander.
- B. Upon receiving abandon/evacuation message, all personnel shall react immediately taking what measures are required to provide safe egress and will leave the area abandoning hose lines and equipment.
- C. Personnel shall ensure that all personnel in their area are aware of the order to abandon/evacuate.
- D. Officers shall maintain crew accountability, perform a PAR and retreat to their apparatus or assigned location.
- E. Supervisors shall advise the IC of any missing or unaccounted personnel immediately.

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| DATE: 6/2/1999 | APPROVED:  | PAGE 2 OF 2 |
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