

Falmouth Fire-EMS Operating Guideline

Fire Station Evacuation

Objective:

To provide clear instructions on the evacuation of all fire stations within the town of Falmouth.

General Information:

The Town of Falmouth Fire-EMS Department operates from three fire stations in town. At various hours of the day the stations can have a range of occupants from zero to nearly one hundred. The purpose of this SOG is to provide guidance for the emergency evacuation of all fire stations and the process for which occupants will gather and establish a headcount in a safe area. Activation of the fire alarm will be not only for fire related evacuation but for any other emergency. The following procedures have been developed in case an emergency evacuation is necessary:

Guidelines:

1. The fire alarm is a loud blaring horn; if it sounds and/or notification strobes have been activated, evacuate the building immediately, in a safe and orderly fashion.
 - A. The senior member on site will be responsible for seeing that all employees and/or visitors immediately exit through the nearest door.
2. If you see smoke or fire, pull the nearest fire alarm box and immediately exit through the nearest door. The fire alarm pull boxes are located at each exit door.
3. Once outside, gather and stay with other employees and visitors so everyone can be accounted for. In absence of the supervisor, the senior fire department member will take the head count.
4. All Fire Department employees and visitors are to meet outside in the parking lot. For Central Station this is out back by the tennis courts. For Station 1 (Foreside Road) this is out front next to the fence area along Route 88. For Station 4 (Winn Road) this is out in the back parking lot. Department supervisors will provide the name of any missing employee to the senior fire department employee. This employee will relay this message to the fire department incident commander when they arrive. All personnel are asked to stay in a group away from the building to provide access for responding emergency personnel and apparatus.

In addition to the procedures above, keep in mind the following rules:

- Your own safety is the Town's number one concern, however, if time allows, close all doors and windows and take the appropriate security measures.
- If a fire alarm has sounded, do not use the elevators.
- Ground level employees may exit through open windows if necessary.
- Do not congregate close to the building, as emergency equipment will be arriving.
- Smoke is a major killer! If you encounter smoke, crawl along the floor to the nearest exit.
- If there are elderly or handicapped visitors in your department, assist them or get help to assist them in exiting the building. If this cannot be done, close the doors to the room, exit the building and immediately notify a firefighter as to which room the person is in.
- Be sure to familiarize yourself with the location of exit doors and the location of fire extinguishers.
- Never assume the alarm is a practice drill.

5. An evacuation test will be performed annually at the direction of the Falmouth EMA Director, or designee.

These guidelines may be changed or altered by the Fire Chief at any time.