*This model program is intended for general information purposes only. It should not be construed as legal advice or legal opinion regarding any specific or factual situation. Always follow your organization's policies and procedures as presented by your manager or supervisor.*

**Firefighter Mayday / Evacuation / Urgent Message Model Policy**

**Purpose:**

Name of agency establishes this policy to provide a means for communicating an evacuation order and response to a firefighter down, trapped, disorientated, or otherwise incapacitated on the fireground. This guideline will apply to all firefighters and officers operating on the fire ground.

**Definitions:**

*Evacuation Order* – the immediate termination of interior firefighting operations accompanied by the immediate removal of all firefighters from the structure. It shall be the responsibility of the Incident Commander to request an evacuation order.

*Mayday* – shall be the standard verbal radio transmission used by any firefighter who becomes disorientated, lost, injured, trapped, out of air, or any other instance where they need immediate assistance.

*Urgent* – shall be used to identify all other urgent messages for tactical considerations.

**Evacuation Procedure:**

In the event of any rapid changes in fire conditions that pose a threat to the firefighters operating inside or around the fireground, the Incident Commander may request an evacuation order.

Any firefighter or officer who observes conditions on the fire ground which may pose an immediate threat to the safety of firefighters shall have this information immediately relayed to the Incident Commander.

Conditions that warrant immediate Incident Commander notification would be:

• An increased fire spread even with interior firefighting operations taking place

• Partial or full building collapse

• Structural hazards such as truss roofs or large heaters and air conditioners positioned on top of roofs

• Any other potential hazards that may posses an immediate threat to firefighters.

Upon receiving this information, the incident commander will decide if an evacuation order is warranted.

**Initiating the Evacuation Order:**

In the event that an Emergency Evacuation is necessary, the following procedure shall be followed:

1. Air horns on all apparatus shall be blown continuously for one (1) minute.
2. All personnel shall immediately exit the structure, abandoning all equipment, and report to their assigned supervisor (officer, group or division supervisor, crew leader, etc.) for the purpose of a roll call.
3. The results of the roll call shall be relayed to the command post.

It shall be the responsibility of the officer/firefighter in charge of crews to ensure compliance with the evacuation order and to check-in at the command post once they have safely evacuated.

The Incident Commander may request an incident-wide personnel accountability report when it is undetermined that all officers/firefighters are safely evacuated. If this is asked for, all non-emergency radio communications will cease, and officers/firefighters in charge will account for members operating within their span of control and report any missing members to the Incident Commander.

**Mayday Procedure:**

In the event a firefighter is down, trapped, disorientated, or otherwise incapacitated, the firefighter or their partner will immediately, without hesitation, issue a "MAYDAY" over the fireground channel. This will serve to notify the Incident Commander, F.A.S.T. Command, and all other companies operating at the incident that a firefighter needs immediate emergency assistance.

Upon hearing the MAYDAY, all radio transmissions on the fireground will switch to *insert radio channel/frequency*except for the firefighter initiating the MAYDAY and the Incident Commander, or any other Chief Officer designated by the Incident Commander.

All officers/firefighters in charge of crews should take an immediate roll call and report discrepancies to the Incident Commander.

Reasons a Mayday Message Should be Transmitted:

* Imminent collapse feared or has occurred
* A firefighter is unconscious or is suffering a life-threatening injury
* An Officer realizes a member is lost / A firefighter realizes an Officer is lost
* You become disorientated, lost, or trapped
* SCBA malfunction

**Radio Procedure for issuing a Mayday:**

The firefighter calling the MAYDAY will start the radio transmission with the following: "MAYDAY, MAYDAY, MAYDAY."

The MAYDAY firefighter should then relay the following information after the Incident Commander acknowledges the transmission:

* The location where assigned
* Where they are now
* What their assignment was
* Who they were assigned with
* What the situation is (lost, trapped, injured, running out of air, etc.)

Remember **L-U-N-A-R**

* (**L**) Last Known Location
* (**U**) Unit
* (**N**) Name
* (**A**) Assignment
* (**R**) Radio Equipped

If possible, the MAYDAY firefighter should do the following:

1. activate your PASS alarm
2. Make noise to draw attention to your location. (Banging a tool on the wall or floor.)
3. Remain calm and conserve air (do not yell or scream)

**Responsibilities of all other Firefighters**

It is important fire suppression tasks continue. Firefighters operating at the incident shall continue to do their assigned tasks unless directed otherwise by their ICS supervisor. It shall be the responsibility of the FAST team to locate and rescue a firefighter who has issued a MAYDAY.

**Urgent Procedure:**

Reasons to transmit an "Urgent" message:

* a rapid change in fire conditions
* loss of water or ineffectiveness of hose stream
* problems with getting hand-line into operation
* unique building condition
* inability to protect firefighters on the floor above (crews backing out)
* swimming pole in the yard
* or other safety information that warrants the attention of the Incident Commander and firefighters operating on the fireground

An "Urgent" message will be transmitted by any firefighter operating on the fireground to communicate information to the Incident Commander and firefighters.

The firefighter will announce their unit and position and advise the Incident Commander of an "Urgent" message.

After the Incident Commander acknowledges the "Urgent," the firefighter will transmit the "Urgent" message.