



# Scarborough Fire Department Scarborough, Maine



## Standard Operating Guidelines

<b>Book:</b>	<b>Organization</b>
<b>Chapter:</b>	<b>Personnel, Policies &amp; Procedures</b>
<b>Subject:</b>	<b>1348 – Emergency Action Plan</b>
<b>Revision Date:</b>	<b>12/17/2013 revised 10/26/2020</b>
<b>Approved by:</b>	<i>B. Michael Thurlow</i>

### PURPOSE

To establish a safe and effective method of reporting emergencies and evacuating fire department buildings.

### PROCEDURE

- A. In case of Medical Emergency or Non-Fire Emergency
  - a. Call 911 and report emergency
  - b. Dialing 0 on all station phones will also reach the non-emergency line in dispatch
  - c. Identify your location and the details of the emergency
  - d. Employees shall render aid as trained and required
  
- B. In case of Fire or Hazardous Materials type emergency
  - a. Evacuate building by nearest exit
  - b. Employees shall remove fire apparatus IF POSSIBLE
  - c. Go to designated meeting place for headcount/accountability
  - d. Pull hook on the municipal fire alarm box located at each station
  - e. Follow up with a phone call to 911 from OUTSIDE the building if possible
  - f. Identify your location and the details of the emergency

### RESPONSIBILITY

- A. It is the responsibility of all employees to know and understand this procedure

### REFERENCES

- A. Maine Bureau of Labor Compliance Directives
- B. Town of Scarborough Employee Handbook - Chapter I