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| ***REPLACE WITH YOUR MASTHEAD*** |
| **VFIS logo black JPG** | **SOG Title:** |
| **SOG Number:** |
| **Original Date:** | **Revision Date:** |
| **ABC Fire Department General Operating Guideline** |

**Retreat Procedure**

***This is a sample of a standard operating guideline (SOG) on this topic. You should review the content, modify as appropriate for your organization, have it reviewed by your leadership team and if appropriate your legal counsel. Once adopted, make sure the SOG is communicated to members, implemented and performance monitored for effective implementation.***

**Purpose:**

To establish procedures for immediate retreat (emergency evacuation) of firefighters involved in interior structural firefighting. This guideline shall be used whenever any condition relating to a structure fire indicates that firefighters located within the structure or in the immediate vicinity of the structure are in imminent danger and need to immediately retreat.

**Procedure:**

* Retreat signals shall be given by both radio and audible warnings:
	+ Radio — The incident commander, upon observing an unsafe condition or after being notified by the division/group supervisor or safety officer, shall transmit the following radio signal three times: **“Incident command to all companies, retreat from structure”**.
	+ Audible — Upon hearing the radio warning to retreat, all apparatus operators will sound the following signal three times with their air horns: 10 second blast of the air horn.
* All firefighters in the structure shall abandon their positions and exit the fire building.
* All personnel shall retrieve their name tags and return to their apparatus for a head count.
* The incident commander or his designee will contact each sector commander and then each apparatus officer for a head count.
	+ All personnel accounted for will be transmitted by stating “all clear”.
	+ If an officer has a missing crew member, they will notify the incident commander when called upon so an immediate search may be ordered by the incident commander.
* Upon accounting for all personnel, the incident commander will announce an “all clear” signal and reassign crews.

***This is a sample guideline furnished to you by VFIS. Your organization should review this guideline and make the necessary modifications to meet your organization’s needs. The intent of this guideline is to assist you in reducing exposure to the risk of injury, harm or damage to personnel, property and the general public. For additional information on this topic, contact your VFIS Risk Control representative.***

**References:**

West Redding (CT) VFD – GOG 3-S-306 Developed/Revised/Reviewed by VFIS ETC