

# INCIDENT COMMAND SYSTEM

## Position Manual

### EVACUATION GROUP SUPERVISOR- HIGH RISE INCIDENT

ICS-1007

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This document contains information relative to the Incident Command System (ICS), developed by FIREScope and adopted as the framework of the National Incident Management System (NIMS). ICS products are designed to be compatible with and compliant with NIMS, as directed by the National Response Plan and adopted by the FIREScope Board of Directors.

Additional information and documentation can be obtained from the following source:

FIREScope  
Document Control  
2524 Mulberry Street  
Riverside, CA 92501-2200  
(951) 782-4174  
Fax (951) 782-4239  
[www.firescope.org](http://www.firescope.org)

The information contained in this document has been approved by the Fire and Rescue Service Advisory Committee/FIREScope Board of Directors for application in the statewide California Fire and Rescue Mutual Aid System.

This material is a development of the FIREScope Program.

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## CHAPTER 1 CHECKLIST

### 1.1 CHECKLIST USE

The checklist presented below should be considered as a minimum requirement for the position.

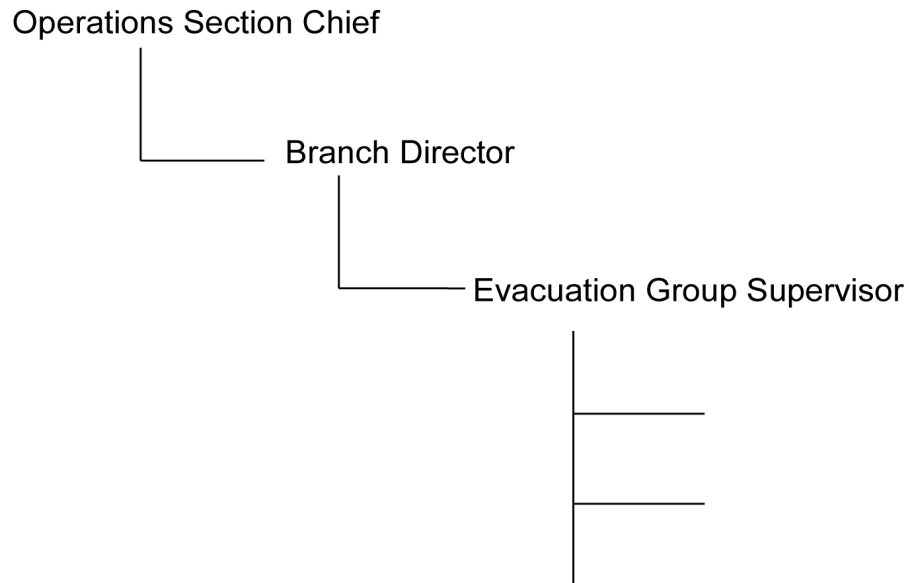
### 1.2 HIGH RISE EVACUATION GROUP SUPERVISOR CHECKLIST

- a. Obtain briefing from Branch Director, Operations Section Chief, or Incident Commander (Reference ICS 420-1 FOG - Chapter 1 Common Responsibilities).
- b. Participate in Operations Section planning activities.
- c. Determine needs (e.g., personnel, equipment, communications, and supplies).
- d. Evaluate evacuation in progress.
- e. Confirm evacuation stairwell(s) with the Operations Section Chief.
- f. Ensure ventilation of evacuation stairwell(s) and refuge areas.
- g. Coordinate evacuation message with Systems Control Unit Leader or Lobby Control Unit Leader utilizing the building's Public-Address system.
- h. Assign personnel to the evacuation stairwell(s) for assisting/directing building occupants and casualties to a safe location.
- i. Secure operations and release personnel as determined by the Demobilization Plan.
- j. Maintain Unit/Activity Log. (ICS Form 214).

## CHAPTER 2 ORGANIZATION, PERSONNEL AND PROCEDURES

### 2.1 ORGANIZATION

- a. The High-Rise Evacuation Group Supervisor is responsible for managing the movement of building occupants through designated evacuation route(s) to a safe location.
- b. The High-Rise Evacuation Group Supervisor is responsible for the movement of evacuees from the areas of the building not immediately threatened by the emergency incident.
- c. Occupants that are immediately threatened by the emergency incident, and are in need of rescue, are the responsibility of the Division Supervisors for that floor, the Branch Director, the Operations Section Chief, or Incident Commander.
- d. The High-Rise Evacuation Group Supervisor reports to a Branch Director, Operations Section Chief, or Incident Commander.



### 2.2 PERSONNEL

The number of personnel assigned to the Evacuation Group will be dependent on the incident size, complexity, and anticipated number of occupants.

### 2.3 MAJOR RESPONSIBILITIES AND PROCEDURES

- a. Check in and obtain briefing from the Branch Director, Operations Section Chief, or Incident Commander.

1. The briefing shall provide information and/or direction on the following:
  - A. Estimated number of occupants.
  - B. Current locations and assignments for the Evacuation Group
  - C. Incident organization and resources assigned.
  - D. Incident Communication Plan.
- b. Participate in Operations Section planning activities.
  1. Attend Operations Section planning meetings as requested.
  2. Provide information regarding Evacuation Group activities.
  3. Obtain Incident Action Plan and updates.
- c. Determine needs (e.g., personnel, equipment, communications, and supplies).
  1. Assume control of existing personnel and resources assigned to the Evacuation Group.
  2. Request additional personnel, equipment, and supplies from the Branch Director, Operations Section Chief, or the Incident Commander as needed.
- d. Evaluate the evacuation in progress.
  1. Make contact with building security and/or fire/floor warden to obtain the building's evacuation plan.
  2. Evaluate evacuation route(s) within the building and to refuge area(s) for:
    - A. Safety.
    - B. Integrity.
    - C. Effectiveness.
  3. Obtain additional information from:
    - A. Division/Group Supervisor(s).

- B. Ground Support Unit Leader.
- C. Lobby Control Unit Leader.
- e. Confirm evacuation stairwell(s) with the Operations Section Chief.
  - 1. The evacuation stairwell(s) should be:
    - A. Separate from emergency operations.
    - B. Clearly identified.
    - C. Communicated to incident personnel and occupants.
    - D. Identified in the Incident Action Plan.
- f. Ensure ventilation of evacuation stairwell(s) and refuge area(s).
  - 1. Coordinate with Systems Control Unit Leader for the use of the built-in systems.  
  
Note: If Systems Control Unit has not been established coordinate with Lobby Control Unit Leader.
  - 2. Coordinate with Ventilation Group Supervisor or Operations Section Chief for positive pressure ventilation of the evacuation stairwell(s).
- g. Coordinate evacuation message with Systems or Lobby Control Unit Leader utilizing the building's Public-Address System.
  - 1. Work in conjunction with building representatives.
  - 2. If provided, utilize pre-established or pre-recorded messages from the building's evacuation plan.
  - 3. Consider repeating and/or updating the evacuation message at regular intervals.
- h. Assign personnel to the evacuation stairwell(s) for assisting/directing building occupants and casualties to a safe location.
  - 1. Post personnel every five floors or as appropriate to monitor and direct occupants to the designated safe location.
  - 2. Post personnel at the exit points from the evacuation stairwell(s) to direct ambulatory occupants to the interior or exterior Refuge Area(s).

3. Assign personnel as needed for non-ambulatory victim removal.
  - i. Secure operations and release personnel as determined by the Demobilization Plan.
  - j. Maintain Unit Log/Activity (ICS Form 214).