



CITY OF CHARLOTTETOWN FIRE DEPARTMENT STANDARD OPERATING PROCEDURE

STANDARD OPERATING PROCEDURE: **EVACUATION (MASS NOTIFICATION SYSTEM)**

ORIGINATING DATE: MARCH 7, 2018

EFFECTIVE DATE: MAY 3, 2018

REVISION DATE:

APPROVED BY: **FIRE DEPARTMENT MANAGEMENT TEAM**

PAGE: **1 OF 1**

General:

In the event of an emergency requiring a portion of the City of Charlottetown to be evacuated the Mass Notification System shall be utilized in conjunction with other means of notification.

Responsibility:

When determined by the Incident Commander that an evacuation is imminent the incident Commander shall notify one of the following individuals commencing with the Communication Officer. The Communication Officer and/or the Communications Assistant will coordinate all public messaging by utilizing the Mass Notification System and various other methods of public notification.

Name	Cell	Office	Home
Communications Officer, Jennifer Gavin	902-388-4168	902-629-4102	902-621-0253
Communications Assist., Alicia Packwood	902-393-2093	902-629-4149	902-368-3783