

SOUTH PORTLAND FIRE DEPARTMENT

STANDARD OPERATING GUIDELINES

SOG #:	6.301	Effective Date:	1/16/2012
Title:	Emergency Scene Accountability	# of pages:	5
Category:	Safety	Classification:	Red

1. **PURPOSE:** To establish procedures to maintain personnel accountability at emergency scenes.

2. **POLICY:** All personnel involved at the strategic, tactical, or task level of an incident must make a strong personal commitment to follow all policies and procedures regarding accountability.

3. **DEFINITIONS:**
 - **Accountability Tag:** All Full Time personnel will be issued four small name tags and Call Company Personnel will be issued three. Each tag will be engraved with the firefighters name on one side and Velcro on the other side. **See procedure (below) for storage assignments.**
 - **Command (Tactron) Boards:** The different types of recording equipment used to manage an incident using the NIMS system. On Fulltime Engines it is the storage location for off duty FT Firefighter's Accountability Tags
 - **Hazard Zone:** The danger area(s) at an incident as determined by the Incident Commander. This may be the interior of fire buildings, exterior ladder or roof locations at fire incidents, any IDLH atmosphere at fire or hazardous materials incidents, etc. Command may choose to expand this designation to include exterior ground level operations or any other areas of an incident as deemed appropriate.
 - **Par:** The act of confirming that all members assigned to a branch, division, group, or company are accounted for.
 - **Apparatus Passports:** The small piece of plastic that will be Velcroed to the Officer's door on all SPFD Engines, Squads, Ladders/Trucks and the gear compartment door of the Rescues. They will not be found on Chiefs Vehicles, Service Trucks or other support vehicles. This is where the names of all of the assigned firefighters initially attach their Accountability Tags at the beginning of their shift.
 - **Assignment Passports:** The small pieces of plastic that are similar to Apparatus Passports but instead identify a Division or Group such as Division 1, EMS, Manpower, or Search & Rescue for example. These are used to place all Accountability Tags for each crew member assigned to this Division or Group. These are updated as crew members move throughout the incident providing real time information on crew location.
 - **Personnel Group:** Commonly known as a manpower pool, an area designated by the IC where all unassigned personnel report. From here the Personnel Officer will build teams and appropriate passports.
 - **TACTRON:** Commercial company where SPFD purchased this accountability system
 - **Tag-in:** To place your Accountability Tag onto the designated apparatus passport.

- **Tag-out:** To remove your Accountability Tag from the assigned passport and indicating you are no longer engaged in the incident.

Command

- Command must account for the location, assignments, and personnel within each branch, division, group, and company.
- Addresses the strategic level of accountability by the tracking of crews by branch, division, group, or company on a tactical worksheet.
- Command must obtain personal accountability reports (PAR) from sector branch, division, and group officers and crews.
- Command should delegate accountability to an Accountability Officer when span of control is exceeded.
- Command is primarily responsible for overall incident accountability.

Division Officer

- Division Officers must account for the location and function of all crews assigned to them.
- Division Officers must obtain PAR of all crewmembers assigned to his/her area of responsibility (through their company/group leader).
- Division officers are primarily responsible to account for the companies/groups assigned to their division.

Company (Group) Officer

- Company Officers will maintain a current roster of personnel responding on the apparatus at all times. This will be accomplished by the use of the TACTRON Accountability system. The passport for each for each responding unit will be utilized.
- Company Officers must obtain PAR for their crews.
- Company Officers must keep their crew intact when assigned a task and maintain an awareness of the crew's exit air supply.
- Company Officers are primarily responsible to account for the personnel assigned to their company/group.

Crewmembers

- Work assigned to branches, divisions, groups or companies.
- Personnel will not enter a Hot Zone without an assigned supervisor.
- All crews will go in together, stay together and come out together.
- Personnel without a specific assignment will be assigned to the Personnel Group.
- Crewmembers are primarily responsible for maintaining situational awareness and the location of their fellow crewmembers.

4. PROCEDURES:

Fulltime Personnel: Permanent personnel will keep **one** accountability tag with their **PPE**, normally under their helmet. The other **three** tags will be placed, one on each, of the command boards on each apparatus (E-5, E-8, and Sq-4) which will be identified by a colored sticker for the appropriate apparatus.

Call Company Personnel: Call company personnel shall keep **one** tag on their **assigned apparatus** clipboard (Willard will have one on E-2 and one on T-2) at all times and **one** accountability tags with their **PPE**, normally under their helmet.

Initial Tag-In: All fulltime personnel shall tag-in at the start of their duty shift on their assigned apparatus. The officer in charge shall make sure all personnel are accounted for on one of the passports. If assigned to an engine, the officer will build the passport from the tags on the command board. If assigned to a rescue, the firefighter will use one from his/her PPE. Call company personnel will be tagged-in from their clipboard when boarding their apparatus. This will primarily be the responsibility of the officer in charge of the apparatus using the tags stored on the clipboard. Personnel shall remain tagged in until relieved of duty at which point they will tag-out and remove their PPE and tag from the apparatus.

Level One Accountability

Definition:

Level One Accountability is intended to provide a listing of all personnel currently at an incident scene and is the minimum accountability level. This level is normally appropriate for still alarms and initial operations at box alarms. This will consist of the responding firefighters having their tag on the correct passport and the passport remaining on the truck.

Personnel reporting to an incident and not already tagged-in will do so on their assigned apparatus (Call Companies primarily) prior to reporting for assignment.

Level Two Accountability

Definition:

Level Two Accountability is intended to account not only for all personnel on scene, but also where they are and what they are doing during expanding incidents. This provides specific accountability for personnel operating in a Hazard Zone. This level is initiated at the direction of the Incident Commander and is normally appropriate for operations at box alarms of “**All Hands**” or **greater**, when operations extend to requiring a SCBA bottle change prior to the incident being placed “Under Control” or as otherwise determined by the Incident Commander. Prior to initiating Level Two Accountability the Incident Commander retains responsibility for tracking the location of personnel on scene.

Accountability Officer

Upon initiation of Level Two Accountability, an Accountability Officer should be assigned and be given the radio designation “Accountability”. Normally Car 9 will assume the role of Accountability Officer; if unavailable the IC will need to assign this position. The Accountability Officer will retrieve a TACTRON command board from one of the Chief’s vehicles and don an IC Vest marked “ACCOUNTABILITY”. The Accountability Officer will be responsible for primarily monitoring the location of personnel in a Hazard Zone and ultimately should know the location of all personnel on scene.

All Apparatus Passports and the Accountability Tags on apparatus clipboards will be brought to the Accountability Officer. Once the tags have been collected by the Accountability

Officer he or she will begin to determine and record the locations of personnel on scene on the provided Assignment Passports.

Manpower Pool/Personnel Group

Upon initiation of Level Two Accountability, a Manpower Pool/Personnel Group should be established per SOG “Staging Areas” and given the radio designation “Manpower”. The first arriving FT Line Officer returning on call back should establish the manpower pool. The Manpower Officer will don an IC Vest marked “MANPOWER”. Fulltime Call-Back personnel, mutual aid companies, and Call Company personnel arriving in private vehicles shall report to the Manpower Pool/Personnel Staging area when established. The Manpower Officer will create crews of 3 to 4 firefighters to be available for assignment when called for by Command. Once assigned to a task the Accountability Officer will assign the tags to appropriate Assignment Passports as needed.

Rehab Group

Upon initiation of Level Two Accountability, a Rehab Group should be established per SOG “Emergency Incident Rehab” and be given the radio designation “Rehab”. Normally the 3rd Ambulance (Medcu) will assume the role of Rehab. The firefighter assigned as the Rehab Group Leader will don an IC Vest marked “REHAB”. When personnel report to the Rehab Group their rehab information will be documented. When a person is released from Rehab for continuance of duty, they will report to the Manpower Pool/Personnel Group for reassignment. Personnel not cleared for duty will remain in the Rehab Group until cleared by the Rehab Officer.

Entry & Exit to a Hot Zone

Once Level Two Accountability is initiated, personnel entering or exiting the hazard zone as part of a crew will check-in with the Accountability Officer either in person or by the crew supervisor. Each individual is primarily responsible to ensure that they have been checked in or out.

When entering a Hazard Zone, the supervisor of the entering crew shall inform the Accountability Officer of their intended destination and names of the crew. The Accountability Officer will place the Accountability Tags of those members on the appropriate Assignment Passport. The Accountability Officer should also try to note the time the crew entered.

When exiting a Hazard Zone, the supervisor of the exiting crew shall report to the Accountability Officer and account for all crew members that are exiting the hot zone. The Accountability Officer will move the Accountability Tags of the exiting personnel and place them on the appropriate Assignment Passport (i.e. Rehab or Manpower) or if they have been demobilized than back on the Apparatus Passport and return it to the Officer (normally this will be done after passing through Rehab). This applies only to personnel that the crew supervisor has seen physically leave the Hazard Zone. This does not include personnel “coming right out” or personnel that they “heard have left”.

In the event that not all members of a crew exit at the same time the Accountability Officer will adjust the record accordingly.

PAR Procedure: Every 20 minutes, during offensive operations, the IC or safety officer should initiate a PAR. The IC will call all Division and Group Officers and ask them to if they have a PAR. The officer of the division/group should respond the he or she has a PAR and also provides the number of people accounted for including the officer. For example “Division 2 has a PAR with 4” this would mean the officer and 3 firefighters. The number should match up with the corresponding passport. If at any point the PAR finds someone missing then SOG “Mayday” should be initiated. The IC may do a PAR at anytime during the event. Command is not limited to the 20 minute time frame and should do a PAR if any unusual events happen such as an explosion or collapse.

Command Accountability

Upon initiation of Level Two Accountability, Command Accountability will be established if not already done so. Command Accountability is intended to account for personnel not accounted for by other accountability means. Accountability will collect the tags of personnel assigned to command positions such as Entry, Rehab, EMS, Staging, Personnel, and all other Command positions. Additionally it will collect the tags of personnel in support roles such as aides and service truck operators. These will be placed on one of the appropriate Assignment Passports, such as for example: IC, OPS, MPO, EMS, or STAFF.

Unit Demobilization

When a unit is cleared from the scene the Apparatus Passport(s) and Accountability Tags will be returned to the company officer after they check out with the Accountability Officer. Apparatus Passports will be returned to the apparatus and Accountability Tags returned to personnel as appropriate.

5. REFERENCES:

- None

By Order Of:

Kevin W Guimond

Kevin W. Guimond
Fire Chief