

	<h1>COMMERCE FIRE DEPARTMENT</h1> <h2>Standard Operating Guidelines</h2>
	Subject: Personnel Accountability
	Reference Number: 3.01
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Approved By: Chief Kevin Dean	

Purpose: To establish a coordinated system of personnel accountability and to enable the Incident Commander to identify, locate and account for the function of companies operating on an incident.

Policy: It is the intent of this policy to ensure safety and prevent injury and loss of life of personnel during emergency operations. Each firefighter and officer must ensure that this program works. It will be everyone's responsibility to maintain this system.

Scope: This applies to all Commerce Fire Department personnel working within an incident zone where SCBA must be worn, a chance of becoming trapped or lost, a confined space rescue situation or potential of collapse.

Terminology:

1. Passport Accountability System: A procedure that utilizes name tags, and status boards to track the assignment of Commanders, Companies, Teams and individuals at an emergency incident.
2. Accountability Officer: A person designated by the incident commander to conduct monitoring and recording of all personnel on the scene. He/she collects the Personnel Accountability System identification tags and track them at the command post during operations.
3. Accountability Status Board: A board which Personnel Accountability System identification tags can be attached and tracked during operations.
4. Personnel Accountability System Identification Tag (PAS Tag): 1 1/2" X 3" plastic tag with snap clip and member's name and department. (Also, located on Command 1 there will be magnetic type tags for large scale incidents.)
5. Tag Holder: Location on each engine where accountability tags can be hung for accountability officer.
6. Level I Accountability: Personnel accountability system used during fire and rescue responses. Generally when only one (1) truck has responded. PAS tags are on each firefighter's PPE. During Level I accountability the tags remain with firefighter's gear.
7. Level II Accountability: When command has been established on a working incident. The PAS tags shall be collected and placed on the status board to track companies working at the incident. Default location will be at first arriving engine's tag holder.

8. Level III Accountability: When a special or large-scale incident is at hand and a single point of entry cannot be maintained the second PAS tag must be used. The secondary PAS tag can be given to the Sector Officer for entry to a special hazard area.

Procedure: The accountability system consists of two major components: the hardware and the procedure.

A. The Hardware:

Each member will be issued two (2) plastic identification tags with his/her name on it and department name with clips for hanging. The tag(s) can be clipped to the hook of the rear brim of the structural helmets or on your bunker coat. Each apparatus will possess a "tag holder" allowing personnel to attach their tags to it.

PAS TAGS are to be regarded as an integral part of each Firefighter's protective equipment.

B. The Accountability Procedure:

1. Personnel arriving on the scene will affix an accountability tag to the apparatus "tag holder" unless an accountability officer has been established, then they may give their tag to that officer.
2. An accountability tracking board will be deployed at all working fires and at incidents where on-scene time is expected to more than one hour, or at an incident where personnel assignments are expected to cover a large geographic area.
3. Sector and division officers are expected to be familiar with the personnel assigned to his/her functional area.
4. Those individuals arriving on scene in POVs should first report to the accountability officer. If one is not available, these individuals should give their accountability tags to the Incident Commander or his/her designee.
5. Individuals should have the accountability officer move their assignment on the accountability board according to their current assignment (i.e. Suppression to Rehab).
6. All members should make efforts to retrieve their tags from the accountability board before clearing the scene to avoid confusion as to their whereabouts.

C. The PAR Procedure:

Certain tactical benchmarks will necessitate a Personnel Accountability Report (PAR). A PAR is, in essence, a head count or roll call. It is an acknowledgment by a Sector or Division Officer that his/her personnel are accounted for and in no immediate peril. The accounting is relayed up the chain of command to the person initiating the PAR, and eventually to the IC. A PAR will be required after any of the following events:

1. When there is a report of a missing or down firefighter.
2. When a mayday is declared.

3. When going from offensive to defensive modes.
4. During or after a hazardous event (partial collapse, explosion, flashover, etc.)
5. Anytime the IC deems it necessary.

These benchmarks shall not preclude a Sector or Division Officer from conducting a PAR in their own area. Likewise, the Safety Officer may call a PAR at any time for any reason.

Responsibilities:

INCIDENT COMMANDER: It shall be the Incident Commander's (I.C.) responsibility for overall personnel accountability for the incident. The I.C. shall assign additional Accountability Officers based on the size, complexity, or need of the incident. The I.C. shall maintain an awareness of the location and function of all companies.

SECTOR OFFICER/ TEAM LEADER: It shall be the Sector Officer/ Team Leader's responsibility to maintain an ongoing awareness of the location and condition of all members in their command.

FIREFIGHTERS: It shall be the firefighter's responsibility to follow personnel accountability procedures as outlined in this and other standard operating guidelines.

OPERATIONS: All personnel shall be accounted for through the use of PAS TAGs. These tags shall be attached to the firefighter's turnout coat and/or helmet.

LARGE OR COMPLEX INCIDENTS: When units operate at large buildings, the use of more than one accountability engine may be required. The first engine to any side of the building should become the accountability engine for that side (providing the pump operator remains with the apparatus). The pump operator should identify his/her engine by announcing to command that they are an accountability location and will hold that responsibility until a sector supervisor is established.

COMPANY UNITY: The PERSONNEL ACCOUNTABILITY SYSTEM (PAS) should be kept manageable if the crews operate as complete units, and Sector Officers/Team Leaders ensure that the personnel assigned to their command remain together as much as possible. Every Firefighter and Officer has the responsibility to stay together with his or her assigned crew. Each Sector Officer/Team Leader is responsible for the personnel operating under him/her and will be reporting on the status of his personnel during roll call.

In order for the Commerce Fire Department to provide accountability, it is necessary that all personnel are accountable:

- It is necessary that you check in with the I.C. and hand him/her your PAS TAG.
- It is necessary that you do not engage in free-lancing.
- Upon completion of an assignment, return to the officer responsible for another assignment.

When head counts are conducted, it is vital that you make your presence known. All Companies/Crews arriving on the scene will remain intact unless the work task divides the Company/Crew into teams. Teams consist of a minimum of two firefighting personnel with a

radio. All Companies/Crews must have an operational radio in the hazard zone. Sector Supervisors must maintain an accurate awareness of resources assigned to their sector. All personnel must remain in their sector, unless reassigned or relieved. Each reassignment of a company will require transfer of the PAS TAG (Sector C to Sector A, Suppression to Rehab, Rehab to next Assignment). All personnel will enter and return from assigned areas together! This includes REHAB. The use of "MAYDAY" requires the manual activations of the PASS alarm by the affected parties. Should any sudden event occur that would require the evacuation of personnel, Command will announce the change over the radio and initiate a "PAR" and require all manned apparatus to sound their air horns in three long blasts (about ten seconds each air blast). At this time personnel are required to evacuate the hot zone quickly, safely by the most direct route leaving all unnecessary equipment behind.