



ACCOUNTABILITY

SCOPE

This guideline shall apply to all members of the Stoney Point Fire Department (SPFD) and shall be adhered to by all members.

PURPOSE

This procedure identifies a system of incident site firefighter accountability. The purpose is to account for all firefighters, at any given time, on the scene of an incident. Use of the system will provide enhanced personal safety for the individual firefighter, and will provide the incident command organization staff an improved means to track and account for all personnel.

The system will be used in situations which require an SCBA or in which a firefighter is at risk of becoming lost, trapped, or injured by the environment or structure. This would include entering a structure reported to be on fire, operating in close proximity to the structure during exterior operations, confined space or trench rescue, large wildland fires, etc.

Policy Number
5A.0011
Page 1 of 6

DEFINITIONS

ACCOUNTABILITY – The ability to account for all firefighters, at any given time, on the scene of an incident.

ACCOUNTABILITY OFFICER - responsibilities include, collect accountability tags, Track and account for all personnel, provide progress reports to command, **and initiate PAR's upon benchmarks or as needed.**

TRACKING TAG- A tag with the individual's common first name, last name, organization, phone # and the last four digits of a members social security number engraved on the tag.

SHALL - Indicates a mandatory requirement.



ACCOUNTABILITY

Accountability involves a personal commitment to work within the safety system at an incident.

Command will always maintain an accurate tracking and awareness of where resources are committed at an incident.

Command will always be responsible for including accountability as a major element in strategy and attack planning, and must consider and react to any barriers effecting accountability.

Company and Sector Officers will always maintain an accurate account and awareness of crews assigned to them. This will require the Company and Sector Officer to be in their assigned areas and to maintain close supervision of crews assigned to them.

Volunteers or off-duty personnel shall park their vehicles in a location where they will not restrict access to the scene. For on-scene accountability such personnel must be assigned to a company.

Personnel responding POV shall report as delineated below, properly attired and ready for assignment.

- If units are staged (Level I or II), report to those units. Companies receiving such additional personnel will add the names in accordance with on-scene accounting procedures.
- If only one unit is on scene, report to the officer in charge or in their absence the driver.
- **If all units are already on-scene and operating, report to the Incident Commander for assignment to the Man-Power pool (stand by command position until assigned).**

All crews will work for Command or sectors, no free-lancing. Free-lancing occurs when individuals or crews perform tasks without direction and the tactical objectives are not supported.

Crews arriving on the scene should remain intact for all incidents and purposes, unless reassigned by command. A minimum crew size will be considered two or more members, and a portable radio is required.

All crews assigned to work together will go in together, stay together, and come out together. Reduced visibility and increased risk will require very tight togetherness. Crews must maintain visual, voice, or signal line contact at all times.

If a radio fails while in a hazard zone, the crew will exit unless there is another working radio within close proximity.

Policy Number
5A.0011
Page 2 of 6



TRACKING TAGS

All members shall be issued three (3) standard fire department personal identification tags

To enhance accountability and to improve tracking of firefighters, the personnel accountability system will be used. The Tracking Tags are attached to an additional clip with the unit's radio designation and then fastened to metal ring on the dash of the assigned apparatus. This tag will remain on the apparatus. The second tag will be given to the unit officer to be turned over as a group to the accountability officer (Man-Power) should an accountability sector be assigned. The third tag will remain on the Firefighters person to be used as identification in the event of injury.

Personnel identification tags shall be attached to the personal protective equipment (PPE) when not in use.

TRACKING TAGS / EQUIPMENT

The Tracking Tag equipment involves a tag with the individual's common first name and last name engraved on the tag.

The Company Officer should maintain the tags of all personnel *presently* assigned to his/her company.

The Tracking Tags will always be located on the dash on the apparatus at the Company Officer position or passenger side. A large ring will be provided for this purpose. The crew's tags should be attached to an additional clip with the unit's radio designation and then fastened to metal ring on the dash of the assigned apparatus.

The Company Officer will be responsible for ensuring that the Tracking Tags always reflect only currently assigned personnel.

Tracking Tags will be considered as safety equipment and will be inspected as such. This equipment will be repaired or replaced as soon as problems are noted.

Replacement tags can be obtained through the day shift supervisor.

Tactical Benchmarks

Several accountability benchmarks are included in tactical operations. **The Personnel Accountability Report (or "PAR" pronounced as the golf term "par") involves a roll call of personnel assigned.** For the Company Officer, a "PAR" is a confirmation that members assigned to his/her crew are accounted for. For the Sector Officer, a "PAR" is an accounting of the crew members of all Companies assigned to his/her Sector. Reports of PAR's should be conducted face-to-face within the Company or with the Sector whenever possible.

Example: "Engine 1331 to command, I have a PAR."

A personnel accountability report will be required for the following situations:

Policy Number
5A.0011
Page 3 of 6



-
- Any report of a missing or trapped firefighter
 - Any change from offensive to defensive
 - Any sudden hazardous event at the incident - flash over, back draft, collapse, etc.
 - By all crew(s) reporting an "all clear" (Company Officers or crews responsible for search and rescue will ensure they have a PAR for their crews at the time they report an all clear)
 - At 30 minutes elapsed time
 - At a report of fire under control
 - Anytime an evacuation is called for

Accountability Officer

Accountability shall remain the responsibility of Command and will be transferred in the same manner. This shall continue until an Accountability Sector is created.

Accountability Sector

As the incident escalates to the level that an Accountability Officer is required, Command should implement an Accountability Sector.

The Accountability Officer will operate on the assigned radio channel, and shall be located at the Command Post.

The Accountability Officer's responsibilities include:

- Collect accountability tags
- Track and account for all personnel
- Provide progress reports to command
- Initiate PAR's upon benchmarks or as needed

Shift Change

Arriving crew members will be responsible for *immediately* updating the company Tracking Tags of the units they are assigned to as they arrive to duty - including LOA's or transfers from other stations.

Off going crew members will remove their Tracking Tag from the apparatus they are assigned. The tag will then be placed on the ring on the back their helmet. Company Officers are

Policy Number
5A.0011
Page 4 of 6



responsible for ensuring that the Tracking Tags *always* remain current. Tracking Tags must reflect only those members presently assigned to each apparatus.

IMPLEMENTATION / THE INCIDENT

Use of the accountability system shall occur at any incident that requires the use of SCBA or in which a firefighter is at risk of becoming lost, trapped, or injured by the environment or structure; and any other situation where tracking of personnel is critical inclusive of wildland fires.

The objective of the accountability system is to always have a current and accurate method of fire ground accountability.

For smaller incidents the Tracking Tags remain on the apparatus dash. The Incident Commander will assume accountability responsibilities.

For more complex incidents, the Tracking Tags will function as follows:

- The Incident Commander is responsible for accountability. This responsibility remains with The Incident Commander until the assignment of an Accountability Officer.
- The Accountability Officer, once assigned, will be responsible for picking up and maintaining the tracking tags and all accountability.
- As an incident scales down the accountability function may be passed back to the Incident Commander once it reaches a manageable level.

Policy Number
5A.0011
Page 5 of 6

Terminating the System

The accountability system will be maintained throughout an incident.

Upon termination and release from the incident, Company Officers and crew members will ensure that the Tracking Tags are returned to the dash of their apparatus and that the Tracking Tags are up-to-date.

Rapid Intervention Team (RIT)

Command will assign a "Rapid Intervention Team" (RIT- also known Rapid Intervention Crew) when crews are operating in a hazardous environment. The RIT will serve as stand-by rescue teams during all hazardous operations. In the early stages of an incident, the Incident Commander and pump operator will act as the RIT. All members of the RIT must be in the same level of dress as the crews they are to protect.



Lost/Missing Firefighter

An absent member of any crew will *automatically be assumed lost or trapped until otherwise determined safe*. Company Officers must *immediately* report any absent members to Sector Officers or Command. **For any reports of missing firefighters, Command must request the next due first alarm or second alarm. Command must next initiate an immediate roll call (PAR) of all companies assigned to duty in the hazard zone. Command must also send a Rapid Intervention Team (RIT) to the last reported working area of the lost firefighter to begin a search.** Simultaneously, Command must adjust on-scene strategies to a priority search and rescue effort.

Summary of Accountability Responsibilities

Accountability will work only with a strong personal commitment to the safety system. This commitment involves the following responsibilities:

- **FIREFIGHTER** - Responsible for staying with his/her crew at all times and ensuring that his/her Tracking Tag is on the apparatus all times.
- **COMPANY OFFICER** - Responsible for keeping his/her crew intact at all times, and that the Tracking Tags are current and accurate. The Tracking Tags must reflect only those personnel currently assigned to the apparatus.
- **SECTOR OFFICER** - Responsible for accounting for all personnel in his/her sector and maintaining an awareness of their exact location.
- **ACCOUNTABILITY OFFICER** - Responsible for all accountability. The Accountability Officer must collect all Tracking Tags, and must maintain close coordination with Command.

Policy Number
5A.0011
Page 6 of 6