



Accountability System

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 <p>Taylor's Bridge FIRE RESCUE Sampson County NORTH CAROLINA</p>	Taylor's Bridge Fire Department, Inc. Standard Operating Guidelines	Procedure: SOG-1005 Date: 06/15/04 Page: 2 of 8 Revision: A
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1.0 Purpose

- 1.1. To establish guidelines and procedures for personnel accountability on emergency incidents.
- 1.2. A Personnel Accountability System is required in accordance with NFPA 1561, Standard on Fire Department Incident Management System and NFPA 1500, Standard on Fire Department Safety and Health Program.

2.0 General

- 2.1. Accountability procedures enhance the safety of firefighters operating on emergency incidents by providing the Incident Commander with a system to track the number of personnel and their areas of operation. This information is vital; especially when an evacuation occurs or a serious event happens that requires immediate accounting for all personnel involved.
- 2.2. The Personnel Accountability System is initiated when the first unit arrives on the scene and continues until the Incident Commander determines it is no longer necessary. Accountability responsibilities expand within the Incident Management System (IMS). Accountability procedures shall be strictly followed to ensure the effectiveness of the system and the safety of all personnel.
- 2.3. The Accountability System in no way reduces the Company Officer's primary responsibility to supervise crewmembers, provide for their safety and maintain communication with Command.
- 2.4. When working in a dangerous atmosphere or hazardous environment, fire department personnel shall always operate as a minimum crew of two people with a portable radio. Crews shall always go in and come out together. Personnel operating as a crew shall be in contact with the crew leader by voice, touch or sight.
- 2.5. PAT's shall be considered an issued item of personal protective equipment. All personnel are responsible for these items. Each individual's Pat Tags shall be inspected when that individuals' personal protective clothing is inspected.



- 2.6. A minimum of three temporary Pat Tags shall be kept on all apparatus at all times.

3.0 Definitions

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|------|------|------------------------------------|
| 3.1. | NFPA | National Fire Protection Agency |
| 3.2. | IMS | Incident Management System |
| 3.3. | PAT | Personnel Accountability Tag |
| 3.4. | SCBA | Self Contained Breathing Apparatus |
| 3.5. | IC | Incident Commander |
| 3.6. | PAR | Personnel Accountability Report |
| 3.7. | RIT | Rapid Intervention Team |

4.0 System Components

- 4.1. PAT (Personnel Accountability Tag)
- 4.2. Every Firefighter that is a member of the Taylor's Bridge Fire Department will be issued a PAT as part of their standard issue of protective equipment
- 4.3. PAT's will be color coded as follows:

4.3.1.	Yellow	All Firefighters
4.3.2.	Red	Captains and Lieutenants
4.3.3.	White	All Chief Officers
4.3.4.	Green	Temporary Issue
- 4.4. Each firefighter shall keep their PAT attached to the "D" ring on their structural helmet when not operating on an emergency incident.

5.0 Command Board

- 5.1. The Unit Command Board is a 12"x16" dry erase board.
- 5.2. Each suppression unit (apparatus) shall carry a Unit Command Board with dry erase markers to use when its Officer is assuming Incident Command or operating as a Sector Officer.



6.0 Chief Officer's Command Board

- 6.1. The Chief Officer's Command Board is a large dry erase board (3'x4') with large writing areas designed to track units and assignments throughout an incident and shall have a means to attach collector rings from responding apparatus to correspond with their assignment.
- 6.2. The board may be used in a vehicle such as a Command Unit or may be carried to another location such as a fire control room or area designated as the Command Post.

7.0 Collector Ring

- 7.1. An eyebolt or similar fixed-point attaching device shall be located near each riding position so that each firefighter has a suitable place to attach their PAT. Two or more firefighters may use the same attachment point provided it is accessible to all when seated.
- 7.2. Each emergency apparatus shall be equipped with a PAT collector ring.
- 7.3. The collector ring will consist of a large ring with an apparatus identification tag attached.
- 7.4. The collector ring shall be maintained in the cab of each apparatus and shall be removable.

8.0 Implementation

- 8.1. The Personnel Accountability System shall be implemented on all emergency incidents when personnel are operating in a hazardous area, when using SCBA or at the discretion of the Incident Commander.
- 8.2. All emergency personnel shall attach their PAT to the collector ring once they are seated and belted in their riding position on the apparatus.



9.0 Procedure

9.1. First Arriving Unit (Apparatus)

9.1.1. When there is no immediate need to establish command, the Incident Commander (IC) shall:

- 9.1.1.1. Leave the PAT collector ring on the apparatus
- 9.1.1.2. Maintain command
- 9.1.1.3. Investigate the situation

9.1.2. If the IC establishes Incident Command, the OIC shall use the Unit Command Board to begin managing the incident.

- 9.1.2.1. This Incident Commander (IC) shall remove his/her PAT from the collector ring and attach it to the Unit Command Board.
- 9.1.2.2. Arriving units shall deliver their collector rings to the IC, who will attach them to the Unit Command Board, then write in their assignments and deployment locations.

9.2. Transferring Command

9.2.1. When transferring command to a higher-ranking Officer, the current IC may transfer the collector rings and information from the Unit Command Board to the Chief Officer's Command Board.

- 9.2.1.1. This procedure should be performed face to face and shall include information about unit location and assignments, what tactics have been implemented and any recommendations to the new IC.
- 9.2.1.2. The transfer of command is not complete until the Officer assuming command says, "I have it" and the locations and actions of assigned personnel are updated on the appropriate Command Board.

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9.3. Sector Officers

- 9.3.1. When Command assigns an Officer to a sector position, that Officer should use the Unit Command board to track units, personnel, assignments and locations.
- 9.3.2. Assignments and appropriate pat tags should be placed on a Unit Command Board and if necessary, arrangements made to deliver the board to the Sector Officer.
- 9.3.3. The Sector Officer shall then track and assign units in the sector using that Unit Command Board.
- 9.3.4. To effectively manage the activities and movement of personnel, Sector Officers should be located in a safe environment whenever possible...one that does not require the use of SCBA.
- 9.3.5. Occasionally the Sector Officer may be assigned to operate in a hazardous environment and use SCBA.
- 9.3.6. The Sector Officer shall advise Command when units are moving between sectors; for example:
 - 9.3.6.1. "Rescue Sector to Command" ...Engine 1633 is leaving the fire floor and going to Rehab."
 - 9.3.6.2. Command shall advise the Rehab Sector Officer, and then move the Unit Designator to the area on the Command Board marked "Transit". This action shows that units are in transit from one sector to another.

9.4. Entry Control

- 9.4.1. Once Entry Control is established, all units shall enter and exit through the entry control point(s) unless an emergency evacuation is announced.
- 9.4.2. An Entry Control Officer shall track all personnel entering or exiting through Entry Control.



10.0 Roll Call Procedures

- 10.1. To ensure personnel safety, the Incident Commander will announce the duration of an incident every 20 minutes. The term used for this procedure is Roll Call. This tally may be taken visually or via radio, if necessary.
- 10.2. Time notification shall continue until Command advises that the incident is under control and the duration check is no longer necessary.
- 10.3. Sector Officers and Company officers shall account for all personnel under their commands and prepare to report this information when requested by the Incident Commander.
- 10.4. Officers shall report the total number of personnel assigned to their units, including the number of people operating outside the hazard zone. This tally is required for the unit's initial roll call or Personnel Accountability Report (PAR). For example, Engine 1633 responds to an incident with a total of three people. The Officer and a firefighter enter the hazard zone, while the driver remains outside with the engine. At the first roll call, 20 minutes into the incident, the Officer will say,
 - 10.4.1. "Total of three, driver is outside. Engine 1633 is PAR."
- 10.5. The Incident Commander shall be responsible for the welfare of units not assigned to a sector and for personnel operating outside the hazard zone; for example, the engine driver.
- 10.6. After all sectors have been roll-called, the Incident Commander shall document the time and write PAR on the Command Board for accounted for units. Also, personnel or units not accounted for will be noted.
- 10.7. During roll call, if units do not answer or if someone is not accounted for, continue the roll call. When roll call is completed, recall those who did not respond or who responded and were not PAR.
- 10.8. If any personnel cannot be accounted for, the Sector Officer shall report the status of missing personnel as **unknown** and give the Incident Commander their last known location(s).



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- 10.8.1. Company Officers and units operating in all other sectors on the incident shall maintain their current positions and/or assignments (unless otherwise directed by the Incident Commander).
- 10.8.2. The Incident Commander will then implement RIT procedures.

10.9. The Incident Commander may initiate a roll call to check the status of personnel anytime deemed necessary. Some situations where this shall be done include, but not limited to:

- 10.9.1. Report of an individual or crew missing or trapped.
- 10.9.2. Report of a unit or crew that cannot be contacted in a hazardous area after three consecutive attempts at radio contact.
- 10.9.3. Sudden, hazardous change on the incident scene such as vapor release, collapse, etc.
- 10.9.4. Incident conditions deteriorate to a point that evacuation is ordered.
- 10.9.5. A change from offensive to a defensive mode of attack.