

PERSONNEL ACCOUNTABILITY SYSTEM

Purpose:

1. To establish a coordinated system of monitoring and tracking personnel and units for both single and multi-company operations (actively engaged in functional work).
2. To enable the Incident Commander to identify, locate and account for the function of all fire/EMS personnel operating on the scene of an emergency incident in accordance with NFPA 1500 – Chapter 8, Section 4 and NFPA 1561.

Responsibility:

It is the responsibility of each member to understand and follow the guidelines outlined in this policy.

Passport System – Hardware:

1. Personal Accountability Tag (PAT) – each member is issued two (2) tags with their first initial and last name.
 - a. The approximate size of the tag shall be 1/2” wide by 2” long with the loops or “hairier” side of the Velcro on the back of the tag.
 - b. All tags shall be attached to the underside of the rear helmet brim by Velcro using the hooks side.
 - c. The tags shall be color coded as follows:
 - i. Explorers and Junior Firefighters – green in color with white lettering.
 - ii. EMS Only – blue in color with white lettering.
 - iii. Firefighter – red in color with white lettering.
 - iv. Safety Officer – orange in color with black lettering.
 - v. Lieutenant and Captain – yellow in color with black lettering.
 - vi. Chief Officer – white in color with black lettering.
 - d. At the end of each members name the letter “*E” with an asterisk at the beginning shall indicate an EMT and the letter “*P” with an asterisk at the beginning shall indicate a Paramedic.
2. Passports – each apparatus shall be equipped with one (1) plastic card approximately 2” wide by 4 ¼” long. Two (2) detachable unit tags shall be attached to the passport; both sides of the passport shall be covered with Velcro, hooks on one side and loops on the other.
3. Status Boards – Small – each engine company shall be equipped with one (1) small status board approximately 8” wide by 12” long. Velcro shall cover the front and back of the board, hooks on one side and loops on the other. This board shall allow the user to quickly arrange passports to

account for personnel and their assignment during the initial stages of an incident. It may also serve as the board to manage passports at a point of entry.

4. Status Boards – Large – each chief officer’s vehicle shall be equipped with one (1) large status board approximately 18” wide by 24” long. This board shall be arranged in such a way to allow the IC to draw out the incident scene in the middle and allow for the assignment of crews by function on the outer perimeter.

Levels of Accountability:

1. Level I Accountability (Unit) – is established when the PAT is placed on the apparatus passport and stays there for the duration of the shift, incident or detail. The apparatus operators PAT should be attached at the top of the passport, but turned upside down for ease of recognition.
2. Level II Accountability (Scene/Functional) – shall be established at any incident where Command has been established.
 - a. The first-in Apparatus Operator may serve as the Initial Accountability Officer (IAO) using the Small Status Board attached at the pump panel, when a Company Officer assumes Command.
 - b. Arriving Company Officers should bring their passport with them to the Incident Commander for placement on the status board (large or small) by the IAO or Accountability Officer.
 - c. The Incident Commander should retrieve the Small Status Board as soon as possible from the IAO and assign an Accountability Officer.
 - d. The use of the Large Status Board will be dictated by the size of the incident, however it must be used for all greater alarm incidents and whenever the accountability level is increased.
3. Level III Accountability (Point of Entry Control) – occurs when an incident requires more stringent accountability within a hazard zone (a large structure, confined space or other hazardous area) and a person has been assigned to monitor the entry and status of all personnel in the hazard zone.
 - a. To implement Point of Entry Control, an Entry Control Officer(s) will monitor all points of entry.
 - b. The Entry Control Officer(s) will collect the 2nd PAT from personnel entering the hazard zone and place it on the Small Status Board, making sure to identify the unit, assignment and entry time. Upon leaving the hazard zone personnel will reclaim their PAT.
 - c. As crews exit the hazard zone, the time of exit shall be recorded. Crews that exit the hazard zone remote from their original entry point shall notify the Entry Control Officer(s) immediately that they are clear of the hazard zone. Crews should make it a point to exit the hazard zone the same way they entered, where possible.

Personnel Accountability Report (PAR):

1. Several accountability benchmarks are included in tactical operations. The 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 visually accounted for. For the Sector/Division Officer, a PAR is an accounting for of all crew members of all companies assigned to his/her sector/division. In addition to accounting for all members operating in a hazardous area, a PAR should also include the current location and operations being performed at the time of the report.
2. Reports of PAR's should be conducted face-to-face within the company or within the sector/division whenever possible.
3. A personnel accountability report will be required for the following situations:
 - a. Any report of a missing or trapped firefighter
 - b. Any change from offensive to defensive attack
 - c. Any sudden hazardous event at the incident – flashover, back draft, collapse, Mayday, etc.
 - d. After twenty (20) minutes of elapsed on-scene time and every ten (10) minutes thereafter.
 - e. At report of fire under control
 - f. Anytime the Incident Commander feels it is necessary
4. If a company fails to give a return of the PAR, then the Incident Commander must immediately deploy an RIT to locate the crew that has not given a PAR.

Terminating the Personnel Accountability System:

1. Accountability shall be maintained at least through a report of “*Fire Under Control,*” at which time a PAR for all crews must be obtained. The Incident Commander will determine at that time, based on the situation and risk, as to whether to continue with the PAS. If visibility is still impaired or a significant hazardous condition still exists, the Incident Commander may choose to extend the PAS further.
2. Upon termination and release from the incident, the Company Officer shall ensure that the passport is returned to the dash of their apparatus and that the passport is accurate.