

3.1.2.5 Personnel Accountability System



YOUR ORGANIZATION
STANDARD OPERATING PROCEDURES/GUIDELINES

TITLE: Personnel Accountability System

SECTION/TOPIC: Safety at Emergency Incidents

NUMBER: 3.1.2.5

ISSUE DATE:

REVISED DATE:

PREPARED BY:

APPROVED BY:

X

Preparer

X

Approver

These SOPs/SOGs are based on FEMA guidelines FA-197

1.0 POLICY REFERENCE

CFR

NFPA

NIMS

2.0 PURPOSE

This standard operating procedure/guideline addresses supervisor responsibilities, member responsibilities, incident arrival procedures, personnel tracking and inventory procedures, maintenance of supplies.

This procedure identifies a system of incident site accountability. The purpose of this procedure is to account for all fire fighters operating in the hot zone. The hot zone will be defined as any area that requires the use of an SCBA. This system will increase firefighter safety and provide the Incident Command Team, Sector Officer/Division /Group Supervisor, and Company Officers a means to track the location and function of firefighters on the scene.

3.0 SCOPE

This SOP/SOG pertains to all personnel in this organization. Accountability is a critical element in maintaining the safety of all fire fighters working on the fire ground. Each person involved in an incident whether at the strategic, tactical, or task level of an incident must make a strong personal commitment to follow all policies and procedures regarding accountability.

4.0 DEFINITIONS

These definitions are pertinent to this SOP/SOG.

5.0 PROCEDURES/GUIDELINES & INFORMATION

5.1 Supervisor Responsibilities:

Command / strategic – addresses the strategic level of accountability by the tracking of all crews and sectors/divisions/groups by location and function on a tactical worksheet.

- Command must know who is in charge of each sector/division/group, crews assigned to each sector/division/group, where each sector/division/group is located, and what each sector/division/group is assigned to do.
- Command will include accountability as a major element in strategy and attack planning, and must consider and react to any barriers to effective accountability.
- Command will consider air supply when making tactical assignments including rotation of crews.
- Command must obtain personal accountability reports (PAR) from Sector Officers/Division/Group Supervisors and crews.

5.2 Member Responsibilities:

Sector Officer Division/Group Supervisor / Tactical – addresses the tactical level of accountability by tracking of crews assigned to their sector.

- Sector Officers Division/Group Supervisors must know the location and function of assigned crews.
- Sector Officers Division/Group Supervisors must be in his/her assigned area to maintain close supervision of assigned crews.
- Sector Officers Division/Group Supervisors must obtain PARs of all crewmembers of all companies assigned to his/her sector/division/group.

Company Officer / Task - address the task level of accountability and must know where each firefighter is located, and what each firefighter is doing.

- Company officers shall maintain a current PASSPORT of personnel responding on the apparatus at all times.
- Company officers shall maintain a current MCT roster of personnel responding on the apparatus at all times.
- Company officers must ensure that all crewmembers have proper helmet company ID and nametags on SCBA face piece and helmet.
- Company officers must obtain PARs for their crews, which is a confirmation that all members assigned to his/her crew are accounted for and have an adequate exit air supply.
- Company officers must keep crew intact and maintain an awareness of the crews exit air supply.

- Company officer must ensure that passport is delivered to their accountability location prior to entering the hot zone and retrieved upon exiting the hot zone.

Engineer – accountability officer who tracks crews and crewmembers who take handlines from his/her apparatus.

- Collects passports from crews prior to entering the hot zone
- Places passport/pouch on discharge gate when hoseline is charged.
- Places hoseline ID tags on each hoseline.

Firefighter – must have proper company ID on his/her helmet.

- Ensure that nametag is placed on passport and roster is updated.
- Stay with his/her crew at all times.
- Maintain a constant awareness of his/her exit air supply.

5.3 Incident Arrival Procedures:

All members – immediately update the company passport as they arrive for duty.

- Ensure that helmet IDs are accurate.
- Ensure that nametags are on SCBA face piece and helmet.

ACCOUNTABILITY EQUIPMENT

The passport system will be used to effectively track firefighters in the hot zone.

Accountability equipment for each piece of apparatus and shift consists of a passport with a pouch, small company id tag, helmet ID stickers, and hose ID tag. Passports are bright yellow tags, which measure approximately 3 by 4 inches that are marked with company identification and shift. Nametags of crewmembers assigned to each apparatus are affixed to the passport, which is placed in the passport pouch. The small company id tag is kept in a pocket on the back of the passport pouch and is used to replace the passport at the pump panel in the event that accountability is tracked closer to the building by a sector/division/group. The passport, passport pouch, and company hoseline id tag are kept together as a unit on the apparatus dash at the company officer position or passenger side. A Velcro strip will allow the passport / pouch to be affixed to the dash and easily removed. Each firefighter is issued individual nametags. One nametag for each member presently assigned to the company is required to be placed on the passport. Extra individual nametags should be kept on the underside of their helmet. Firefighter helmets shall always reflect the ID of the company the firefighter is presently assigned. All personnel, including rovers and constant staffers are required to keep their helmet IDs accurate. Extra helmet ID stickers are kept with the passport in the passport pouch. Nametags shall be affixed to scba face pieces and firefighter helmets.

ACCOUNTABILITY HARDWARE USE

Each Company officer will be responsible for ensuring that the passport and MCT roster reflects only the members presently assigned to the company. Passports shall reflect only those crewmembers about to enter the hot zone. When entering the hot zone with a partial crew, such as when an engineer remains at the engine to pump lines, the Company officer must remove the nametags of those members not entering the hot zone. The nametags of these members may be returned to the member, placed on the Company officer's helmet Velcro strip or placed in his/her coat pocket. Implementation of the passport system will occur at any incident that requires the use of an SCBA. The use of the accountability system will commence as the first unit arrives on the scene. The first arriving company will give an on the scene report by radio and assume command. In follow up report, their accountability unit identification and geographic location, north, south, east, or west will be announced. As staged units are assigned, Command will give assignments, which will include their respective accountability unit identification and geographic location. Each crew will deliver their passport to the engineer of the engine where they deployed handline. When the engineer charges the stretched hoseline with water, their unit's passport, passport pouch, and hoseline ID tag are placed on the discharge gate at the pump panel. The passports on the discharge gates identifies crews and crew members on each hoseline, allows engineers to identify hoselines to change pump pressure, and makes the pump panel an accountability station for the engineer to track crews. Hoseline ID tags are removed from the passport at the discharge gate and placed on each respective hoseline. These hoseline ID tags provide a means to identify hoselines that crews entered the building on, and are a reference point to find lost or trapped firefighters. As additional companies arrive, their passports/pouches are delivered to the engineer of apparatus that the crew took the handline off. The engineer becomes the accountability officer for those crews that took hoselines from his/her apparatus. Ladder crews will leave their passport on the apparatus dash when going to the roof to perform ventilation. When going to the interior of the structure, each ladder crew will deliver their passport to the engine closest to their point of entry. Once a passport is delivered to the pump operator, the passport will remain on the designated discharge gate indicating the "point of entry" to the hot zone. Upon exit, the Company Officer must retrieve their passport. Both the Company Officer and Accountability Officer will be responsible to see the passports are retrieved. Crews exiting at a different location other than the original point of entry must immediately notify their original Sector Officer Division/Group Supervisor and/or Accountability Officer of their changed status. The passport must be retrieved.

BACK UP ACCOUNTABILITY KIT

A back up accountability kit has been issued to each engine to provide a means to maintain accountability in the event that a crew arrives at an accountability location without their accountability equipment.

Each back up kit is kept in a blue nylon bag that contains the following equipment:

- Three blank hoseline id tags – to mark company ID with grease pencil
- One passport pouch
- One blank passport – to mark crew member IDs with grease pencil

- One blank passport with Velcro – to attach crew member nametags from underside of helmet
- One grease pencil

ACCOUNTABILITY TRACKED BY SECTORS DIVISIONS/GROUPS

As Battalion Chiefs are assigned to manage sectors/divisions/groups, the FIT will assume safety sector/division/group responsibilities for that sector/division/group, which includes accountability. At these incidents and at incidents involving a lost or trapped firefighter, “may day” situations, accountability may be managed by a Battalion Chief and FIT in a sector/division/group closer to the building. The Battalion Chief and FIT would collect the passports/pouches from the initial engine accountability locations. The small company ID tag is removed from the back of the passport pouch and replaces the passport/pouch on the discharge gate at the pump panel. Accountability is now established and tracked closer to the building.

TERMINATING THE PASSPORT SYSTEM

Passport accountability will be maintained throughout the entire incident. Accountability can be terminated following a report of "fire under control," at which time a PAR for all crews must be obtained. Based on a risk management assessment of the scene, Command will determine whether to continue or terminate the use of the passport system. If visibility remains impaired or if a significant hazard exists, Command may choose to extend the use of the passport system further. Upon termination and release from the incident, Company Officers and crewmembers will ensure that the passport / pouch is accurate and returned to the dash of their apparatus.

PASSPORT RULES

- Passports will reflect only those personnel presently in the hot zone.
- Passports will be delivered to the assigned accountability location prior to entering the hot zone.
- Passports will be maintained at the point of entry to the hot zone.
- Passports never enter the hot zone.
- Passports will be retrieved by crews upon exiting the hot zone.
- Passport accountability location is the engine where crew deployed hoseline.

PERSONNEL ACCOUNTABILITY REPORT (PAR)

The Personnel Accountability Report (PAR) involves a roll call of all personnel assigned to crews and sectors/divisions/groups that are working in the hot zone. The PAR is a confirmation that all members are accounted for and have an adequate exit air supply. For the Sector Officer/Division/Group Supervisor, a "PAR" is an accounting for all crewmembers of all companies assigned to his/her sector/division/group. For the Company Officer, a PAR is an accounting of all crewmembers assigned to his/her company. Reports of PAR's should be conducted face-to-face within the sector/division/group or company whenever possible.

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

- Any report of a missing or trapped fire fighter
- Any change from offensive to defensive
- Any sudden hazardous event at the incident - flash over, back draft, collapse, May Day, etc.
- As companies report an all clear.
- As companies report under control.
- At every 30 minutes of elapsed time.
- Any time Command feels it is necessary.

MULTI-STORY / HIGH-RISE

The use of an accountability system will commence as the first unit arrives on the scene. The unit containing the passport / pouch and hose ID tag will be removed from the apparatus dash. All crews reporting to the building will deliver their passports to the building lobby. The hoseline ID tag will be taken by each crew to mark their hose line in the stairwell at the standpipe.

Lobby Sector/Division/Group will utilize the passports to track all crews and crewmembers in the building. Crews will leave their passports with fire personnel in the fire control room if Lobby/Sector Officer/Division/Group has not been established. The lobby sector/division/group will be responsible for collecting the passports of the initial companies as soon as possible.

5.4 Personnel Tracking and Inventory Procedures:

All crews work for command or sectors/division/groups no free lancing.

- Crews arriving on the scene should remain intact. A minimum crew size will be considered two or more members.
- Each member must have a radio.
- All crews entering the hot zone must have a supervisor.
- All crews will go in together, stay together, and come out together.
- Reduced visibility and increased risk will require close supervision by the company officer.
- The entire crew will exit if a SCBA, radio, or any equipment that could compromise safety fails while in the hot zone.

5.5 Maintenance of Supplies: