

## POLICIES AND PROCEDURES

### STANDARD OPERATING PROCEDURES

#### Personnel Accountability System

#### SECTION III 2.0 – 2.3

July 1, 2010

Approved by R. Dale Horne – Fire Chief

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#### 2.0 PURPOSE:

- a. To establish a safe and effective system of personnel accountability.
- b. To account for all personnel, at any given time.

#### 2.1 SCOPE:

- a. This procedure applies to all Anderson Fire Department (AFD) personnel.

#### 2.2 GENERAL:

- a. The Anderson Fire Department (AFD) *shall* use a modified “Passport Accountability System” to account for all personnel.
- b. The system will be divided by NIMS Incident Typing.
- c. Use of this system complies with current OSHA regulations and greatly enhances fire ground safety.
- d. It *shall* be the responsibility of the Incident Commander to ensure the Accountability System is utilized on *all* calls.

#### 2.3 COMPONENTS:

- a. ID Cards: All personnel will be issued two FireTrax ID cards. One card will have a pocket clip. This is a personal ID card (which can also be used as a second accountability card). The other card will have a ring and clip. This is your primary accountability card and part of the “Passport Accountability System”.
- b. Company Tags: Company tags are 4.5” X 5” plastic tags with large attachment rings that are attached to the apparatus. The tags are used to identify pre-assigned crews. Each tag is identified by apparatus or crew and will have individual cards attached to ring. These tags are the second part of the “Passport Accountability System”.
- c. Passport: The *ID Cards* attached to the *Company Tags* are referred to as the *Passports*.
- d. Status Board: A 17” X 23” board in Battalion 1 used to hold passports to assemble crews in proper organizational order..
- e. Make-up Kit: A plastic container on Battalion 1 that holds extra blank ID Cards, Company Tags, markers and erasers.
- f. FireTrax Accountability System: Scanner, computer aided software, etc., to account for large numbers of responders during major incidents. On the CP.

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#### 2.4 PROCEDURES:

- a. When reporting for duty, all personnel will check the duty board and clip their *ID Cards* on the *Company Tag* of their assigned apparatus. Each individual will be responsible for the placement and removal of their cards. Relief personnel will be allowed to remove card of person they are relieving but the responsibility will remain with the individual that the card is assigned to.
- b. Following morning shift transfer, the Company Officer will check his *Company Tag* for accuracy. He will make necessary corrections, if needed, and report these corrections to the OIC.
- c. Accountability is an attitude. Personnel must be trained to realize the importance of accountability.
- d. If personnel leave their assignment, *for any reason*, they shall remove their *ID Card* from their apparatus and take it with them. When they return to their assignment, the *ID Card* shall be returned to the *Company Tag*. If they respond to an emergency while unassigned, they must check in with the *Accountability Officer* to be reassigned. *Freelancing will not be permitted.*
- e. The type of accountability system used at an emergency scene will depend on the nature of the emergency per NIMS Incident Typing system.
  - i. **Type 5** - One or two single resources (companies) with up to six personnel. Command and General Staff positions (other than the Incident Commander) are not activated. Examples are grass / vehicle fires, vehicle accident with entrapment where personnel are not working in an IDLH.
    - 1) *Company Officer (Incident Commander)* will be *Accountability Officer* and maintain accountability over his crew.
    - 2) Passports are not removed from apparatus.
  - ii. **Type 4** - Command Staff and General Staff functions are activated only if needed. Resources vary from a single module to several single resources (e.g., Task Force or Strike Team). This is a multi-station, three or more company response such as a structure fire or where personnel are working in an IDLH.
    - 1) Engineer of 3rd arriving engine will assume *Accountability Officer* position and maintain accountability over the scene.

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- 2) *Passports* from all apparatus will be collected and assembled on *Status Board* on Battalion 1.
  - 3) *Crews must stay together at all times. If an engineer is separated from crew, he must remove his ID Card from the Company Tag .*
  - 4) Assignments must be announced over the radio. Once assignments are complete, this will also be announced over the radio and Company Officer will bring his crew out of IDLH area until reassigned.
  - 5) The *Accountability Officer* will assist the *IC* with updating the *Status Board* and be proactive in planning for the escalation of scene (ex. preparing for location of staging area and managing mutual aid resources through our accountability system, etc. ). The *Accountability Officer* will monitor radio communications and personal observations to maintain *Status Board* up to date.
  - 6) As resources are released, the *Accountability Officer* will return *Company Tags* to the *Company Officers*. Corrections will be made to tags, if necessary, and they will be returned to apparatus. Corrections will be reported to OIC.
- iii. **Type 3, 2 and 1** – Command and General Staff have partial or full activation; event requires multiple agency/multiple jurisdiction response. The event may last longer than one operational period (12-hours). Examples are mutual aid fires, wide-spread weather event, complex hazardous materials response, etc.).
- 1) These incidences are the most complicated. Maintaining accountability is critical, and very challenging.
  - 2) The *Accountability Officer* will double as Staging Manager until an SM can be assigned.
  - 3) A Level II staging area will be designated (ex. Rescue 2 with signs posted outside or the Ingles parking lot). The location will be announced over the radio. The *Make-up Kit* from Battalion 1 will be brought to this location.
  - 4) Anderson County Unified Command Post will be requested. The IC will report to the Command Post once it arrives. The *Status Board* will be brought to this location by the SM.
  - 5) Incoming companies should report to Level II Staging where their *Company Tags* will be checked by the SM. Individuals without ID Cards will have cards created with the *Make-up Kit*.
    - a) If companies are assigned a task while responding, the SM is

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- responsible for checking *Company Tags* as soon as possible.
- b) Individual firefighters who arrive by POV or other means will be organized into companies and issued a Company Tag with an identifier on the tag for radio communication purposes.
- 6) When Command (or Operations) asks for resources, the SM will assign a crew. The *Crew Leader* will deliver the *Passport (Company Tag)* to the SM, who in turn will deliver to the *Unified Command Post*.
- 7) As soon as resources are available, the *FireTrax System* will be activated and *ID Cards* will be scanned into the system. The *Status Board* can then be converted to the computer aided *FireTrax System*.
- 8) As crews are released. The *Accountability Officer* will return *Passports* to them.

### 2.5 PERSONNEL ACCOUNTABILITY REPORT (PAR)

- a. The Personnel Accountability Report (PAR) confirms the presence of personnel assigned to a crew. For the Group / Division Officer, a PAR is an accounting for all crew members of all his assigned companies. Reports of PARs should be conducted face-to-face within the company or with the Group / Division Officer, whenever possible, and should include the number of personnel in that group.  
Example: “Command, Attack, I have a PAR of four (or, “Command, Roof Group.....”), indicating all members are accounted for.
- b. A personnel accountability report will be required for the following situations:
  - i. Any report of a missing or trapped firefighter. (IC initiates a PAR of all crews on scene.)
  - ii. Any change from offensive to defensive. (IC initiates a PAR of all crews on scene.)
  - iii. Any sudden hazardous event at the incident, i.e., flashover, backdraft, collapse.  
(A PAR is initiated by IC.)
  - iv. At 10 minutes intervals while personnel are in IDLH atmospheres. (A PAR is initiated by Central Dispatch).
  - v. At a report of fire under control.

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#### **2.6 TERMINATING THE PASSPORT SYSTEM:**

- a. PASSPORT accountability will be maintained through a report of “fire under control”, at which time a PAR for all crews must be obtained. The IC will determine at that time, based on the situation and risk, whether to continue with the PASSPORT system. If visibility is still impaired or a significant hazardous condition exists, the IC may choose to extend the PASSPORT system further.
- b. Upon termination and release from the incident, Company Officers and crew members will ensure the PASSPORT is returned to the dashboard of their apparatus and is up-to-date.

#### **2.7 RAPID INTERVENTION TEAM (RIT):**

- a. It is the responsibility of the Incident Commander to insure to the greatest degree possible that a Rapid Intervention Team (RIT) be assigned where AFD personnel are operating in a potential IDLH. These crews will serve as stand-by rescue teams.

#### **2.8 LOST / MISSING FIREFIGHTER:**

- a. An absent member of any crew will automatically be assumed lost or trapped in the Hazard Zone until otherwise determined safe. Company Officers must immediately report any absent members to Accountability Officers or the IC. For any reports of missing firefighters, the IC must request the next greater assignment or alarm, i.e., a first alarm; a second alarm goes to a third. The IC must initiate an immediate roll call (PAR) of all companies assigned to duty in the Hazard Zone, and send the Rapid Intervention team (RIT) to the last reported working area of the lost firefighter to begin a search. Simultaneously, the IC must adjust on-scene strategies to a priority search and rescue effort.