

EMERGENCY INCIDENT SCENE ACCOUNTABILITY

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Purpose: *It shall be the policy of this fire district to account for all members while working at emergency incidents. The fire district has adopted a Personnel Accountability System (PAS) in accordance with national standards that is to be utilized in conjunction with the Incident Command System (ICS) to provide the maximum level of personnel safety while operating at emergency incidents. All members are responsible to know and follow the fire department's Accountability System.*

It must be emphasized that the main importance of an Accountability System is to track the number of emergency personnel in an atmosphere that is Immediately Dangerous to Life and Health.

Definitions:

Accountability Officer:

A member designated by the Incident Commander who is responsible for maintaining an awareness of the location and function of crews at an emergency incident. *If the Incident Commander does not appoint an Accountability Officer, the Incident Commander shall perform all duties assigned to the Accountability Officer.*

Buddy System:

The practice of working in crews of at least two emergency personnel with a portable radio. All work inside an IDLH atmosphere shall be done using the Buddy System, without exception.

Crew:

The smallest unit of personnel working together to accomplish a task. This term is synonymous with team, company, etc. (An apparatus operator is *not* considered a crew member if he/she remains near his/her apparatus and is apart from the rest of the personnel from the apparatus. Otherwise, the apparatus operator *is* a crew member.)

IDLH: (Immediately Dangerous to Life or Health)

Oxygen level below 19.5% or above 23%.

Lower Explosive Limits in excess of 10%.

Toxins in excess of the Permissible Exposure Level.

Confined Space, collapse or any other situation recognized to be unstable and could cause injury or death.

A condition that poses an immediate threat to life, would cause irreversible adverse health effects, or would impair an individual's ability to escape from a dangerous condition. The interior of a structure involved in fire, beyond the incipient stage, is considered an IDLH condition.

In Command Accountability:

An electronic software system used for accountability of firefighters at an incident scene.

MAYDAY:

A verbal notification that immediate action is required to rescue emergency personnel operating at emergency incidents.

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T PASS PAR: (Personnel Accountability Report):

A communication using only the In Command Accountability System electronic notification to the T PASS 4 and an acknowledgement from each member with the T PASS 4. A PAR shall be done when ordered by the Incident Commander, Safety Officer, or Accountability Officer.

PAR: (Personnel Accountability Report):

A communication, by radio between crews at an incident scene and the Incident Commander or Accountability Officer. A PAR shall be done when ordered by the Incident Commander, Safety Officer or Accountability Officer. *When all personnel at an emergency scene have T PASS 4 devices, the preferred PAR method is to use the In Command Accountability System. All members, however, should know the process of conducting a PAR via radio, as mutual aid fire departments may not be equipped with the T PASS 4 devices, or there may be a failure of the In Command Accountability System.*

Passport:

An identification tag issued to each member, the format of which is included at the end of this document.

Personnel Accountability:

A systematic accounting of all personnel at an emergency incident scene.

Rapid Intervention Team ("RIT"):

A crew of not less than two (2) whose only assignment is protection and rescue of injured/trapped/missing firefighters. (Refer to Rapid Intervention Teams Standard Operating Procedure for additional information.)

Roll Call:

Is the electronic activation of a members T PASS 4 using the In Command Accountability System in conjunction with radio/face-to-face with the Accountability Officer.

Status/Assignment Board:

A board that is used to track crew assignments and the number of personnel making up a crew.

Vehicle Identification Tags ("VIT"):

Color-coded tags assigned to identify company designation and are carried in the front of the apparatus. The format of Vehicle Identification Tags is described at the end of this document.

Procedure:

1. Accountability is ongoing at all emergency incidents, from small trash fires to large-scale incidents.
2. Each member shall know his responsibilities associated with Emergency Incident Accountability
3. The Accountability Officer is responsible for tracking the tasks of crews operating at scenes and the number of personnel assigned to each crew and a general location of each crew.

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4. Apparatus Operators and Apparatus Officers must know the number of personnel who rode in the apparatus to the scene of an incident. (While the Apparatus Officer is in charge of the crew, it is wise for the Apparatus Operator to know the number of personnel, should the Apparatus Officer become incapacitated.)
5. The Apparatus Officer is the crew leader and shall know the location of the members of his/her crew at all times. Where assigned as a crew member, the member is responsible to remain under the supervision of the crew leader.

PASSPORTS:

6. Each member shall be issued four (4) Passports. Two (2) of the Passports shall be affixed to the underside of the member's fire helmet, using velcro. The other two (2) shall be affixed to the gear rack at the station where the member's gear hangs, also using velcro. The two tags on the gear rack are spare tags, in case the tags on the member's helmet are lost.
7. A member having a missing or damaged Passport is to promptly notify the on duty shift supervisor. The on duty shift supervisor shall take prompt action to secure a replacement Passport.
8. A member who does not have a Passport when boarding apparatus making a response, is to so inform the Apparatus Officer and Apparatus Operator. The member's name shall be written on the reverse side of the Vehicle Identification Tag using a grease pencil (or top side for County Tags). Grease pencils shall be located near accountability tags. If a member's name has been written on the Vehicle Identification Tag, the Apparatus Officer must so advise the Accountability Officer. The Accountability Officer should obtain a blank tag and write the member's name on it, and place the blank tag with handwritten name on the Vehicle Identification Tag.
9. Visitors who are approved to ride on apparatus during responses, shall have their names written on the back of the Vehicle Identification Tag as described above.
10. When boarding apparatus, each member shall place one (1) Passport on each of the two (2) Vehicle Identification Tags.
11. The Apparatus Operator's tag shall be retained by the Apparatus Operator, unless the Apparatus Operator is assigned to a crew working inside an IDLH. If the Apparatus Operator does get assigned to a crew, his/her Passport shall be attached to the Vehicle Identification Tag for the crew to which the Apparatus Operator is assigned.
12. Career firefighters may place their Passports on the Vehicle Identification Tag at the beginning of a duty shift. If a member is apart from the crew when a response is made, the Apparatus Officer must advise the Accountability Officer of the absent member. If the absent member responds to the scene, that member must report to the Accountability Officer to inform the Accountability Officer of the member's presence at the scene.

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VEHICLE IDENTIFICATION TAGS:

13. There are to be two (2) Vehicle Identification Tags located in the cab of each apparatus or service vehicle. One (1) set of the Vehicle Identification Tags shall have a split ring and have a snap hook. (The Vehicle Identification Tag with the split ring and snap hook will be used when responding outside of the Okolona area with departments using a different accountability system).
14. The Vehicle Identification Tags shall be engraved with the unit number. On each Vehicle Identification Tag there shall be two tags. One tag shall have the unit number, along with a "-W". The second tag shall have the unit number and an "-X" tags. The purpose of the "-X" suffix is if the crew is to be split into two groups.
15. If a company is split into two groups, the second group's Passports shall located on the Vehicle Identification Tag below the "-X" suffix. That "-X" suffix also establishes the call number of the second group. For example if unit 8031 splits it's company, the first group's call number is 8031-W and the second group's call number is 8031-X. *Each group should have at least one portable radio.*
16. Companies assigned to staging will keep their Passports and Vehicle Identification Tags on the apparatus until they are given an assignment.
17. The Apparatus Officer shall ensure the Vehicle Identification Tags are correct before presenting them to the Accountability Officer.
18. Chief Officers and others who are responding in command cars shall deliver their Passports to the Accountability Officer upon their arrival at the scene. Those Passports shall be affixed to an appropriate place on the Status/Assignment Board.

ACCOUNTABILITY OFFICER AND CREW DUTIES:

19. An incident may be of such magnitude that one Accountability Officer is insufficient to maintain accountability of all crews in operation. Additional Accountability Officers may be appointed who are subordinate to the primary Accountability Officer. Careful coordination among Accountability Officers is imperative so as to ensure integrity of the Accountability system. (Having multiple Accountability Officers is appropriate for only extremely rare incidents)
20. The Accountability Officer shall track crews who are working in an IDLH atmosphere. The Status/Assignment Board may be used for this purpose. Grease pencils, rather than dry markers should be used to write on the Status/Assignment Board.
21. Crews entering into and exiting from, an IDLH atmosphere shall so notify the Incident Commander (or Accountability Officer if one has been appointed), via radio or face to face. The number of crew members shall be stated. For example:

"8051-W to Accountability, entering building with a crew of 3"

"8051-W to Accountability, leaving the building with a crew of 3"
22. Crews that enter and leave the Rehabilitation Area shall notify the Accountability Officer when doing so.

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23. A crew operating inside an IDLH atmosphere and is out of visual contact with the Incident Commander (or Operations Officer if one has been appointed), shall notify that person whenever the crew makes significant changes in their location that could cause RIT a delay in search and rescue.

24. Personnel Accountability Reports (PARs). *When all personnel at a scene have T PASS 4 devices, a T PASS 4 PAR shall be the primary method of conducting a PAR. A T PASS 4 PAR uses the In Command Accountability System. However if responders from mutual aid departments do not have T PASS 4 devices, or the In Command Software malfunctions a PAR shall be done via Radio. The point for all members to know is that they should respond to a PAR by the same means they received it. If the PAR occurs on the T PASS 4 device the member should respond with his/her T PASS 4 device. If the PAR is called on the radio, the crew leader shall answer the PAR via radio, giving the number of members with the crew and its current location.*

PARS shall be initiated by either the Incident Commander or Accountability Officer and shall be conducted in the following events:

- A. A "MAYDAY" has been called.
- B. Any report of a missing or trapped firefighter.
- C. Changing from offensive to defensive operations.
- D. After a sudden hazardous event, such as flashover, back draft, collapse, BLEVE, etc.

25. Upon the completion of a May Day and/or Emergency Scene Evacuation, a Roll Call shall be conducted using the In Command Accountability System by either the Incident Commander or Accountability Officer.

26. When conducting a Roll Call *or PAR via radio*, the officer doing so shall call each crew leader via radio (or face to face if appropriate). In addition an electronic command will be sent via the T PASS 4 requesting a Roll Call. If all crew members are accounted for, the crew leader shall reply with "PAR x" where x is the number of firefighters with his crew and their current location. For example:

Command: "Command to 8031-W : PAR"
Reply: "8031-W to Command, PAR 3 at Rehab"

If the crew leader does not know the location of all the crew's members and suspects the members are missing, he/she shall reply with the number of missing persons and their last known location. For example:

Command: "Command to 8031-W: PAR"
Reply: "8031-W to Command, 2 members missing, last location was second floor"

27. Should a PAR discover missing members the RIT shall initiate a search for the missing members when directed to do so by the Incident Commander or Operations Officer.

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LEVEL 1 ACCOUNTABILITY:

28. This is the lowest level of accountability and will be sufficient for most responses, including single engine company responses, outside fires, false alarms, non-emergency responses, trainings, details, etc. Accountability at this level will be maintained to ensure that all members can be accounted for in the event of an unexpected accident and/or to be prepared should an emergency grows in complexity.
29. Unless otherwise required by the Incident Commander, Vehicle Identification Tags and Passports shall remain on apparatus when Level 1 Accountability is employed.

LEVEL 2 ACCOUNTABILITY:

30. Level 2 Accountability is a higher level of accountability. Level 2 Accountability shall be employed whenever an actual or suspected IDLH condition exists. The wearing of full turnout gear "with" or "without" SCBA will trigger Level 2 Accountability-

Explanation: The reasoning for using the increased level of accountability using the In Command Accountability System allows us to better track the status of our personnel in a non IDLH atmosphere where SCBA are not required and the level of accountability would have dropped to level 1 accountability, such as salvage and overhaul operations.

31. The Incident Commander may, if sufficient personnel are available, appoint an Accountability Officer when Level 2 Accountability is employed. (As noted previously, if an Accountability Officer is not appointed, the Incident Commander retains this assignment)
32. The officer of a crew shall deliver one (1) of the two (2) Vehicle Identification Tags with the correct Passports to the Accountability Officer. If the incident is outside of Okolona, the "County" Vehicle Identification Tag shall be used otherwise the 3"x6" Vehicle Identification Tag is used.
33. The second Vehicle Identification Tag shall remain inside the apparatus. (If a catastrophe was to occur, and the Vehicle Identification Tags are lost or otherwise destroyed, the second set in the apparatus may have been protected. Subsequent arriving units can look inside the apparatus to determine the number of personnel that were on the apparatus, so they will have an idea of how many persons are missing).
34. The Accountability Officer may place the Vehicle Identification Tags on the Assignment/Status Board, or retain them nearby. The Accountability Officer shall use either the SuperCell or the In Command Accountability System in tracking the on scene personnel. (The use of the status board is optional).
35. Apparatus Operators shall verify that the Apparatus Officer has taken the unit's Vehicle Identification Tag by visually checking the apparatus to confirm that one of the Vehicle Identification Tags has been removed. If the Vehicle Identification Tag has not been delivered, the Apparatus Operator must do so as soon as possible.

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LEVEL 3 ACCOUNTABILITY:

36. Level 3 Accountability is the most restrictive level of accountability. Level 3 Accountability shall be used whenever an incident requires additional personnel from other agencies or departments. Examples of incidents which would require the use of Level 3 Accountability are Mutual Aid responses, extra alarm fires, Hazardous Materials Incidents and specialized rescue incidents.
37. Level 3 Accountability shall include all the measures taken in Level 2 Accountability, with the following additions.
38. An Accountability Officer must be appointed and use the In Command Accountability.
39. The Accountability Officer shall use the Status/Assignment Board to track the location and function of all crews operating at the incident.

LEVEL 3 ACCOUNTABILITY WITH ENTRY CONTROL:

40. The nature of the incident may require the use of Level 3 Accountability with Entry Control, where all personnel entering the hot zone are closely monitored. If Level 3 Accountability with Entry Control is employed, the following measures shall be taken as appropriate:
41. The point of entry shall be identified as the Entry Control Point (ECP).
42. The Incident Commander shall establish an Entry Control Officer at the Entry Control Point.
43. The Entry Control Officer shall:
 - A. Log the name, assignment, quantity of air contained in SCBA cylinder and time of entry. An agency may or may not have an additional Passport for this tracking.
 - B. Ensure that personnel operate in teams of two or more and that, appropriate Personal Protective Equipment is being used.
 - C. Establish an estimated exit time, based on their quantity of air.
 - D. Monitor each teams location and activity.
 - E. Notify each team when their exit time approaches.
 - F. Ensure each team exits within their individual time limits.
 - G. Notify Command and Rapid Intervention at any point a team cannot be accounted for regardless of the reason.
 - H. Send each exiting member to the Rehab area.
44. When a crew enters and IDLH area, and the Assignment Status Board is used, the Accountability Officer should use a grease pencil to note on the crew tag the number of persons that are entering. When the crew exits the IDLH and reports the number, the Accountability Officer shall confirm the accuracy with the number shown on the crew tag. When the number has been confirmed as accurate, the number should be wiped from the crew tag.

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TERMINATION OF LEVEL 3 ACCOUNTABILITY:

45. When the Incident Commander determines that Level 3 Accountability or Level 3 Accountability with Entry Control is no longer necessary, the accountability system automatically falls back to the Level 2 and is maintained until terminated by the Incident Commander.

TERMINATION OF LEVEL 2 ACCOUNTABILITY:

46. When an IDLH atmosphere no longer exists, the Incident Commander may determine it is no longer necessary maintain Level 2 Accountability. Metering equipment, if present, should be used to determine whether an IDLH atmosphere no longer exists
47. When companies are released from the scene, each Apparatus Officer shall retrieve their respective Vehicle Identification Tag with Passports, and return them to the apparatus.
48. Prior to leaving the scene, each Apparatus Officer shall ensure that the Vehicle Identification Tag has been properly returned.

Format of Passports:

Members shall be issued engraved plastic tags which shall serve as their passports. The engraved tag shall bear the member's first initial and last name. The tags shall be 1/2 inch high and 2-1/2 inches wide, with 1/4 inch letters. The color of the tags shall be as follows:

Chief Officers:	White with Black letters	Company Officers:	Orange with Black letters
Sergeants:	Red with Black letters	Firefighters:	Yellow with Black letters
Recruits:	Black with White letters	Other support personnel:	Blue with White letters

Format of Vehicle Identification Tags:

One Vehicle Identification Tag shall be engraved plastic that is 3 inches wide and 6 inches high with 1/4 inch letters. The second Vehicle Identification Tags shall be 1-1/2" x 5" with appropriate sized letters. Both sets of Vehicle Identification Tags shall have velcro affixed to accept Passports, as well as to be attached to the Assignment/Status Board.

Color Coding:

Command cars:	White with Red letters	Med Units:	Green with White letters
Engines, Sqrts:	Red with White letters	Trucks, Quints, Quads:	Black with White letters
Support/Service Units:	Blue with White letters		
	Tankers, Rescue, Brush and Haz-Mat:		Red with White letters

For Example - Sqrt 3333 would be on a Red Vehicle Identification Tag, Quint 1257 would be on a Black Vehicle Identification Tag.

Blank Vehicle Identification Tags may be used as temporary replacements for lost originals. White tags will indicate fire apparatus and blue tags will indicate non-firefighting apparatus. Blank tags shall be marked using dry erase markers or grease pencils.

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Format of Assignment/Status Boards:

Command Staff Assignment (Command, Operations, Safety, etc.):	Royal Blue with Gold or Yellow letters
Subordinate staff (Division leaders etc.):	Red with Gold or Yellow letters
Physical location - IDLH areas (1 st floor, basement, etc):	Red with Gold or Yellow letters
Physical location - non IDLH areas (Rehab, staging etc):	Green with Gold or White letters

The person's name or call number may be used when identifying a person's ICS assignment (such as Command, Safety, etc)

There shall be one Assignment/Status board on each of the two (2) first out units at each station. These boards shall be located in the apparatus as determined by the fire chief.