

## EMERGENCY INCIDENT SCENE ACCOUNTABILITY

<b>Page Number:</b>	<b>Effective Date:</b>	<b>Reviewed with No Changes:</b>	<b>Supersedes Editions:</b>	<b>Category:</b>
Page 1 of 9	05/01/2023	04/01/2011; 02/28/2007	All Editions	Operational

### Purpose:

This procedure identifies a standard accountability system used to account for all personnel during emergency incidents. It's intended for use by members in all divisions, whether they are civilian employees or emergency responders.

It is to be used in conjunction with The Incident Command System, Rapid Intervention Team & MAYDAY Procedures, PASS Devices, and Emergency Evacuation Policy.

### Scope

*All Jefferson County Fire Protection Districts*

It shall be the policy of this fire district to account for all members while working at emergency incidents. The fire district has adopted the "Passport System" as the Personnel Accountability policy.

The fire district has adopted a Personal 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.

The fire district is committed to making all members understand that the protection of one's own safety, as well as the safety of all members, is the district's highest priority. Personal Accountability requires all members to have a commitment to safety. Every member is responsible for his own safety.

### Definitions:

#### Accountability Officer:

Incident Commanders, Company Officers, RIT Leaders, Division and/or Group Leaders, or any other member designated by the Incident Commander can be assigned the role of Accountability Officer. The Accountability Officer is responsible for maintaining an awareness of the location and function of members working in an emergency incident. If an Accountability Officer is not assigned, then the Incident Commander assumes the role of the Accountability Officer.

#### Buddy System:

- The practice of working in teams of at least two emergency personnel with a transceiver. These teams, when working in an IDLH, shall remain in visual or voice contact with each other at all times. Radio contact between team members shall not be a substitute for visual or voice contact. Companies divided into separate teams are designated by their company designation followed by a "W" or an "X". **ENG 77W, ENG 77X**

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<b>Page Number:</b>	<b>Effective Date:</b>	<b>Reviewed with No Changes:</b>	<b>Supersedes Editions:</b>	<b>Category:</b>
Page 2 of 9	05/01/2023	04/01/2011; 02/28/2007	All Editions	Operational

### CAN Report:

Request made by incident command to companies operating on scene for situational report.

- C – Conditions
- A – Actions
- N - Needs

### 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.

### MAYDAY:

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

### Name Tag:

- A 2" by 3/8" identification name tag will be issued for the accountability system.
- All members shall be issued white name tags with black engraved letters depicting members' names (last, first) and shall be stored on the rear brim of the members helmet when off shift. When the start of shift, members shall place name tags on appropriate passport.
- Blank tags with grease pencil shall be available for replacement of tags/riders/students

### Out of County / Plus 1 Tag:

Blank Team Tags with grommet and Metal Rings and Clips used to carry and/or separate Company Passports into assignments for plus 1 or out of county responses.

### PAR: (Personnel Accountability Report):

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.

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<b>Page Number:</b>	<b>Effective Date:</b>	<b>Reviewed with No Changes:</b>	<b>Supersedes Editions:</b>	<b>Category:</b>
Page 3 of 9	05/01/2023	04/01/2011; 02/28/2007	All Editions	Operational

### Passport:

- Color-coded tags assigned to identify company designation. The Passport Tag would be approx. 2” wide by 4” high with vehicle identification having approximate sized letters Unit ID across the top with positions to left of Velcro, (W, D, F, F). The Velcro will be fixed to the right side of the passport. The tag should have the type of unit spelled out on the Passport Tag. Example: Quint 76 would be on a Black passport tag; ENG 77 would be on a Red passport tag. Each suppression unit shall have a W and X Tag

Chief's Staff/Support Units - White  
Engines, Quads, Tankers - Red  
Trucks, Quinta - Black  
Med Units - Light Blue  
Haz-Mat - Green  
UTV/Forestry - Brown  
Rescue - Orange  
Marine/Boat - Dark Blue  
Utilities - Yellow

### Rapid Intervention Team (“RIT”):

A team consisting of a minimum of two trained members whose duties are to track, and rescue if needed, emergency personnel that enter a structure involved in fire beyond the incipient stage (IDLH atmosphere), or the rescue of emergency personnel who fall victim to an unstable situation (e.g., confined space, collapse) at an emergency scene (IDLH)

### Accountability Boards:

- A mini accountability board 12” by 16” will be kept on each suppression apparatus used for tracking and to affix a set of Passports.
- A large accountability board 20” by 30” will be kept by District Command/Safety vehicles.

### **Procedure:**

- The Passport shall be attached to the member’s personal protective equipment (Helmet) when the member is not on duty.
- If civilian personnel do not have a passport, a blank name tag shall write name with grease pencil. Upon arrival, they shall turn their Passport over to the Accountability Officer.

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## EMERGENCY INCIDENT SCENE ACCOUNTABILITY

<b>Page Number:</b>	<b>Effective Date:</b>	<b>Reviewed with No Changes:</b>	<b>Supersedes Editions:</b>	<b>Category:</b>
Page 4 of 9	05/01/2023	04/01/2011; 02/28/2007	All Editions	Operational

- If an incident calls for Med employees to be included in the accountability system, they shall use a blank name tag and shall write their name with grease pencil. Upon arrival, they shall turn their Passport over to the Accountability Officer.
- Upon boarding the apparatus, each member shall place his/her Passport to the Vehicle Identification Tag located in the cab of each apparatus or service vehicle close to the officer's location.
- Passport Tags are to be in on Officers side door of Fire Apparatus and steering column of other Okolona vehicle such as Command and Med units.
- Company Officers are responsible to see that all firefighters place their name tag on their assigned apparatus.
- No member shall be allowed to board the apparatus without his/her name tag placed on passport.
- A member detailed to another company, or assigned to a service vehicle or another apparatus shall carry his name tag with him.
- Drivers will have their name upside down to signify they are with the apparatus.
- Med employees must write their name on a blank name tag if the accountability system is being used for an incident.

### **Splitting a Company**

- A company may be split into separate groups if the “Buddy System” is followed. Each group must have a transceiver. If a group is split the Passport Tag identifies the call number of the new group. For example, if Quint 76 splits its company into two different groups the new call numbers would be indicated as Quint 76W and Quint 76X and the Passport would indicate the same.
- The name tags will be moved to correct passport to indicate if on the “W” or “X” crew.

### **Stolen/Damaged/Visitors:**

- Anytime a Passport is lost or stolen, it shall be reported immediately through the normal chain of command.
- If a member loses his / her nametag, he is to notify his Supervisor immediately who shall issue the member a temporary nametag. The Supervisor and members will make every effort to retrieve the member's missing nametag. If the nametag is not located, the Supervisor shall, through the chain of command, request a new nametag. The temporary nametag shall be returned to the Supervisor when the member retrieves the missing nametag or when a new nametag is issued.
- Any visitor approved to ride out in a fire department vehicle will be issued a temporary nametag during his / her stay.

### **Outside Agencies:**

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<b>Page Number:</b>	<b>Effective Date:</b>	<b>Reviewed with No Changes:</b>	<b>Supersedes Editions:</b>	<b>Category:</b>
Page 5 of 9	05/01/2023	04/01/2011; 02/28/2007	All Editions	Operational

All agencies (EMS, LG&E, MSD, Railroad, Jefferson County Arson, State Fire Marshal, etc.) shall report to the command post, check in, and turnover their Personal ID Tag (Accountability/name Tag) this ID Tag will serve as their own Passport. If civilians are issued blank names tag with grease pencil it will be written on accountability board by the officers

### **Incident Scene:**

- Accountability is ongoing at all emergency incidents, from small trash fires to large-scale incidents.
- The first company arriving at a structure fire, or any other emergency incident, before making entry into an IDLH atmosphere shall follow Rapid Intervention Team & MAYDAY Procedures.

### **Level I Accountability**

- This is the lowest level of accountability and will be sufficient for most responses, including single engine company responses, false alarms, non-emergency responses, training, 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 grow in complexity.
- Before boarding the apparatus, each member shall:
  1. Remove their nametag from their helmet and,
  2. Have it affixed to the Passport Tag.
- Each member is individually responsible for ensuring his/her name tag is attached to the Passport Tag.
- The Company Officer shall ensure that each member present has their name tag attached to the Passport Tag and any members not present have their name tag removed from the Passport Tag.
- At this level the Incident Commander or designated Accountability Officer feels that accountability can be accomplished by leaving the Passports on all apparatus in the initial stages.
  - Incident Commanders have the right to collect Passports on any incident regardless of type and size.
  - For working fires accountability shall be started with the company officer transferring Passports to the primary Engine/Quint company at the scene. This will allow an apparatus operator to start the accountability process before an accountability officer is assigned. This will also allow the accountability officer to get all passports without having to find passports on apparatus.

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## EMERGENCY INCIDENT SCENE ACCOUNTABILITY

<b>Page Number:</b>	<b>Effective Date:</b>	<b>Reviewed with No Changes:</b>	<b>Supersedes Editions:</b>	<b>Category:</b>
Page 6 of 9	05/01/2023	04/01/2011; 02/28/2007	All Editions	Operational

### Level II Accountability

- At any point and for any reason the Incident Commander or designated Accountability Officer may call for Level II Accountability.
- The Incident Commander may initiate Level II Accountability in the event that a Level II Rapid Intervention Team is in place, Hazardous Materials Incidents at level II or greater, fires involving extra equipment, large area fire that involves divisions to control, and scenes involving the potential for immediate/catastrophic change.
- Upon initiating Level II Accountability, the Incident Commander may:
  1. Appoint an Accountability Officer.
  2. Establish a Command position (post).
  3. Collect or cause to be collected, the passport tags from each apparatus at the scene and secure them at the Command position (post), and utilize an accountability board
  4. Establish the location and function of each unit operating at the scene and document.
  5. Periodically request can reports from company officers, divisions, or groups and personnel accountability reports (PAR) until control is established.
- The company officer shall ensure that the Passports with the correct nametags are delivered to the command post.
- The purpose of collecting the Passports with appropriate name tags is to provide the Incident Commander with ready access to identify each person operating on the scene.
  - Personnel Accountability Reports (PAR) shall be initiated by the Incident Commander or Accountability Officer and may be conducted in the following events:
    1. At the discretion of the Incident Commander or Accountability Officer.
    2. Any report of a missing or trapped firefighter.
    3. Changing from offensive to defensive operations.
    4. After a sudden hazardous event, such as flashover, back draft, collapse, BLEVE, etc.
    5. Any time a structure is evacuated.
- Incidents involving several companies such as 2<sup>nd</sup>, 3<sup>rd</sup> and 4<sup>th</sup> alarm fires, HazMat incidents or any other tactical incident involving the use of several fire departments and civilian resources may necessitate the need for additional Accountability Officers. Each Accountability Officer will be assigned a designation by Command. (e.g. Side #3 Accountability Officer)
- Teams entering an IDLH atmosphere shall notify the Accountability officer via radio or face to face when entering and exiting.

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<b>Page Number:</b>	<b>Effective Date:</b>	<b>Reviewed with No Changes:</b>	<b>Supersedes Editions:</b>	<b>Category:</b>
Page 7 of 9	05/01/2023	04/01/2011; 02/28/2007	All Editions	Operational

- A team operating out of visual contact with Accountability officer or operating inside of an IDLH atmosphere shall notify the Incident Commander whenever they make significant changes in their location that would cause RIT a delay in search and rescue.
- Companies that are re-assigned to rehabilitation during an incident are responsible to notify the accountability officer of the change of their status and location. The Company Officer will notify the command when his company has completed rehab and is ready to be reassigned.
  - Companies assigned to staging will keep their Company's Passports on the apparatus. Company Officers are responsible to keep their members at the apparatus while in staging.
  - Members assigned to support units (e.g. Air/Light Units, Rehab Bus, Mobile Command Posts, etc.) shall report to the Accountability Officer to turn in their Passports with their nametag attached.

### Level III Accountability

- Level III Accountability shall be initiated when the Incident Commander determines the need for point of entry identification (examples: Confine Space, Hazardous Materials Hot-Zone, Trench, Criminal Investigations, etc.).
- The point of entry shall be identified as the Entry Control Point (ECP).
- The Incident commander shall establish an Entry Control Officer at the point of entry.
- The Entry Control Officer may:
  1. Log the name, assignment, quantity of air contained in their SCBA cylinder and time of entry.
  2. Ensure the member has a partner, appropriate PPE, and an operating PASS device.
  3. Establish an estimated exit time, based on their quantity of air.
  4. Monitor each member/team, location and activity.
  5. Notify each member/team, as their exit time occurs.
  6. Ensure each member/team exists within their individual time limits.
  7. Notify Command and Rapid Intervention at any point a member/team cannot be accounted for, regardless of the reason.
  8. Send each exiting member to the Rehab area.
  9. Any individual entering the Entry point shall be documented for chain of custody purposes.
- Personnel Accountability Reports (PAR) shall be initiated by the Incident Commander or Accountability Officer and may be conducted in the following events:

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<u>Page Number:</u>	<u>Effective Date:</u>	<u>Reviewed with No Changes:</u>	<u>Supersedes Editions:</u>	<u>Category:</u>
Page 8 of 9	05/01/2023	04/01/2011; 02/28/2007	All Editions	Operational

1. At the discretion of the Incident Commander or Accountability Officer.
2. Any report of a missing or trapped firefighter.
3. Changing from offensive to defensive operations.
4. After a sudden hazardous event, such as flashover, back draft, collapse, BLEVE, etc.
5. Any time a structure is evacuated.

### Emergency Procedures:

- Anytime emergency personnel operating at an incident feel they are trapped, injured or lost, they shall signal a MAYDAY alert. Immediately following the MAYDAY alert, those personnel shall activate their **manual alarm** on their PASS devices.
- They shall transmit the word “MAYDAY” via radio by announcing in increments of three “MAYDAY, MAYDAY, MAYDAY” followed by a radio message to Command identifying themselves along with their location. Information pertaining to the location should be as specific as possible. (**e.g., MAYDAY, MAYDAY, MAYDAY, Unit ENG 52W to Command, we are trapped in the basement on the #3 side.**) This shall be repeated until acknowledged by the Safety Officer. If the Incident Commander does not acknowledge the MAYDAY alert, Fire Dispatch shall immediately relay this information to the Incident Commander.
- Rapid Intervention Teams are to be deployed only upon orders of the Incident Commander.
- A PAR may be initiated depending upon the complexity of the incident. Incidents going on for a considerable length of time may require periodic PAR’s.

### Termination of Level III Accountability:

hLevel III accountability is an extension of Level II Accountability. As the Incident Commander determines point of entry accountability is no longer needed, the accountability system automatically falls back to the Level II system. Level II Accountability shall be maintained until discontinued by the Incident Commander.

### Termination of Level II Accountability:

- When an IDLH atmosphere no longer exists, or if a hazardous incident not involving an IDLH atmosphere becomes stable, the Incident Commander may determine it is no longer necessary to collect Passports.

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<b>Page Number:</b>	<b>Effective Date:</b>	<b>Reviewed with No Changes:</b>	<b>Supersedes Editions:</b>	<b>Category:</b>
Page 9 of 9	05/01/2023	04/01/2011; 02/28/2007	All Editions	Operational

- Companies will be allowed to retrieve their Passports when the Incident Commander determines Level II Accountability is no longer needed.
- The Incident Commander may transfer accountability back to the Company Officer once an incident becomes stable and/or an IDLH atmosphere no longer exists.
- Before leaving the incident scene, all members are responsible to retrieve their Passports from the Accountability Officer.

### **Termination of Level I Accountability:**

hUpon the order the Incident Commander gives to release a unit from the scene, the implementation procedure is followed in reverse order. Each company officer shall collect their Passports from the Accountability Officer and return it to the apparatus. On completion of shift/tour each member shall remove his/her nametag from the **passport** and affix it to their personal protective equipment (example: Helmet).