**Purpose**

The purpose of this Standard Operating Guideline is to establish a common set of guidelines that can assist an incident commander in accounting for fire personnel operating on the incident scene.

**The success or failure of the Personnel Accountability System rests with every member of the Department.**

**Scope**

This system is to be used by all personnel who may arrive and operate at the scene of an incident and during practical training evolutions under the Incident Command System.

**Definitions**

Company – A group of firefighters who operate under a specific truck number for accountability purpose

Division – A geographical location on an emergency scene. A division is supervised by a Division Supervisor who reports to the Incident Commander. Companies may work for a Division Supervisor to support the IAP. Companies who work under a Division Supervisor report to them.

Group – A Company or multiple companies merged assigned a functional task such as fire attack, search, ventilation etc. A group reports to the IC unless otherwise stated

Personal Accountability Officer (PAO) – A person assigned to the task of tracking movement of firefighters on an emergency scene

Accountability System – A system to track the movement of firefighters on an incident scene. This may include electronic, paper format, board, or any other method used by the IC.

**Equipment**

Each person who may participate in practical training evolutions and/or responds to and operates at the scene of an incident is to be provided with a minimum of two (2) identification tags the first tag (helmet tag) should be attached to the rear of the firefighter's helmet and used as their accountability tag. This tag should be a duplicate of their district ID card. The second card should be kept in their turnout gear.

At least one personnel accountability system should be available for use at the scene of all incidents.

**Apparatus Responding to an alarm (Helmet Tags)**

Once the response vehicle has responded, all personnel assigned to that vehicle will pass their personal ID tag to the company officer or firefighter riding in the right front seat position. The personal ID tags will then be attached to the apparatus' collector rings.

Upon Arrival to the scene, the collector ring shall remain in the apparatus with the crew’s accountability tags attached.

**Personal Vehicle Responding to an Alarm**

Personnel responding in their personnel vehicles to an emergency scene, upon arrival shall place their accountability tag on the apparatus ring from which they take an SCBA from. The arriving firefighter shall than report to the Incident Command post. The IC will record where their SCBA was obtained from, then add them to a company that is either in personal staging or operating in a forward position.

Chief Officers arriving in a district/department vehicle shall leave their tag in a visible location in their vehicle and report to the command post.

**Arrival of a Command Officer**

First arriving crews may make entry into a structure prior to the arrival of a fire Department personnel able to take a fixed Incident Command Position. Upon the arrival of a Chief Officer or member taking a fixed command position, the transfer of command process should include information about how many firefighters are currently operating in the structure, their company designation/truck number and their locations. The Incident Commander shall record the companies operating and number of personnel on each team.

All personnel should make every effort to exit the building at the same location as entry and if not practical to do so, immediately report back to entry location. The personnel may then be sent to rehab or staging as appropriate.

**Subsequent Arriving Personnel**

Later arriving personnel should check in with the IC upon their arrival. The IC may group the firefighters into companies to support the operations. The IC should assemble each company and assign them using their apparatus number for tracking purposes. The IC should then record company names and number of personnel on that company. The IC should note where each team is sent. The IC keeps count of ALL personnel working on the scene, in staging and Command staff.

The Accountability board system should reflect the total number of personnel on the scene including the incident commander.

**Assignments**

Division Assignment

When a company is assigned to a Division Officer, the Company Officer or firefighter in charge of the company is responsible for checking in with the Division Officer for specific task assignment. A Division Officer shall track the number of companies/teams working within their divisions. Each company officer is responsible for tracking their teams/companies within the division and reporting to the division officer PAR reports.

Group Assignment

If a company is assigned as a functional group, the Group Supervisor will report to the IC. The Group Supervisor should make a record of the companies and number of personnel working in that respective Group. Multiple companies may be assigned to a functional group and the Group Supervisor is responsible for tracking all companies within their group.

When a Company or Group completes their assigned task, the Officer reports back to the Division Officer or IC for the next assignment. When a Company a company leaves a division, the Division Officer makes record that the Company is no longer in their Division. When a Group completes their assignment, they may be reassigned by the IC.

**Accountability System Operations:**

The accountability system should be operated by the incident commander on smaller alarms or by the Personnel Accountability Officer on larger incidents.

1. Each company will be recorded on the accountability system with the number of its personnel.
2. Upon task assignments, the assigned company will have their assignment recorded next to their company designation, number of personnel and location. Other companies assignment to the same group or division are to be recorded as well.
3. The IC should require periodic status updates. PAR Checks shall match the number of personnel on the system
4. Groups or Divisions are to be clearly identified on the board. Upon release, companies and teams shall check in for a final accountability count before leaving. They will then be removed from the accountability board.

**Personnel Accountability Officer**

From time to time it will be necessary for the Incident Commander to appoint a separate Personnel Accountability Officer (PAO) to assist with the tracking of personnel on an emergency scene. The PAO shall work side by side with the IC to ensure the tracking of all personnel on an emergency scene. In the event

**Personnel Accountability Report (PAR):**

**When**

A roll call of individuals operating on the scene of an alarm may be called at any time due to the nature of the incident.

Roll Calls should be initiated:

1. As advised by Jefferson County 911 Dispatch
2. Any report of a Missing or Trapped Firefighter
3. Strategy Change from Offensive to Defensive
4. Any sudden hazardous event at the Incident- Flashover, Backdraft, Collapse, etc.
5. At a report of fire under control

Any time that Command feels it to be necessary.

**Company’s Responsibility**

Upon the IC calling for a PAR check, the company officer or firefighter in charge shall answer the request to the IC by saying the following (Unit, Number Personnel, Location):

Command to 7710, PAR Check

7710 to command, PAR of 3, Division 1

**Commands Responsibility**

The IC should complete a PAR request with each company, group or division Supervisor (rehab, staging, apparatus operators, and command staff) or unit depending on the size of the incident. The IC matches the head count on the accountability system. If the number does not match up, the roll call is tried again until all personnel are accounted for. NOTE: The rapid intervention team should be put on standby until the head count matches up.

It is the Group or Division officer's main responsibility to keep track of how many personnel and task functions of personnel working in his/her given Group or Division always. Only after the accountability check is completed, should the Incident Commander notify Fire Alarm that all personnel are accounted for.

Note: Pump operators and other support personnel on the scene shall be included in the requests for a PAR report. Companies operating in a forward operating IDLH will be first in the order of obtaining a PAR report, prior to pump operators and support personnel

**Personnel Accountability due to an Explosion, Collapse, etc.**

In the event of a building collapse, explosion, etc., where personnel are forced out of a different means of egress, personnel should report to the nearest Group or Division officer for a head count. Should an event such as a collapse or explosion occur, the Incident Commander sounds emergency traffic and orders the PAO to start an accountability check.

The rapid intervention team is put on alert and a rapid determination is made where firefighters may be trapped. If the head count does not match up with accountability board, the rapid intervention team is deployed to set up for possible rescue of firefighters. NOTE: When the rapid intervention team is deployed, another company (minimum of two personnel) should be moved up from staging to cover as another rapid intervention crew.

**Personnel Accountability - Leaving the Scene:**

When a company or team is released from the scene, it is the responsibility of the officer or firefighter in charge to do a final check in with the IC before leaving the scene.