**Subject: Fire Ground Accountability**

**Purpose**

This guideline establishes a safety procedure, which will enable an Incident Commander to account for the presence, location and assignment activities of individual emergency personnel operating on the scene of an incident.

**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 National Incident Management System (NIMS). It will be the decision of the Incident Commander as to what level the Personal Accountability System will be used

**Definitions/Equipment**

**Personnel Accountability System (PAS) Tag (Helmet Tag) -** The identification tag that is issued to each fire/rescue District member.

All personnel will be issued one Helmet Tag. The Helmet Tag will contain:

* District name
* Individual’s name
* Individual’s Photo
* Rank
* DSN
* Level of Emergency Medical Training
* Level of Hazardous Materials Training

Helmet tags shall be color coded as follows:

* White – Officers
* Red – Driver/Operators
* Yellow – Firefighters
* Green – Recruits/Probationary Firefighters

**Accountability Officer** - The individual designated by the IC to manage the Accountability System and to assign personnel to tasks so identified by the Incident Commander, Division or Branch Officers. This person may also be named the Staging Officer.

**Accountability Board -** The status board used by the Accountability Officer to aid in tracking personnel on the scene while using the Personnel Accountability System.

**Accountability Clip Board** – A clip board with key rings to hook tags to that identify the following locations:

1. Personnel Staging
2. On Deck/RIT
3. Tactical Position
4. Rehab
5. Engineers
6. Command Positions

**Unit Collector Ring (Accountability Ring) -** A ring carried in the cab of each apparatus. The ring should bear the unit’s ID number and will be used to collect the Helmet tags of all personnel who responded on or were assigned to that apparatus. The Officer’s tag should be attached directly to the ring. Each member’s tag assigned to that apparatus will be subsequently attached to the Officer’s tag. A “Driver/Operator” tag will also be attached to the Collector Ring and should used for attaching the Driver’s Tag to the Collector Ring.

**PAS Command Post Collection Point-** Located at the Command Vehicle/Post (CP), this is the location all **ACTIVE** tags are brought after the Incident Commander initiates the PAS system. Check all unit collector rings and make sure there are no inactive tags left in place prior to turning in your rings to Command.

**Personnel Accountability Report (PAR) -** Involves a roll call of all personnel assigned to the incident. Roll calls can be called at any time but should be initiated:

* Every ten (10) minutes for the first two P.A.R.s or as long as the Incident Commander deems necessary
* Every 20 minutes there after
* Upon any report of a missing or trapped firefighter
* Strategy change from offensive to defensive
* Any sudden hazardous event at the incident (flashover, backdraft, collapse, Mayday, etc.)
* At a report of fire under control
* Any time the Command feels it to be necessary.

A roll call shall be completed with each branch or unit depending on the size of the incident. The accountability officer matches the head count with the number of helmet tags hanging on the accountability board. If the number does not match up, the role call is tried again until all personnel are accounted for.

**NOTE:** The rapid intervention team is put on standby until the head count matches up. (See R.I.T. SOG.) After two attempts at a roll call and the IC is unable to account for all personnel the R.I.T will be deployed to set up for possible rescue.

Only after the accountability check is completed, will the Incident Commander notify Jefferson County Dispatch that all personnel are accounted for. Pump Operators/Engineers should also be included in the role call.

ALL PAS equipment shall be considered “**SAFETY EQUIPMENT”** and shall be replaced or repaired as soon as possible after damage or loss.

**Guideline**

**Initial Tactical Accountability**

On all potential working incidents, it shall be the responsibility of the first in company officer to ensure that accountability is started!

Initial accountability can be completed by the engineer on the first in apparatus by initiating the accountability clip board and placing the first in crew’s tags on the proper position on the clip board which will typically be the tactical position. The team leader’s tag will be the first tag with the rest of the crews attached to his tag.

When accountability is initiated by the first in engineer, the first in apparatus will be the personnel staging location.

All personnel will be assigned to teams. Teams will be established prior to entering a tactical position and should not be split up except for the following reason:

* In Rehab a crew member has a medical condition and is not allowed to return to firefighting duties
* A member of a crew is assigned a command position

Separate rings shall be kept to form teams with the large accountability boards. On these separate rings, there will be a red tab that the team leaders tag will be clipped to, so the team is identifiable.

At no time, will a crew be split up while in a tactical position. The only time a crew may be split in a tactical position is if one of the team members retains the interior division supervisor’s position or another command position as deemed necessary by the I.C.

All personnel arriving on the scene will turn in a PAS tag at personnel staging prior to entering a tactical position. Their tags will be placed on the appropriate position on the clip board.

Engineer’s tags shall not be included on a team ring unless they are part of the crew in the tactical position. Engineer’s accountability tags shall be placed on a separate engineer ring.

**Continuation of Accountability**

Upon the arrival of a Chief Officer and a command post is established, the Incident Commander shall establish the PAS collection point and either keep personnel staging at the first in apparatus or move it to a better location. All collected tags that are on the accountability clip board shall be given to the I.C. and a brief face to face given as to the whereabouts of the crews. The I.C. may continue to use the accountability clip boards or transfer information to the larger boards and PAS tags placed in their appropriate locations. To enter the hazard area, you must have your PAS tag. If you do not have a PAS tag you must receive a blank tag. Blank tags will be kept with the Accountability Board and grease pencils will be used for identifying personnel and assignments.

During all incidents, these tags, which are located on the units ring, will be given to the Incident Commander, Staging Officer, or whoever initiates the PAS prior to reporting to personnel staging for a task assignment.

**Other Personnel-** All other personnel who respond in private vehicles or staff vehicles to the scene of incidents must report to the Accountability or Staging Officer and provide them with their helmet tag.

**Accountability Board Operations-** The accountability board will be operated by the Incident Commander on smaller alarms or by the Personnel Staging Officer on larger incidents. Collected unit rings will be collected with all active members’ helmet tags attached to represent each crew or group. Upon task assignments, the assigned crews’ tags will be positioned under the assigned task on a vacant hook. Divisions, Groups and Sectors are to be clearly identified on the board. The officer in charge of the board should be performing Personnel Accountability Reports. The helmet tags are to be returned to the individuals only upon their release from the scene.

At the very minimum personnel shall be tracked in personnel staging, the On Deck/RIT positions, interior/exterior tactical positions, and rehab. It should be noted in which division each interior tactical position is operating

At the time when a crew/team completes their assigned task, the officer or team leader will report back to the Accountability Officer for their next assignment.

If a firefighter is injured the Accountability Officer must note the firefighter’s name, company number, type of injury and the facility to which the injured firefighter was transported.

**Personal Accountability Report** – Crews shall be designated by the Team/Crew Leader’s last name. When calling for accountability status the team leader shall give his team name, amount of people on his crew and a status report.

*Example: “Team Smith, 3, all accounted for; proceeding with interior attack.”*

When the Accountability Officer is calling PAR for driver/operators, he will call for the unit number directly. The engineer will reply with the unit number and confirm being accounted for.

*Example: “Accountability to 7314 accountability check” – “7314 is accounted for”*

**Leaving the Scene/Terminating the Incident-** If a firefighter must leave the scene before an incident is terminated, he/she must return to the Accountability Branch and notify the Accountability Officer. The PAS tag must be returned to the individual and the Accountability Officer must keep a list of the names and companies who have been dismissed.

When the incident is being terminated, the accountability process should work in reverse. As personnel are released back to their apparatus, they should be given their PAS tag or Unit Collector Ring and return immediately to their apparatus.

**The Personnel Accountability System is designed for safety of the firefighters involved with combat activities. When the proper procedures are followed, the system will operate efficiently. The accountability system can only work if the employees make it work.**

**ACCOUNTABILITY IS FOR “YOUR SAFETY.”**

By the order of: ­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_