

# ***JEFFERSON COUNTY PERSONNEL ACCOUNTABILITY SYSTEM***



# ***Instructor Guide***

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Personal Accountability System  
Instructor's Guide**

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**Instructor Notes**

Notice to instructor:

Before the class begins the instructor should have acquired the following

1. Computer and Projector suitable for visual aids
2. Copies of Jefferson County Standard Operating Guideline
3. Enough equipment for students, broken down in to groups, to participate in tabletop exercises
4. District/Department Accountability Board

**Course Learning Outcome:**

The students of this course, after successful completion, shall be familiar with the Personnel Accountability System set forth in the Jefferson County S.O.G. Ensure the Personnel Accountability System is utilized and ensure tracking of all personnel and units operating on scenes, trainings and other situations in which Accountability may be needed.

**Course Objectives:**

The student, upon completion of this course, shall:

- Be able to understand and terminology
- Be able to recognize and list all safety considerations associated with Personnel Tracking
- Recognize and list all components of the Personnel Accountability System
- Be familiar with Personnel Accountability Report information and radio procedures

***This course is offered in compliance with the following NFPA Standards:***

- ***NFPA 1561 - Standard for Emergency Service Incident Management***
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- ***NFPA 1500 - Standard on Fire Department Occupational Safety and Health***
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## Jefferson County Personal Accountability System Instructor's Guide

### Instructor Notes

Explain that on some incidents, the Personnel Accountability System may not be required to be fully staffed or utilized - I.e still alarms, EMS responses, CO alarms

In other counties, a two tag system is used in which one tag stays with the person, the other goes on the board. The tag on the person would be used in the instance that the firefighter may be injured, killed or possibly unidentifiable.

### Standard Operating Guideline

- The Incident Commander is responsible for overall Personnel Tracking on all Emergency and Training Scenes/Evolutions
- It will be the decision of the Incident Commander as to what level the Personnel Accountability System will be utilized

### Not Just for Large Scale Incidents

- Training
- Technical Rescues
- Emergency Medical Incidents
- Hazardous Materials Responses
- Highway Incidents

### Personnel Accountability Tags

A single tag affixed to the helmet, unless attached to a collector ring

Consists Of:

- The District's Name
- The Individual's Name
- The Individual's Photo
- The Individual's Rank
- The Individual's DSN
- EMS Training Level
- Level of Hazmat Training

**Jefferson County  
Personal Accountability System  
Instructor's Guide**

**Instructor Notes**

Explain that color coding allows the I.C. or Acct Officer to clearly see levels of experience.

Explain that each member will have only one tag and one color

**Accountability Tag Colors**

Each tag shall be coded by color indicating level of training of the firefighter

- White** - Officers
- Red** - Driver / Operators
- Yellow** – Firefighters
- Green** - Recruits, Probationary Firefighters and Juniors

**Accountability Officer**

- An individual designated by the I.C. to manage and track personnel operating on the emergency incident or training evolution
- May also act as the Staging Officer or work in conjunction with the Staging Officer to assign tasks as requested by the I.C. or Operations Officer

**Accountability Board**

- The status board used by the Accountability Officer to air in tracking personnel
- The board should record
  - Apparatus Number
  - Crew Leader's Name
  - Number of Crew Members
  - Crew Assignment

**Unit Collector Ring**

- A ring carried in the cab of the apparatus
- Should bear the unit's ID number
- Officer's tag is to be attached directly to the ring
  - Each member's tag assigned to that crew should be subsequently attached to the officer's tag
  - The Driver/Operator tag should also be attached to the ring and used to attach the Driver's tag to the ring

**Jefferson County  
Personal Accountability System  
Instructor's Guide**

**Instructor Notes**

Remind Officers and Lead People that when someone goes off shift or home, their tag should be removed and stowed with their gear, on their helmet

**Command Post Collection Point (Check In)**

- Personnel Tracking should be located in close proximity to the Command Post
- All active member tags should be brought to the Command Post when the P.A.S. has been initiated
- Company Officers should make sure that no one's tag who is not on the apparatus is on the ring

**Personnel Accountability Reports (P.A.R.s)**

- A roll call of incident personnel assigned to an incident
- P.A.R.s are to be initiated:
  - à *Every 10 minutes for the 1st two PARs or until the IC determines otherwise*
  - à *Every 20 min after the first two PARs*
  - à *Upon call of a MAYDAY*
  - à *Strategy changes - Offensive vs. Defensive*
  - à *Any sudden event (collapse, flashover, backdraft)*
  - à *When the alarm is placed under control*
  - à *Any time the IC feels it necessary*

**Team Designations**

- Crews shall be named for their Crew Leaders
  - à *A crew led by Capt Smith would be "Team Smith"*
  - à *When checking in for PARs, the crew leader should include the following:*
    - *Crew Name*
    - *Amount of people on the crew*
    - *Status of crew assignment*

## Jefferson County Personal Accountability System Instructor's Guide

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Explain that up until now, there has never been a way to account for operators.

By using Team NAME designations, we can now account for the Drivers and the crews

Operators should be accounted for after PARs are completed for crews.

At this time, the American Red Cross and the EMA of Jefferson County has agreed to follow this SOG and create tags for their personnel.

### Engineers and Apparatus (PARs)

- Driver/Operators who remain with the apparatus should respond when the unit designation is called

### Rapid Intervention Teams

- In the event a firefighter cannot be located, the IC must be proactive in deploying RIT to the firefighter's last known location
- RIT leaders must be ready to deploy and have all equipment ready

### Arriving Personnel

- All arriving personnel must have a tag to enter the scene or training - including those responding in personal vehicles
- The IC should establish a collection point and tags are to be placed in their proper locations
- Blank tags should be kept with the Command Board for incoming personnel not affiliated with the Fire Service (ie Law Enforcement, American Red Cross, etc)

### Accountability Board

- Shall be operated by the IC on smaller incidents and/or a Personnel Staging Officer
- Collector rings shall be placed on the board to indicate crew assignments and locations
- Divisions, Groups, Strike Teams and Task Forces should be clearly marked on the board

**Jefferson County  
Personal Accountability System  
Instructor's Guide**

**Instructor Notes**

Explain that prior to being re-assigned or reporting to rehab, crews need to ensure the Acct Officer is aware of any changes in status

**Accountability Board (continued)**

- *The Accountability / Staging Officer should be the individual performing the PAR*
- *Upon completion of assignments, crews are to return to the Staging/Accountability Officer*

**Responder Injuries**

- In the event a responder is injured on the scene, the Acct Officer should note the following
  - à *Responder's name*
  - à *District/Department Name*
  - à *Company Number*
  - à *Type of Injury*
  - à *Location the responder was transported to*
  - à *Who the responder was transported by*

**Striking Out the Alarm - Demobilization**

- *When an incident is being terminated, the Accountability Process should work in reverse*
- *As personnel are released, they should IMMEDIATELY return to their apparatus or vehicle*
- *This includes members who responded in personal vehicles*



**Jefferson County  
Personal Accountability System  
Instructor's Guide**

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**Student Activity #1: Suppression Scenario**

- Using a recent event or large scale incident in your venue, organize students into crews
- Assign students to be the IC and Accountability Officer
- Each crew should have their actual tags and collector rings on hand
  - Ensure the crew leader properly organizes the tags on the collector ring
- Run through the scenario as if you were actually on the call - including hanging tags and filling out Command Board information
- Students should give PAR reports when prompted
- Students should be rotated through positions so that all members have the opportunity to make a PAR and man the Command Board

**Discussion**

- What questions may arise?
- Who is should be doing PARs during MAYDAY incidents?
- When should driver/operator PARs be conducted?
- Why is it important to account for Drivers?
- Who is responsible for ensuring crews are properly assigned to tasks based on experience?

**Jefferson County  
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*Instructor Notes*

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