

<b>Branchburg Rescue Squad</b> <i>STATION 74 – Somerset County, NJ</i> Standard Operating Guidelines		<b>RES74CUE</b>
<b>SOG #18 – Personnel Accountability System</b>		DATE: 12/10/2006 REV DATE:
WRITTEN BY: <i>Bucky Buchanan, EMS Sgt.</i>	APPROVED: <i>Hector Burgos, 1<sup>st</sup> LT.</i>	REV #: 1.1

## **18.0 Personnel Accountability System**

### **18.1 PURPOSE**

This procedure is designed to establish a means to track and locate all Squad members operating at any incident or activity in which this department becomes involved.

### **18.2 RESPONSIBILITY**

All Squad members and officers are responsible for this following the intent of this SOP, and to provide the optimal level of member safety. The application of this procedure will assist all members to meet this goal.

### **18.3 DEFINITIONS:**

**Hazardous Area** – means any location(s) that may pose a safety and/or health risk to members due to, but not limited to, the presence of products of combustion, hazardous or otherwise oxygen deficient or oxygen enriched atmosphere or the potential for any IDLH atmosphere, hazardous equipment or operations or the potential for any of these situations to exist. Additionally, any area or location that predisposes a member to become lost, disoriented or trapped, including any confined space and wild land areas shall be considered a hazardous area for the purpose of this guideline.

**IDLH** – Means Immediately Dangerous to Life and Health

**PAO** – Personnel Accountability Officer

**PAR** – Number of personnel on a given apparatus or team

**PAS** – Personnel Accountability System

**PAT** – Personnel Accountably Tag

**Personnel Accountability Officer** – means the person designated by the Incident Commander to monitor entry into and exit out of hazardous areas and/or structures for the purpose of ensuring accountability of all personnel in the hazardous area or structure.

**Personnel Accountability Report/Roll Call** – means the results of an accounting of all personnel on the emergency incident scene to the Incident Commander

#### **18.4 PROCEDURE**

This procedure applies to all members of department when operating at the site of any/all emergency responses, or when deemed appropriate by the Officer in Charge:

- 18.4.1 Each member of this department will be issued four (4) Personnel Accountability tags (PAT), two (2) of which should be attached to the duty uniform, two (2) of which should be attached to the rescue uniform.
- 18.4.2 Each member, prior to arrival at an incident scene, shall surrender the primary personnel accountability tag to the apparatus accountability ring they arrive on.
  - 18.4.2.1 Should a member arrive direct to a scene, the PAT shall be surrendered to the Accountability Officer or IC.
  - 18.4.2.2 When operating at a scene involving multiple units and/or agencies, the IC or designated Accountability Officer shall be given the apparatus accountability ring upon arrival.
- 18.4.3 Each member, upon entry to a hazardous area or structure, shall surrender the secondary PAT to the Personnel Accountability Officer as appointed by the IC. Upon leaving the hazardous area or structure, the member shall immediately retrieve his/her PAT from the PAT Officer and re-attach to their uniform.
- 18.4.4 A key element of personnel accountability is crew integrity. It will be the responsibility of all members and officers to ensure that crew integrity is maintained. Simply stated, all crews must enter together, stay together and come out together.
- 18.4.5 All crews entering a hazardous area or structure should exit at the same point where entrance was made. If hazardous conditions dictate that crews must exit the area or structure by a different route than where entry was made, the crew must immediately report to the PAO at the original entry point and retrieve their PATs.
- 18.4.6 When multiple points of entry are used at hazardous areas or a structure, a PAO shall be appointed for each entry point.
- 18.4.7 It will be the responsibility of the Crew Chief or Officer in Charge to ensure that at least two (2) member be assigned to each crew or task, and that the location and function of each crew member be communicated to the IC or designee.

- 18.4.8 If the need arises to evacuate a hazardous area or structure and an evacuation is ordered, the Personnel Accountability Officer shall order an immediate roll call of all members operating at the incident to be conducted as soon as they exit the hazardous area. The PAO shall assure that every member who has surrendered his/her accountability tag retrieves it and re-attaches it to their protective gear.
- 18.4.9 If after a reasonable time crews have not retrieved their PATs or conditions indicate that the area is immediately unsafe for crews and/or the PAO to operate in safely, the PAO shall immediately report to the IC and inform him/her that members are unaccounted for and that the need for Search & Rescue might exist. If the PAO is not holding any PATs after an evacuation is ordered, he/she shall report to the IC that all members are accounted for.
- 18.4.10 Immediately upon receiving a report of a member or members unaccounted for, the IC shall re-assign all resources necessary to locate unaccounted for members.
- 18.4.11 On large or complex incidents, it becomes critical that all crews and companies operating be tracked. Any time a crew or company's assignment, location, or status changes, the change must be immediately communicated to the IC. It will be the responsibility of the crew chief to report the status of their crew at all times.
- 18.4.12 The IC will call for a Personnel Accountability Report:
- If there is a report of a member down or missing
  - When an emergency evacuation is ordered
  - When the incident is declared under control
  - When changing attack modes
  - Anytime the IC feels it necessary to conduct a PAR.
- 18.4.13 When it is announced that a PAR is to be conducted, all crews will:
- Conduct a role call of the members in that crew to ensure all members are accounted for
  - Cease all but emergency radio communications
  - Report all members accounted for or report members missing
- 18.4.14 If a member should lose their primary PAT, they must immediately report this to an Officer, or if on scene, to the IC.
- 18.4.15 Members without PATs shall not be permitted inside hazardous areas or structures.