

TAMAQUA FIRE DEPARTMENT

ACCOUNTABILITY

OPERATING GUIDELINES

OPERATIONS #102.00

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DATE: 10/13/05

Some time ago, All stations of Tamaqua Fire Department established a system to provide for the tracking and inventory of all members operating at an incident. This system relied on a system of “tags” which identified the firefighter by name and by respective company. The system required the member to “tag-in or tag-out” with the apparatus the individual intended to work from. While the color, shape, and look of the tags have changed over the years, the principle and structure of the system has not.

When arriving on scene, the member **MUST** use the tag system. If a member goes in service at an incident with a company other than his own, that member is responsible for insuring that he complies with any specific accountability protocol(s) unique to the company with which he is operating. The ranking officer of that company should be notified that a member of a company other than his/her own is operating under his supervision.

IT IS THE RESPONSIBILITY OF ALL MEMBERS OPERATING AT AN EMERGENCY INCIDENT TO ACTIVELY PARTICIPATE IN THE PERSONNEL ACCOUNTABILITY SYSTEM AND FOLLOW ESTABLISHED PROCEDURES.

The Incident Commander (IC) shall maintain an awareness of the location and function of all companies and sectors.

The Company Officers shall maintain an ongoing awareness of the location and condition of all company members.

This system is to be used at **ALL** incidents.

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Whenever operationally feasible based on manpower, each company shall designate an accountability/safety officer at every incident to track personnel by both location and function. This individual should take a position near the company apparatus where he can work, observe, and communicate in an effective fashion. In those instances where members may be operating at a location remote from the apparatus (e.g. apparatus is staged while manpower is placed in service), the company's accountability/safety officer should be stationed in a location whereby he can provide rapid information regarding company personnel operating on scene. In most instances such as this, he should be stationed near the Incident Commander/Command Post.

IF AN INDIVIDUAL IS FOUND TO NOT BE PROPERLY "TAGGED-IN," HE CAN BE ORDERED TO REPORT BACK TO THE APPARATUS WITH WHICH HE IS OPERATING TO BE TRACKED. This order can come from the IC or ANY chief officer, company line officer, or safety/accountability officer.

ANY REFUSAL TO PARTICIPATE IN OR FLAGRANT (I.E. REPEATED) DISREGARD OF ESTABLISHED PERSONNEL ACCOUNTABILITY PROCEDURES MAY RESULT IN DEPARTMENTAL DISCIPLINARY ACTION.

It is imperative for the safety of all operating personnel that each individual member be responsible for following personnel accountability system procedures. Accountability is made that much harder when, in many instances, members do not arrive as assigned crews on fire apparatus. As members often arrive in their own vehicles and assemble on scene, a system is required to record the identity of each member arriving and to organize them into companies or operational crews with appropriate supervision. This requires a system of "tagging-in" at the incident and becoming part of the operational whole.

