

Standard Operating Procedure	NO: 03-01-05
Scriba Volunteer Fire Department Scriba, NY	Date: 04/15/2017
Topic: Safety	Page 1 of 3
Title: PERSONNEL ACCOUNTABILITY SYSTEM	Revision: 0 Date:

PURPOSE:

This procedure is written to identify a system of incident site personnel accountability. The purpose is to account for all emergency personnel, at any given time, within a small geographic area, or within the “**Hazard Zone**” of an incident. Use of the system will provide enhanced personal safety for the individual responder and will provide the incident command staff with an improved means to track and account for all personnel. The “**hazard zone**” shall be defined as an area that requires an SCBA or in which a responder is at risk of becoming lost, trapped, or injured by the environment of the structure. This would include entering a structure reported to be on fire, operating in close proximity to the structure during exterior operations, confined space, technical rescue, etc.

ACCOUNTABILITY:

Accountability involves a personal commitment to work within the safety system at an incident.

- Command should always maintain an accurate tracking and awareness of where resources are committed at an incident.
- Command will always be responsible for including accountability as a major element in the strategy and attack planning, and must consider and react to any barriers effecting accountability.
- Sector officers should always maintain an accurate tracking and awareness of crews assigned to them. This will require the sector officers to be in their assigned area and maintaining close supervision of crews assigned to them.
- All crews are to work for Command or a Sector Officer - **NO FREELANCING.**
- Crews arriving on the scene should remain intact for all intent and purpose. A minimum crew size will be considered two or more members and radio communication is preferred.
- All crews, entering the “hazard zone”, should be supervised by a Company Officer or the Officer in Charge.
- All crews should go in together, stay together, and come out together. Reduced visibility and increased risk will require strict adherence to this policy.
- If a radio fails while in the hazard zone, the crew will exit unless there is another working radio within the crew.

ACCOUNTABILITY TAGS:

To enhance accountability and to improve tracking of responders in the hazard zone, the accountability tag system will be used. Accountability tags involved a red or green plastic tag with the crewmember name affixed. This tag is turned into an Accountability Officer or left on the ring in the apparatus. The Accountability Officer may be a pump operator, Sector Officer, or a designated Accountability Officer, depending on the nature, type, and complexity of the incident.

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ACCOUNTABILITY EQUIPMENT:

- Personal Tags
 - Red = Non-SCBA qualified firefighters
 - Green = SCBA qualified firefighters
- Apparatus Accountability Rings
 - Utilized during single company or small scale operations, allows the pump operator to account for crew
- Accountability Ladders / Poles
 - Utilized to mark the sectors where members must be accounted for
 - Hot Zone
 - EMS Rehab

TACTICAL BENCHMARKS: (PAR)

Several accountability benchmarks are included in tactical operations. The Personnel Accountability Report (“PAR”) involves a roll call of personnel assigned. For the Company Officer, a “PAR” is a confirmation that members assigned to his/her crew are accounted for. For the Sector Officer, a “PAR” is an accounting for all crew members assigned to his/her sector. Report of “PAR’s” should be conducted face-to-face within the company or sector whenever possible.

Example: “Rear Sector to Command, I have a “PAR” (all assigned members accounted for).

A **Personnel Accountability Report** shall be required for the following situations:

- Any report of missing or trapped emergency responders.
- Any change from offensive to defensive mode.
- Any sudden hazardous event at the incident - flashover, backdraft, collapse, etc.
- By all crews reporting an “All Clear” (All crews responsible for search and rescue will ensure they have a “PAR” for their crews at the time they report an “all clear”).
- Any situation in which the Incident Commander deems necessary.

ACCOUNTABILITY OFFICERS:

- Accountability Officers may be driver/pump operators, or personnel assigned to sectors to serve as accountability officers.
- The first apparatus to arrive at the scene of the incident will serve as the initial accountability location. The driver/pump operator will serve as the initial Accountability Officer. All crews entering the incident will deliver their apparatus rings to the accountability location prior to entering the “hazard zone”.
- Once Accountability is established the rings will be moved from the first unit to the accountability stand and any additional crews will tag in at accountability before entering the hot zone.

LEVELS OF ACCOUNTABILITY:

- **LEVEL I** – This level shall be used during all fire/rescue responses. Tags shall be removed from the helmet location and placed on the Apparatus Collector Ring.
- **LEVEL II** – When command has been established and identified **Hazard Zone** the Apparatus Collector Rings should be collected and placed on the accountability ladder to track the location and status of all Fire/Rescue and support personnel working on the scene of an incident.

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RULES OF THUMB:

Accountability implementation should consider the following basic rules of thumb:

- TAGS never enter the “hazard zone”.
- TAGS must be maintained at the point of entry to the “hazard zone”.
- TAGS must reflect only those personnel presently in the “hazard zone”.
- Crews must turn in their TAGS upon entering and must retrieve their TAGS upon exit from the “hazard zone”.

RAPID INTERVENTION TEAM (RIT):

As the incident escalates, and/or crews are operating at a special hazard (i.e., confined space rescue), Command will assign “Rapid Intervention Team(s)” (RIT). Members assigned to “RIT” duty will serve as stand-by rescue personnel during all hazardous operations.

LOST/MISSING EMERGENCY PERSONNEL:

- An absent member of any crew will automatically be assumed lost or trapped in the “hazard zone” until otherwise determined safe. Company/Sector Officers must immediately report any absent member to command. For any report of missing/lost personnel Command should request the next greater response assignment or mutual-aid.
- Command should then initiate an immediate roll call (PAR) of all personnel operating in the “hazard zone”.
- Command should dispatch the Rapid Intervention Team (RIT) to the last reported working area of the missing responder to begin a search. Simultaneously with these actions, Command must adjust on-scene strategies to a priority search and rescue effort.

EVACUATION ALERT:

In the event an emergency evacuation of personnel operating inside the “hazard zone” is required, the Incident Commander should order an established evacuation alert. This alert shall consist of Three (3) steady blasts of a unit’s air horn. These blasts should be approximately five (5) seconds in duration. This alert should also consist of a special radio alert tone transmitted via two-way radio followed by a verbal announcement for all personnel to evacuate the “hazard zone”. Once the evacuation is complete a PAR shall be called for and all personnel accounted for.

TERMINATING THE ACCOUNTABILITY SYSTEM:

- Accountability will only be terminated when a hazard zone no longer exists and command has determined that accountability is no longer needed
 - Standby crew with investigators