

SPRINGFIELD FIRE DEPARTMENT

Series 800

Title:	Personnel Accountability System	805
Category:	Fire Operations	7/2017

OBJECTIVE

To provide a means of personnel accountability when assigned to tactical functions.

ACCOUNTABILITY IDENTIFICATION TAGS

- A. Each firefighter shall be given an accountability identification tag (s) which shall indicate their assigned departmental number.
 1. When the firefighter arrives on an emergency scene, the firefighter shall give their tag to the incident commander indicating their arrival on the scene.
 2. When using a two tag system the second tag shall be kept by the firefighter until assigned a task. At the time of assignment, the second tag shall be given to officer in charge of that task.
 3. When using a two tag system the second tag shall be retrieved by the firefighter whenever completing a task.
- B. In the event of an emergency evacuation situation the firefighter should report to the incident commander to be accounted for by their original identification tag.
- C. The firefighter shall report to the incident commander and retrieve their tag(s) before leaving the scene.

PURPOSE:

This procedure identifies a system of incident site firefighter accountability. The purpose is to account for all firefighters, at any given time, on the scene of an incident. Use of the system will provide enhanced personal safety for the individual firefighter, and will provide the incident command organization staff an improved means to track and account for personnel.

The system will be used in situations which require an SCBA or in which a firefighter is at risk of becoming lost, trapped, or injured by the environment or structure. This would include entering a structure reported to be on fire, operating in close proximity to the structure during exterior operations, confined space or trench rescue, large wild land fires, etc. The system will be used by incident command at any incident in which he / she deems necessary to track personnel. The system will be used for all mutual aid requests.

ACCOUNTABILITY:

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

Command will 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 strategy and attack planning, and must consider and react to any barriers affecting accountability.

Sector officers will always maintain an accurate account and awareness of crews assigned to them.

Responding firefighters shall park their vehicles in a location where they will not restrict access to the scene. For on-scene accountability such personnel must be assigned to a sector. Personnel responding in a POV shall report as delineated below, properly attired and ready for assignment.

1. If apparatus are in the assigned staging areas, report to those units. Command receiving such additional personnel will add the names in accordance with on-scene accounting procedures.
2. If only one apparatus is on scene, report to the officer in charge or in their absence, the driver is responsible.
3. If all units are already on-scene and operating, report to the incident commander (stand by command position until assigned).

All crews will work for command or sectors no free-lancing will be tolerated. Free-lancing occurs when individuals or crews perform tasks without direction and the tactical objectives are not supported. Firefighters arriving on the scene shall report to command for all incidents and purposes. Command will develop working crews. A minimum crew size will be considered two or more members (a portable radio will be required).

All crews will go in together, stay together, and come out together. Reduced visibility and increased risk will require very tight togetherness. Crews must maintain visual, voice, or signal line contact at all times.

If a radio fails while in a hazard zone, the crew will exit unless there is another working radio within close proximity.

TRACKING TAGS

To enhance accountability and to improve tracking of firefighters, the personnel accountability system will be used (PASS). Tracking Tags are issued with the firefighters department assigned

designation and then fastened to metal clip. This tag will be turned in to IC or the Accountability Officer should and accountability sector be assigned.

TRACKING TAGS / EQUIPMENT

The tracking tag equipment involves a tag with the individual's department, common first and last name, and fire department identification printed on the tag.

The officer should maintain the tags of all personnel presently assigned to his / her company.

Addition tracking tags will always be located in 14-31. A ring will be provided for this purpose. Firefighters who have lost a tag will be issued a temporary tag, until (3) three new tags are issued.

1. One to be placed in their wallet and used as department identification.
2. One with a metal clip to be placed on the back of the firefighter's helmet for use as tracking tag.
3. One to be place in 14-31 as a backup when needed.

The officer will be responsible for ensuring that the tracking tags always reflect only currently assigned personnel.

Tracking tags will be considered as safety equipment and will be inspected as such. This equipment will be repaired or replaced as soon as problems are noted. Replacement tags can be obtained through the Fire Chief.

TACTICAL BENCHMARKS

Several accountability benchmarks are included in tactical operations. The Personnel Accountability Report (or "PAR" pronounced as the golf term "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 of the crew members of all Companies assigned to his/her Sector. Reports of PAR's should be conducted face-to-face within the Company or with the Sector whenever possible. Example, "14-31 to command, I have PAR".

A personnel accountability report will be required for the following situations:

- Any report of a missing or trapped firefighter
- Any change from offensive to defensive
- Any sudden hazardous event that at the incident such as flash over, back draft, collapse, etc.
- By all crew(s) reporting an "all clear" (Company Officers or crews responsible for search and rescue will ensure they have a PAR for their crews at the time they report an all clear).

- Anytime an evacuation is called for, (Evacuation procedure will follow SOP Safety for Structure Firefighting).

ACCOUNTABILITY OFFICER

Accountability shall remain the responsibility of command and will be transferred in the same manner. This shall continue until an Accountability Sector is created.

ACCOUNTABILITY SECTOR

As the incident escalates to the level that an accountability officer is required, command should implement an Accountability Sector.

The accountability officer will operate on the assigned radio channel, and shall be located at the command post.

The accountability officer's responsibilities include:

1. Collect accountability tags.
2. Track and account for all personnel.
3. Provide progress reports to command.
4. Initiate PAR's upon benchmarks or as needed.

PERSONNEL CHANGE

Arriving firefighters will be responsible for immediately updating the company tracking tags as they arrive to duty.

Off going crew members will remove their tracking tag from the accountability board. The tag will then be placed on the ring on the back of their helmet. Officers are responsible for ensuring that the tracking tags always remain current. Tracking tags must reflect only those members presently assigned to the incident.

RULES OF THUMB

Tracking tags should follow basic rules of thumb:

1. Tracking tags never enter the hazard area.
2. Tracking tags must reflect only those personnel presently assigned to each incident.

IMPLEMENTATION / THE INCIDENT

Use of the accountability system will occur at any incident that requires the use of SCBA or in which a firefighter is at risk of becoming lost, trapped, or injured by the environment or structure, and any other situation where tracking of personnel is critical inclusive of wild land fires.

The objective of the accountability system is to always have a current and accurate method of fire ground accountability.

For smaller incidents the tracking tags remain with the firefighter. The incident commander will assume accountabilities. (i.e.) – medical, P.I. accidents, dumpster fires.

For more complex incidents, the tracking tags will function as follows:

- The incident commander is responsible for accountability. This responsibility remains with the incident commander until the assignment of an accountability officer.
- The accountability officer, once assigned, will be responsible for picking up and maintaining the tracking tags and all accountability.
- As an incident scales down the accountability function may be passed back to the incident commander once it reaches a manageable level.

TERMINATING THE SYSTEM

The accountability system will be maintained throughout an incident.

Upon termination and release from the incident, officers and crew members will ensure that the tracking tags are returned to the firefighter or the dash of their apparatus and that the Tracking Tags are up-to-date.

RAPID INTERVENTION TEAM (RIT)

Command will assign a “Rapid Intervention Team” (RIT – also known Rapid Intervention Crew) when crew are operating in a hazardous environment. The RIT will serve as stand-by rescue teams during all hazardous operations. In the early stages of an incident, the incident commander and pump operator will act as the RIT. All members of the RIT must be in the same level of dress as the crews they are to protect.

LOST / MISSING FIREFIGHTER

An absent member of any crew will automatically be assumed lost or trapped until otherwise determined safe. Officers must immediately report any absent members to sector officers or to command. For any reports of missing firefighters, Command must request the next due station. Command must also send a Rapid Intervention Team (RIT) to the last reported working area of the lost firefighter to begin a search. Simultaneously, command must adjust on-scene strategies to a priority search and rescue effort.

SUMMARY OF ACCOUNTABILITY RESPONSIBILITIES

Accountability will work only with a strong personal commitment to the safety system. This commitment involves the following responsibilities;

- FIREFIGHTER – Responsible for staying with his/her crew at all times and ensuring that his/her Tracking Tag is available for use at all times.
- COMPANY OFFICER – Responsible for keeping his/her crew intact at all times, and that the Tracking Tags are current and accurate. The Tracking Tags must reflect only those personnel currently assigned to the incident.
- SECTOR OFFICER – Responsible for accounting for all personnel in his/her sector and maintaining an awareness of their exact location.
- ACCOUNTABILITY OFFICER – Responsible for all accountability. The Accountability Officer must collect all Tracking Tags, and must maintain close coordination with Command.