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	<b>Cumberland County Fire Chief's Association</b>		<i>REFERENCES:</i> NFPA 1500, Chapter 8, Section 8.3 NFPA 1561, Chapter 3, Section 5.2 & 5.3.
			<i>FORMS: NA</i>  <i>1<sup>st</sup> Reading – 10-23-2017</i> <i>2<sup>nd</sup> Reading – 11-27-2017</i> <i>Final Reading – 12-18-2017</i>
<b>Personnel Accountability</b>			
<i>APPROVED BY: CCFC Board of Directors – Freddy L. Johnson Sr., President</i>			<i>EFFECTIVE: 1 January 2018</i>

## Definitions

Personnel Accountability System - A system indicating the location and function of all operating members at an incident scene.

Apparatus Passport Ring - A two inch key ring assigned to an apparatus detailing the personnel assigned to that unit/company for that particular shift/work period (example C Shift Engine 1, B Shift Squad 5, A Shift Truck 2).

NOTE: THIS RING IS MOUNTED NEAR THE COMPANY OFFICER'S RIDING POSITION OF THE APPARATUS.

Company Passport Ring – A passport ring with a multi-hole attachment device, assigned to each individual company. This ring will have an identification tag indicating the following information: shift and assigned unit (example: A Shift Engine 2, C Shift Truck 6). This ring will be used in main accountability to track all personnel assigned to the particular unit.

Personal Identification Tag – An identification tag color coded in accordance with Section IV A that is issued to each firefighter. Each firefighter shall be issued three tags. On each tag shall be the firefighter's essential and pertinent personal information.

Main Accountability - The fire ground assignment responsible for tracking all personnel at an incident scene. Personnel shall be tracked on an Accountability Board

Personnel Accountability Roll Call (PAR) - A verification of the personal well-being of all members operating at an emergency incident. This roll call shall be conducted every twenty minutes, upon declaration of a MAYDAY, evacuation or major change in incident conditions. PAR should include the number of personnel accounted for in each group/division assignment.

Accountability Officer – Person assigned to track individual assignments and personnel movements at emergency incident scenes. This position should be a Company Officer or higher when practical.

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## **1.0 Purpose**

Firefighter safety at emergency incidents must be a constant consideration during incident management. This document provides written procedure and guidelines for firefighter accountability while operating at an emergency incident. The guidelines align with NFPA 1500, Chapter 8, Section 8.3 and NFPA 1561, Chapter 3, Section 5.2 and 5.3. This system provides rapid accountability of all personnel at the emergency incident and serves as a rapid means of personnel accountability roll call if an unanticipated emergency occurs at an incident.

## **2.0 Scope / Implementation**

This SOG applies to all county and city fire department units operating at emergency incidents within the county. The intent is to utilize one accountability system for both county and city fire operations, and one compatible system for both entities.

## **3.0 Procedure:**

A. Each firefighter will have three (3) "Personal ID Tags". At the start of each tour of duty, or upon assignment to an apparatus, the firefighter will attach

1. One (1) ID tag to the Apparatus Passport Ring (example Engine 1, Engine 2) for which they are assigned.
2. The firefighter's second (2nd) ID tag will be attached to the assigned Company Passport Ring (example A Shift, Engine 2). Both rings will be located in the Company Officer's apparatus area.
3. The firefighter's third (3rd) tag will remain on his/her person at all times and serve as an identification means should a catastrophic fatality event occur.

B. Tags will be color coded to identify rank as follows:

1. Black – Company Passport tag
2. Gold - Captain and higher
3. Silver- Lieutenant
4. Red – Firefighter
5. Blue – Probationary Firefighter
6. Green – EMT/ Non-firefighter

C. At the start of each tour of duty or any time personnel assignment should change, each Company Officer shall ensure accountability of all personnel assigned to their unit through a count and verification of personnel ID Tags.

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- D. If a firefighter is assigned to another task and will not be available to respond on an assigned apparatus, the firefighter **MUST** remove his/her ID tags from both the Apparatus Passport Ring and the Company Passport Ring.
- E. Company Officers shall maintain accountability for personnel using the Company Passport Ring assigned to their Engine/Truck on initial single company responses.
- F. The officer/firefighter who establishes incident command, whether it be a single or multi-unit response, shall serve as the Accountability Officer and be responsible for personnel accountability until relieved and/or reassigned by a higher ranking officer.
- G. The Incident Commander will assign an Accountability Officer for the purpose of overseeing "Main Accountability" when the incident complexity exceeds the IC(s) capacity to perform the accountability function.
  - 1. When incident command is transferred to a Chief Officer, the initial Incident Commander should assume the role of the Accountability Officer.
  - 2. When practical, the responsibility of "Main Accountability" should be assigned to a position of Company Officer or higher.
- H. During Multiple Unit Response, the Company Officer of the first arriving unit must become involved in incident operations prior to additional units arriving, the Company Passport Ring shall be placed on the Apparatus Passport Ring of the first arriving apparatus (Engine or Truck). Once an Accountability Officer is assigned, he/she can collect the rings from one central point.
- I. The Accountability Officer will co-locate with the incident commander at the command post.
- J. At Multiple Unit Response incidents, Company Passport Rings will be carried to the Incident Commander/Command Post.
- K. All Personnel arriving on scene will log into "Main Accountability".
  - 1. Companies will login using their Company Passport Ring.
  - 2. Personnel arriving on scene that do not have a Company Passport Ring will login with their Personal ID Tag.
  - 3. This allows Command to maintain personnel accountability for all operating at the multiple unit incidents.
- L. The Accountability Officer will affix the Company passport ring and/or individual tags to corresponding assignment on the main accountability board.

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- M. When assigned to a Division or Group at the incident site, work area accountability shall be maintained by the Division/Group Supervisor of all personnel in his/her Division/Group. Overall incident accountability shall be maintained on the incident status board by the incident commander.
- N. Personnel Accountability Roll Call (PAR) shall be conducted every 20 minutes to verify operating personnel well-being.
1. The total number of personnel on scene shall be noted and verified. This number shall be relayed to dispatch once the PAR is complete for documentation and verification purposes.
  2. If a situation develops requiring a personnel count, a PAR shall be conducted by the Incident Commander and the Division/Group Officers.
  3. If firefighter(s) are unaccounted for, an immediate search of the assigned work area will be conducted. PARs shall be conducted by assignment (e.g., Division 1, Search Group, Fire Attack Group 1, etc.) and not necessarily via unit designation.
- O. In the event of an emergency where evacuation is required,
1. An emergency tone will be activated over the assigned tactical frequency announcing "evacuation" followed by a series of air horn blasts from a single vehicle designated by the Incident Commander.
  2. Air horn blasts will be 10 seconds followed by 10 seconds of silence. This process is repeated 3 times.
  3. The Incident Commander will select an apparatus that is away from the command post to reduce the possibility of missing any radio transmissions.
- P. All personnel will evacuate the area and return to their assigned Division/Group Officer.
- Q. PAR will be conducted to verify everyone has exited the structure.
- R. "All Clear" will be transmitted verbally by the Incident Commander on the assigned tactical frequency once PAR is complete and conditions are safe to operate within the structure.
- S. The Incident Commander shall strive to maintain crew integrity when making assignments.

- T. Personnel completing assignments/tasks will report the completion of any assignment/ task to the accountability officer, their current status including PAR and their intended destination. (Example: Primary Search all clear. Moving to manpower. PAR 3 – Murphy, Hill and Johnson)
- U. This accountability system is a durable, low maintenance, low cost system, but not a maintenance free system.
  - 1. There will be an occasional minor expense to maintain the system.
  - 2. All maintenance issues related to this system should be directed to the respective chief officer.

#### 4.00 Responsibilities

- A. All members operating at an emergency incident shall actively participate in the Personnel Accountability System.
- B. Incident Commanders are responsible for overall incident personnel accountability and shall maintain awareness of the location and function of all companies, divisions or groups.
- C. Division/Group Officers shall direct, supervise and account for the companies/personnel operating in their assigned Division/Group.
- D. Company Officers hold responsibility for ensuring all personnel under their supervision use the accountability system. When assigned as a company, members are responsible to remain under the supervision of their assigned officer.  
**ASSIGNED COMPANIES MUST REMAIN INTACT. NO FREELANCING.**
- E. Chief Officers shall ensure Company Officers maintain personnel accountability at the Company level.

#### 5.00 Examples

- A. Firefighter and Officer Individual Identification Tags
  - 1. Our colors are:
    - a. Red – Firefighter
    - b. Gold – Captain and Higher
    - c. Green – EMT/Non-firefighter
    - d. Black – Company Passport tag
    - e. Blue – Probationary Firefighter
    - f. Silver- Lieutenant



B. Company and Passport Tag



C. Accountability Board

