	Terryville Fire Department **Best Practices**	
	Subject **Personnel Accountability System**	BP# 3-02
		Initiated 4/24/2023
	Authority **Chief of Department**	Revised

A. PURPOSE

1. To establish guidelines and procedures for personnel accountability on emergency incidents.

B. GENERAL

1. In accordance with NFPA 1561, accountability procedures enhance the safety of firefighters operating on emergency incidents by providing the Incident Commander with a system to track the number of personnel and their areas of operation as well as their function. This information is vital; especially when an evacuation occurs, or a serious event happens that requires immediate accounting for all personnel involved.

2. The Personnel Accountability System is initiated when the first unit arrives on the scene and continues until the Incident Commander determines it is no longer necessary. Accountability responsibilities expand within the Incident Management System (IMS). Accountability procedures shall be strictly followed to ensure the effectiveness of the system and the safety of all personnel.

3. The Accountability System in no way reduces the Company Officer's primary responsibility to supervise crew members, provide for their safety, and maintain communication with Command.

4. When working in an Immediately Dangerous to Life or Health (IDLH) atmosphere or hazardous environment, Fire Department personnel shall always operate as a minimum crew of two people, each with a portable radio. Crews shall always go in and come out together. Personnel operating as a crew shall be in contact with their apparatus Officer by voice, touch, or sight.

5. Personnel Accountability Tags (PATs) shall be considered an issued item of personal protective equipment. All personnel are responsible for these items. Each individual's PAT shall be inspected when that individuals' personal protective clothing is inspected.

6. Temporary PATs shall be kept on all apparatus at all times.

C. SYSTEM COMPONENTS

1. PAT (Personnel Accountability Tag)

a. Every Firefighter will be issued a PAT as part of their standard issue of protective equipment.

b. The PAT will consist of a snap fastener with personal identification tag attached.

c. PAT's will be white in color with black lettering.

d. Each firefighter shall keep their PAT attached to their turnout jacket when not operating on an emergency incident.

2. Brass Tag

a. A brass tag with the firefighter's badge number shall be affixed to the member's turnout jacket. This tag shall not be removed.

3. Collector Ring/Board

a. Apparatus will be equipped with a PAT collection board.

b. The collection board will be labeled with the unit number and the Firefighters assigned function.

c. The collection board shall be maintained in the cab of each apparatus and shall be removable.

d. Brush trucks and Fire Police units will have a collector ring in lieu of a board.

D. IMPLEMENTATION

1. The Personnel Accountability System shall be implemented on all incidents when personnel are operating in a hazardous area, when using SCBA or at the discretion of the Incident Commander.

2. All personnel shall attach their PAT to the collector ring/board once they board the apparatus prior to being seated and belted in their riding position. This shall be accomplished on all incidents regardless of the nature of the alarm. Personnel will reattach their PAT to their jacket upon return to the station.

E. PROCEDURES

1. First Arriving Unit

a. When there is no immediate need to establish a command post, the Officer-in-Charge (OIC) shall:
- leave the PAT collector board/ring on the apparatus.
- maintain command.
- investigate the situation.

b.   If the OIC establishes Incident Command for a prolonged or involved incident, the OIC shall use a Command Board to begin managing the incident.

- This Incident Commander (IC) shall place his/her PAT in the designated area.
- Arriving units should deliver their collector rings to the IC, who will place them in the designated area and then write in their assignments and deployment locations.
- The Incident Safety Officer or a member designated by the OIC shall retrieve any collection boards/rings from units that did not drop off to the OIC.

F.   ROLL CALL PROCEDURES

1.   To ensure personnel safety, dispatchers will announce the duration of an incident every 20 minutes.

a.   The event timer will be started when the first unit arrives on the incident scene and declares a working incident or Command is established.
Example at 20 minutes: "Command, 5A4-0…You are 20 minutes into your incident."

b.   Time notification shall continue until Command advises that the incident is under control and the duration check is no longer necessary.

2.   Command shall account for the welfare of personnel operating in **hazardous areas** at 20-minute intervals when IC deems it **necessary**. The term used for this procedure is *Roll Call.* This tally may be taken visually or via radio, if necessary.

a.   The Incident Commander shall acknowledge the dispatcher's 20-minute notification and initiate a roll call, for example,

"Command to all Officers…. stand by for roll call."

b.   Company / Apparatus officers shall account for all personnel under their command and prepare to report this information when requested by the IC.

c.   Company Officers shall report the total number of personnel assigned to their units, including the number of people operating outside the hazard zone. This tally is required for the unit's initial roll call or Personnel Accountability Report (PAR). For example, Engine-1 responds to an incident with a total of four people. The Company officer and two firefighters enter the building, while the driver remains outside with the engine. At the first roll call, 20 minutes into the incident, the Company Officer will say:

"Total of four. Engine-1 is accounted for."

The proper response for additional roll calls will be:

"Engine-1 is accounted for."

3.   At 20-minute intervals all personnel on the incident scene shall be roll-called by the IC.

4. The IC shall be responsible for the welfare of units not assigned to the hazard area, for example, an apparatus driver.

5. After all units have been roll-called, the IC shall document the time and write *PAR* on the Command Board for accounted for units. Any personnel or units not accounted for will be noted.

6. During roll call, if units do not answer or if someone is not accounted for, continue the roll call. When roll call is completed, recall those who did not respond or who responded and were not fully accounted for.

7. If any personnel cannot be accounted for, the Apparatus Officer shall report the status of missing personnel as *unknown* and give the IC their last known location(s) and designed assignment.

    a. Apparatus Officers and crews operating in all areas of the incident shall maintain their current positions and/or assignments (unless otherwise directed by the IC).

    b. The IC will then implement RIT procedures.

8. The IC may initiate a roll call to check the status of personnel anytime deemed necessary. Some situations where this shall be done include, but not limited to:

    a. Report of an individual or crew missing or trapped.

    b. Report of a unit or crew that cannot be contacted in a hazardous area after three consecutive attempts at radio contact.

    c. Sudden, hazardous changes on the incident scene such as a sudden change in fire condition, vapor release, collapse, etc.

    d. Incident conditions deteriorate to a point that evacuation is ordered.

    e. A change from offensive to a defensive mode of attack.