

SOG# 502-7	Standard Operating Guideline	Safety		
	<p style="text-align: center;"><b>Cumberland Road Fire Department Inc.</b></p> <p style="text-align: center;">Accountability</p>	Approved By Kenneth E. Hall		
		<table border="1"> <tr> <td>Effective Date</td> <td>Revised Date</td> </tr> <tr> <td>March 6, 2016</td> <td></td> </tr> </table>	Effective Date	Revised Date
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**PURPOSE:**

The job of firefighting is dangerous by nature. The safety of all personnel at emergency incidents must be a constant consideration during incident management. This document provides a written procedure for personnel accountability of all personnel operating at an emergency incident in accordance with NFPA 1500, Chapter 8, Section 8.3 and NFPA 1561, Chapter 3, Section 5.2 and 5.3.

This system shall provide rapid accountability of all personnel at every emergency incident. This system shall also provide a personnel accountability roll call if an unplanned emergency event occurs at an incident.

**DEFINITIONS:**

- Personnel Accountability System - A system that readily identifies both the location and function of all members operating 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.
- NOTE: THIS RING IS MOUNTED IN THE CAB OF THE APPARATUS.
- Two Inch Key Ring – A passport ring with an attachment device, assigned to each individual company. This ring will have an identification tag that will include the following information: assigned shift and assigned unit. This ring will be used in main accountability to track all personnel assigned to the particular unit.
- Personal Identification Tag - A standard issue military style "dog tag" 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 mode of tracking all personnel at an incident. Personnel shall be tracked on an Engine Company Accountability Board (8.5"x11") or on a Command Board (11"x17") depending on incident size.
- Personnel Accountability Roll Call (PAR) - A verification of well-being reported of all personnel operating at an emergency incident. This roll call shall be conducted every twenty minutes or as a situation warrants during an incident.

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- IDLH – Immediate Danger to Life and Health.

**POLICY:**

The Cumberland Road Fire Department Accountability System will ensure that all personnel at all emergency incidents are identified and that all supervisory personnel will have the following information at all times:

- Who is working for them (assigned crew/company)
- What they are doing (assigned task)
- Where they are (location of crew/company)

**PROCEDURE:**

Each firefighter will have two (2) "Personal ID Tags". At the start of each tour of duty, or upon assignment to an apparatus, the firefighter will attach one (1) ID tag to the Apparatus Passport Ring for which they are assigned. The firefighter's second (2nd) ID tag will be attached to the assigned Company Passport Ring. Both Rings will be located in the Company Officer's area on the apparatus.

Each Company Officer shall, at the start of each tour of duty, or any time there is a personnel assignment change, ensure accountability of all personnel assigned to their company through a count and personnel verification of ID Tags.

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.

Company Officers shall maintain accountability for personnel using the Company Passport Ring assigned to their Engine/Squad on initial single company responses.

Upon arrival at the scene of a Multiple Unit Response, Company Passport Rings will be carried to the Incident Commander/Command Post. The Incident Commander shall be responsible for ensuring "Main Accountability" is established at all multi-unit responses. All personnel arriving on scene will log into "Main Accountability". Companies will login by their Company Passport Ring. Personnel arriving on scene that do not have a Company Passport Ring will login with their Personal ID Tag. This will allow Command to maintain accountability for all personnel operating at the multiple unit incidents.

If during a 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 left with the

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Driver of the apparatus until a second unit arrives. Upon which, the second arriving unit shall assist with establishing Main Accountability for the incident.

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 that Division/Group. Overall incident accountability shall be maintained on the incident status board by the incident commander.

Every 20 minutes a Personnel Accountability Roll Call (PAR) shall be conducted, to verify the well-being of all personnel operating at the incident site. If a situation develops where a personnel count is needed, a "PAR" shall be conducted by both the Incident Commander and the Division/Group Officers. If any firefighters are unaccounted for, an immediate search of the area will be conducted to locate the individual.

In the event of an emergency, where divisions need to be evacuated immediately, an evacuation notice shall be announced over the radio followed by a series of air horn blasts from a single vehicle designated by the Incident Commander. The series of blasts will be as follows: 10 seconds of air horn activation followed by 10 seconds of silence. This process is repeated 3 times. The Incident Commander should select an apparatus that is away from the command post to reduce the possibility of missing any radio transmissions.

All personnel will evacuate the area, and return to their assigned Division/Group Officer.

A PAR shall be conducted to verify everyone is out of the structure.

An "All Clear" shall be transmitted verbally by the Incident Commander on the assigned incident radio channel, once the PAR is complete and conditions are safe to return to the structure.

As additional responding apparatus arrives on scene, Company Passport Tags from each Company will be given to the Incident Commander.

As additional responding apparatus are released, after logging out from the incident, the additional

Apparatus Passport Tag will be returned to the additional apparatus Company Officer at the Command Post.

This accountability system is a durable low maintenance, low cost system, not a maintenance free system. There will be an occasional minor expense to maintain the system. All maintenance issues related to the up keep of this system should be directed to the perspective Officer.

**Responsibility:**

It shall be the responsibility of all members operating at an emergency incident to actively participate in the Personnel Accountability System.

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The Incident Commander shall be responsible for overall personnel accountability for the incident, and shall maintain an awareness of the location and function of all companies, divisions or groups.

Division/Group Officers shall direct, supervise and account for the companies/personnel operating in their assigned Division/Group.

Company Officers shall be responsible for ensuring all personnel under their supervision use the accountability system. Where, or when assigned as a company, members shall be responsible to remain under the supervision of their assigned officer. **ASSIGNED COMPANIES MUST REMAIN INTACT. NO FREELANCING.**

Chiefs shall ensure Company Officers maintain personnel accountability at the Company level.