



Effective Date: 12/19/2007

Revised Date: 12/19/2010

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Camp

ACCOUNTABILITY SYSTEM POLICY

Purpose

At a scene in which there is an incident where personnel accountability is needed, these procedures should be applied. This accountability system, which enhances the health and safety of all personnel, integrates incident command and accountability systems to streamline the overall management of safety at a scene beginning with the first arriving company/officer.

Policy

This shall be applied to all emergency operations including training exercises where accountability for all emergency scene personnel is essential at the time of appointment; all personnel will be issued no less than three (3) nametag labels with the: Persons name, with initials, rank, Fire/EMS capabilities, and the departments Hamilton County ID name, (ANDF for Anderson). The additional tag(s) can be used if an exit is used different than the point of entry. As part of this complete system, each issued helmet will have the ("Loops" trade name of Velcro) "Velcro" secured under the rim to the rear of the helmet.

System Components:

- Nametags with manufactured labels and Velcro with the ("Hooks" trade name of Velcro) on the label. Officers will have white backgrounds, Firefighters will have yellow backgrounds and EMS will have blue backgrounds.
- Passports, 2.75" by 3.75" plastic, with the department abbreviation name and apparatus number and enough Velcro "Loops" for the minimum personnel assigned to apply their labels.
- The Primary location for the Passport will be located in the cab of the apparatus for officer accessibility and a secondary Passport or a second copy of the names of that company on the original Passport will be found on the driver's door.
- The operator or the Incident commander may use status Boards, for each apparatus initially. This board will assist in organizing scene accountability and command information.
- Helmet identification labels are preferred for company identification, style or type not currently specified.

Responsibilities of the Passport System:

- Personnel

Are personally responsible for their labels when not at a scene or an incident.

It is the responsibility of all personnel on apparatus to apply their label to the apparatus passport (The officer is ultimately responsible) or to report to Command with an individual label for a call in-response or off-duty etc.

- Scene

Passports should remain with the apparatus in that are in staging. If the apparatus is directed into the scene, the primary passport should be delivered to the first in Engine/Quint operator, accountability or Command etc. The secondary passport (or individual labels) should remain on the driver's door in the event a catastrophic event occurs where a back-up plan is utilized. If the Incident Commander is in the situation to handle the accountability board, he/she will do so or designate an accountability officer as soon as possible. Apparatus passports with their respective individual personnel tag identifiers never enter the hazard area. **CREWS ENTER, WORK AND LEAVE TOGETHER.**

Transfer of the label/passports from the operator may be handled when the Incident Commander is able to or upon the arrival outside the hazard area.

An important fact to remember is that a crew size must be two (2) or more.

- Command

The Incident Commander is ultimately responsible for the safety and accountability of all on-scene personnel.

Personnel Accountability Report (PAR) – The PAR is a periodic accounting of personnel operating at an incident. The Incident Commander may request a PAR of specific teams or of all teams. When the Incident Commander or Incident Accountability Officer requests a PAR, team leaders verify accountability for every member of their operational team and report the results to the Division/Group Supervisor who in turn report to the Incident Commander (or directly to the Incident Commander (Operations) when Divisions/Groups Supervisors are not assigned.)

A PAR is recommended when:

1. Any personnel are possibly unaccounted for or trapped;
2. There is a change from offensive to defensive operations;
3. There is a flashover, back draft or collapse;
4. An all clear is announced;
5. When there is a report of the situation under control or mitigated;
6. Any time the Incident Commander believes such is necessary;
7. Whenever a Mayday is announced;
8. A benchmark of 20 minutes has occurred

When the PAR is called for, the reply should be from the groups, divisions or task assignments, in the highest hazard areas first, then progressing to less hazardous area.

Crews shall identify their (team/company) Name/Apparatus Number, their location and their current task.

An example of a PAR response would be “Command to Ventilation, Ventilation has a PAR on the roof near the Alpha-Bravo corner.” Inherent in such a reply is the understanding that all individuals that have been assigned to “Ventilation” are safe and visually accounted for by the officer/senior member of the crew. Individual companies not given incident command name designations shall reply, “Engine 6 is clear with a PAR on the first floor investigating.”

The RAT (Rapid Assistance Team) shall be utilized immediately as a rescue team to assist with all necessary rescue efforts. A second RAT team shall be immediately assembled should the initial RAT team be deployed.

When a distinct jurisdictional department is on scene utilizing another Accountability system, Command shall remain responsible for and oversee personnel operations. Should a department respond into our scene, they are free to utilize their own form of accountability but they remain responsible for reporting their personnel if their accountability system is different. Should personnel from another jurisdiction work on a team with personnel, they may be assigned a blank label, which can be written on with a grease pencil supplied in the command equipment

System Components

Name Tags

1. The tags will have specifications that are 2.5” wide and .5” high plastic
2. All tags will be engraved except for newly appointed personnel until engraving occurs
3. The officers are White background, Firefighters are Yellow and EMS personnel will be in Blue backgrounds (indicating that they only provide EMS)
4. “Hooks” Velcro will be attached on the back side.



Passports

5. The passports will have specifications that are 2.75” by 3.75” plastic minimum; with the department name and apparatus number (ANDF QUINT 101) and enough Velcro “Hoops” slots to apply their labels for a minimum of four personnel or the maximum the apparatus can safety carry.
6. The Engines and (Ladders, Platforms and Quints) will have additional information on the passport in the lower portion.

The Engine will have the tank size follow by the pump capacity (500/1500 GPM)

The Ladders, Platforms and Quints will have the Aerial length and the pump capacity (75’/1250 GPM)

The colors will be as follows:

1. Engine, (Red)
2. Ladder, Platform or Quint (Black)
3. ALS, BLS, Squad or Medic (Blue)
4. Rescue, Support (Green)Support Agencies (Orange)
5. Support Agencies

