

1.0 Purpose

This Standard Operating Guideline (SOG) is intended to establish and communicate department policy for a personnel accountability system. Emergency scene accountability is a system that is used to track the location of individuals and crews while operating in the hot zone on the emergency scene or training. All too often, the lack of an accountability system is listed as a contributing factor in NIOSH line-of-duty death reports.

2.0 Scope

This policy shall apply to all personnel involved in fire department operations at incidents or training. This system is designed to be the basic, everyday operating accountability system for all incidents within the Chicora Fire Department (Chicora Independent Hose Company). It is flexible enough to be used at single unit responses or at multi-agency incidents.

Accountability involves a personal commitment to work within the safety system at an incident. It will be the responsibility of individual firefighters and other personnel at the incident to keep their officers informed of their activities and location. Freelancing of activities will not be permitted. Freelancing can lead to serious injury or death of firefighters or others. These guidelines will pertain to all Chicora Independent Hose Company personnel and personnel of mutual aid companies assisting at the scene.

3.0 (Reserved for future use)

4.0 Figures of Accountability System Tags and Boards

4.1 Accountability Tags



FIGURE 1 INDIVIDUAL ACCOUNTABILITY TAG



FIGURE 2 APPARATUS TAG



FIGURE 3 TEAM TAGS

4.2 Accountability Boards



FIGURE 4 TYPICAL ACCOUNTABILITY BOARD



FIGURE 5 ACCOUNTABILITY BOARD WITH TEAM TAGS ATTACHED

5.0 Accountability Officer

- An accountability officer should be appointed as soon as possible at the onset of the incident. Until an accountability officer is appointed, the first-due apparatus operator will assume the duties of accountability officer.
- The accountability officer should be located in close proximity to the incident commander, preferably on the “A” side of the structure. The accountability officer should be clearly visible to all arriving personnel.
- The accountability officer should at all times carry a portable radio capable of direct communication with fire ground teams and the incident commander. Fire ground communication shall be on the Tac channel assigned by the incident commander.
- The accountability officer shall conduct PAR checks as described in section 9.

6.0 General Procedure for Use of Accountability Tags

- Each firefighter will always keep one tag with him/her.
- Teams will consist of a minimum of two (2) and a maximum of five (5) persons. A team of five is generally considered to be the maximum size to ensure manageable span of control.
- Teams may consist of personnel from more than one agency, depending on available personnel.
- Teams should stay together and should enter and exit the building or action area together.
- At least one member of each team shall have a radio so that anyone can contact command to get help if a crew member or the entire crew is in trouble.
- Accountability should be tracked at or near the point of entry to the building or hazard zone, and personnel should never enter the hazard zone without being assigned to a team.
- When a team completes an assignment and is sent to a different area, the accountability officer will move the team's tag on the accountability board to the appropriate location.
- Crews exiting at a different location other than the initial point of entry must immediately notify the accountability officer of their changed status.
- Officers may sometimes need to enter a hazard zone to check on progress, etc. Officers shall always give a tag to the accountability officer before entering. The accountability officer will add the tag to the team working in that area.

7.0 General Procedure For Units Arriving At Incident

- Apparatus crew members shall attach one tag to the apparatus tag. The apparatus tag will remain with the apparatus. When responding to the local chemical plants, the apparatus tag should be given to the plant accountability officer or plant security officer at the gate.
- When firefighters are assigned to a team, they will attach one personal tag to the team tag. A firefighter's tag will remain with the team tag until he/she is reassigned to a different team or the team is dissolved.
- In the early stage of company response to single-family dwelling, lack of personnel may make it necessary for the apparatus driver to collect accountability tags from personnel entering the structure. The accountability board should be placed at or near the pump panel.
- When responding to an incident at one of the local chemical plants, the department shall use the plant's incident accountability system.

8.0 Summary of Use of Accountability Tags

- Firefighters attach a personal accountability tag to the apparatus tag.
- The Accountability Officer attaches one of the firefighter's personal tags to the team tag.
(The firefighter's third personal tag remains with the firefighter at all times.)
- The Accountability Officer attaches the team tag to the location on the accountability board corresponding to the team's current assignment.
- The Accountability Officer moves the team tag to the next assignment location on the board when the team has completed the previous assignment or is otherwise reassigned.
- When a unit is released or the incident is terminated, the Accountability Officer removes each firefighter's tag from the team tag and return it to the firefighter.
- Firefighters remove their tags from the apparatus tag.

9.0 Personnel Accountability Reports (PAR) Checks

9.1 Purpose of PAR Checks

PAR Checks are a method for ensuring that a team is able to account for the location and welfare of all team members during the course of an incident. PAR Checks at regular intervals allow for rapid identification of missing team members or entire teams. For proper functioning of PAR Checks, it is critical that each team have at least one radio set to the tac channel being used for operations.

9.2 Frequency of PAR Checks

A PAR Check shall be initiated after:

- Every 20 minutes of elapsed time.
- Any report of a missing or trapped firefighter.
- Any change from offensive to defensive.
- Any sudden hazardous event – e.g. collapse, explosion, back draft, etc. Any a building evacuation.
- The fire is declared under control.

Incident Commanders or Operations Officers may also order the Accountability Officer to initiate a PAR check whenever they believe it is necessary.

9.3 Format of PAR Checks

- PAR checks should follow the following format”
 - Accountability Officer** - *All teams stand by for PAR.*
 - Accountability Officer** - *Team 1.*
 - Team 1** - *Team 1 has PAR and their location.*
 - Accountability Officer** - *Team 2.*
 - Team 2** - *Team 2 has PAR and their location.*
- This procedure will continue until all teams have reported PAR and their locations.
- If a team does not respond when asked for PAR:
 - The accountability officer will continue through the sequence of teams and then attempt to contact that team two additional times, i.e. “Team X, pause, Team X.”
 - If there is still no response from that team, the accountability officer will announce “Any team have sight of Team X?”.
 - If there is no response from any team, the accountability officer will advise the incident commander that Team X cannot be accounted for and the last known location of that team, The accountability officer will then activate the RIT (Rapid Intervention Team).

9.4 Responding to PAR Checks

- Positive responses to PAR checks should be kept simple. For example, the following is a recommended response: “Team One has PAR. Located at C-D corner of Division 2”
- If a team finds they do not “have PAR,” the team leader should provide the Accountability Officer with the last know location of the team member and an estimate of when the team member was last seen.
- The Accountability Officers shall report any teams not having PAR to the Incident Commander immediately.

10.0 Building Terminology

Chicora uses the following schema for identifying locations and landmarks of a structure.

10.1 Sides of Structure

See Figure 6.

- Alpha (A) - Street (address) side (front, primary entrance, etc.)
- Bravo (B) - Left
- Charlie (C) - Rear
- Delta (D) - Right

Note: To further aid in identifying locations of teams, etc., the corners of a structure are designated as Alpha-Bravo (A-B), Bravo-Charlie (B-C), Charlie-Delta (C-D) and Delta-Alpha (D-A).

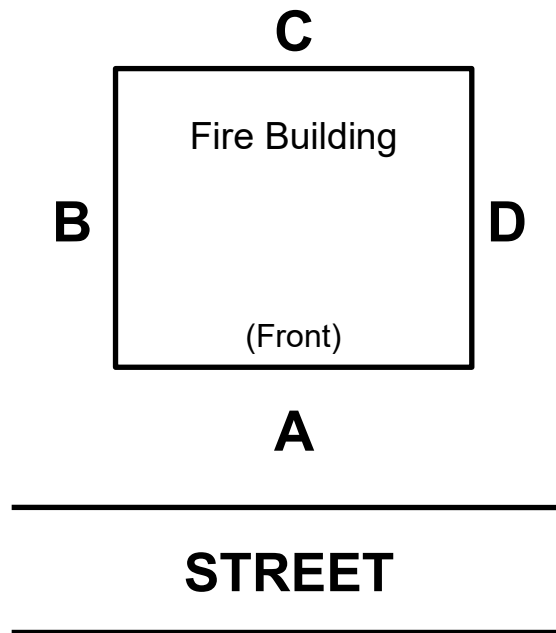


FIGURE 6 SIDES OF A STRUCTURE

10.2 Floors and Levels

- Division 1 - First floor
- Division 2 - Second floor
- Division 3 - Third floor
- Subdivision - Basement

Note: If there is more than one level in a basement, the designations would be Subdivision 1, Subdivision 2, etc., with Subdivision 1 being the uppermost level.

11.0 Revision History

06/19/2018 Approved for release by Chief Cody Craig.

01/09/2019 Revised layout to new SOG format.