

ESCAMBIA COUNTY FIRE-RESCUE

Rules, Policies, and Guidelines

3500.030

Accountability

Implemented: 02/23/2018

Revised:

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Paul Williams, *Fire Chief*

PURPOSE:

To provide all members with guidelines for personnel accountability on emergency scenes. The ability to track and account for all personnel on an emergency scene is critical to ensuring their safety and ability to complete their mission

OBJECTIVE:

To establish a standardized personnel accountability system for all personnel to utilize when operating at an emergency scene

SCOPE:

All Personnel

ACCOUNTABILITY

- Accountability involves a personal commitment to work within the safety system at an incident
- Command will maintain an accurate tracking and an awareness of where resources are committed at an incident
- Command will be responsible for including accountability as a major element in strategy and attack planning, and must consider and react to any barriers that effect accountability
- All members are accountable for the safety of themselves and other members of their crew; however, the company officer is ultimately responsible. Crew members shall maintain a constant awareness of the position and function of all members working with them
- All crews will work under the direction of a company officer, who carries out orders issued by command, divisions, branches or groups. There will be no free lancing
- All crews entering a hazardous area must be supervised by a chief officer, company officer, acting officer or assigned senior firefighter
- If a radio fails while in the hazardous area, the crew will immediately exit unless there is another working radio with the crew. Command shall be notified of the member's inability to communicate via radio. The supervisor, accountability officer and/or incident commander will be notified of the crew's departure from the hazardous area and their PAR status.



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TERMINOLOGY

Accountability Chief/Officer: As an incident escalates an accountability officer should be added to the command staff. An accountability officer shall be assigned on incidents requiring multiple alarms, or when two or more companies have been requested/added to incidents involving operations in IDLH environments. The accountability chief/officer will report to command and have the following responsibilities;

- Develop and implement a plan designed to track and account for all personnel working on scene
- Ensure that additional accountability officers are implemented and/or responsibility is delegated to supervisors at each entry point or geographic division as necessary
- Provide progress reports to command
- Initiate PAR upon benchmarks or as needed

Exclusionary Zone: The incident perimeter will be defined as any area where, for safety reasons, the general public and non-certified/authorized personnel are not allowed access. Implementation of the accountability system will occur at any incident that requires an SCBA, or in which a firefighter is at risk of becoming lost, trapped or injured by the environment or structure.

Personnel Accountability Report (PAR): The PAR involves a roll call of the personnel operating at an incident, the location of the company/member, and their assigned task prior to the request. For the company officer, a "PAR" is a confirmation that all members of their crew are accounted for. For the incident commander, a "PAR" is an accounting for all crew members of all companies assigned to the incident. For companies reporting PAR their personnel accounting should be conducted face to face whenever possible. There are several accountability benchmarks included in the tactical operations of the personnel accounting system. A personnel accountability report will be required for the following situations;

- Any report of a missing or trapped firefighter
- Any change from an offensive to a defensive operation
- When there is a catastrophic change in the incident such as but not limited to a building collapse, explosion, backdraft, sudden flooding, release of vapor clouds, etc.
- When personnel enter or exit a structure fire or other IDLH area

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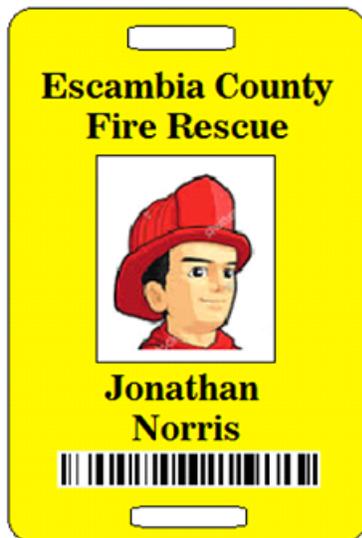
- At certain time intervals to be determined by the IC based on the incident type and conditions that exist.

- At any time, the IC deems necessary

- After an urgent, emergency or mayday message has been transmitted

COMPONENTS OF THE PASSPORT SYSTEM

Accountability ID Card: Plastic yellow card that contains the members name, picture and a bar code. The card will have Velcro on the back to allow it to be attached to your helmet shield or the accountability board while aboard the apparatus. Each member will be issued one ID card.



Passport: Each accountability board will contain multiple passports color coded based on rank and with the company's number. The passport will have a Velcro back that enables the member to attach it to their shield. This passport will identify their rank, which company they are assigned and that they have left their ID card on the accountability board.

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Miscellaneous Accountability ID Cards: These cards will be for non-members who are authorized to participate with a ride-a-long with ECFR units.

Accountability Board: The accountability board has Velcro which allows for the passports to be easily affixed. The board will contain passports for company officers (captains or lieutenants), acting officers and firefighters. Members will remove their ID card from the shield of their helmet and replace it with the appropriate passport. The board will be labeled according to the seat position on the apparatus. The board shall remain in the cab in an area of the dog house readily accessible if needed.

IMPLEMENTATION

All personnel, no matter the nature of the call or special detail, shall place their ID card on the accountability board and the appropriate passport on their shield. The company officer or acting officer shall ensure that these items are completed at the beginning of each shift, if there is a personnel change, training and anytime personnel are riding in an ECFR apparatus or vehicle.

Large scale or expanding incidents will require the IC to establish an accountability officer. The IC will also determine if the accountability boards from each apparatus will need to be brought to the command post and communicate that with additional instructions to all personnel working the incident. In some instances, the apparatus assigned to staging may retain their accountability boards until assigned a task.

ACCOUNTABILITY SYSTEM:

Upon the start of the shift or when boarding an apparatus or vehicle all members will place their ID card in the appropriate position on the accountability board and place the appropriate passport on their shield.

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All companies should retain their accountability boards unless otherwise directed by the incident commander.

Members who arrive on scene by personal vehicle will check in with the incident commander before participating in the incident in any way. The member will be assigned by the IC. The IC shall notify the company officer that an additional member has been assigned to their crew. Upon reporting to the assignment and checking in with the company officer, the member will follow the appropriate procedures for accountability.

During large scale and escalating incidents, the IC will consider collecting all accountability boards of companies operating in the exclusionary zone or that are capable of immediately beginning an assignment if ordered. This will assist the accountability system and the IC in knowing what companies are operating in a dangerous area. The companies in staging will retain their accountability boards in case they are not utilized or get diverted from staging to another incident.

Company officers or senior firefighters will be responsible to collect their company's accountability board when directed by the IC.

An absent crew member will automatically be assumed lost or trapped in the hazard zone until otherwise determined safe. Company officers or firefighters must immediately call a mayday on the radio and report any absent member(s) to the accountability officer or incident command. For any reports of missing firefighters, incident command must attempt to contact the missing member by radio. Incident command will also immediately initiate all other companies to perform a PAR that are working in the exclusionary zone.

Accountability boards being maintained at the command post will conclude only after the incident has been deemed under control over the fire ground radio channel. All companies will perform a PAR and the accountability boards will be returned to each company.

Accountability boards will be maintained at all times when apparatus is in service whether in motion or on standby at the station when staffed. Personnel will only remove their passport and replace it with their ID card when going off duty.

If a member leaves their ID card on the accountability board after going off duty the company officer shall immediately remove it from the board. It is the responsibility of the company officer or acting officer to ensure the accountability board is up to date and that all personnel riding the apparatus/vehicle have properly swapped their ID card for a passport.