
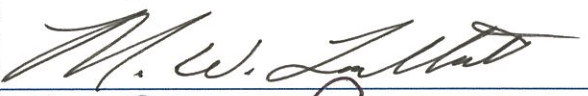
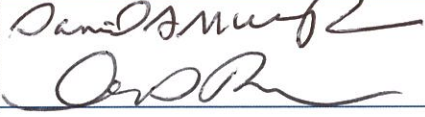

	Standard Operating Guideline: FIRE 3	
	Subject:	Incident Accountability
	Effective Date:	August 23, 2017
	Revision Date:	
	Approval:	
	EMS Representative:	
	Fire Representative:	
	Career Representative:	
Director:		

Purpose To establish a standard operating guide for Volunteer and Career FCPDS personnel in accordance with NFPA 1500-39.

Background In order to account for and identify personnel working in hazard zones it is imperative fire and rescue agencies with Franklin County Public Safety utilize an accountability system. A passport style accountability system is utilized to account for all personnel operating at emergency scenes.

Each apparatus will have an apparatus identification tag identifying the agency and apparatus. Fire response members will have individual identification passport name tags identifying the individual responder. The passport system is utilized in conjunction with the Incident Management System.

Implementation

The passport accountability system is utilized to identify and track all personnel working in the hazard zone. Any incidents of significant hazard or scope require the utilization of the passport accountability tags.

Policy

- A. All apparatus in Franklin County Department of Public Safety will have an apparatus identification tag issued and affixed inside the vehicle. Apparatus identification tags will be considered part of the apparatus basic equipment.
- B. All firefighters at Franklin County Department of Public Safety will be issued (3)

individual passport name tags. Individual passport name tags will be considered integral PPE. Individual identification passport name tags shall be affixed to the inside rear of issued fire helmet using a Velcro backed adhesive strip.

C. The following colors and markers will be utilized as indicators of skill and training:

Red: Operations outside the hazard zone, personnel not able to perform interior fire operations.

Green: VDFP Firefighter I or higher certification.
Approved for interior and exterior operations.

Procedure:

- A. During morning apparatus check, all personnel shall immediately remove one of their individual identification passport name tags and give it to the person riding in the passenger seat. The individual passport name tags may be placed on the apparatus identification tag.
- B. The person riding in the passenger seat of the emergency apparatus shall take the apparatus identification tag with affixed individual identification passport name tags to the Incident Command Post before making entry into the hazard zone.
- C. The Incident Commander or Accountability Officer will affix the apparatus identification tag to the Incident Management board. It is the responsibility of the Incident Commander to maintain an accurate tracking and awareness of where resources are committed at the incident; Incident Commanders are encouraged to appoint an Accountability Officer/Command Assistant to help with this task.
- D. All companies will be accountable to the Incident Commander, at no time shall freelancing be permitted. Companies shall arrive at the incident and stay intact unless individuals are given specific orders to split from crews by the Incident Commander.
- E. Any group entering a hazard zone is required to have at a minimum (1) operational portable radio set up to appropriately assigned tactical operations channel.
- F. Tactical Benchmarks will be utilized during operations to reinforce accountability.
- G. The Personal Accountability Report (PAR) is a roll call of personnel assigned to an incident and an accountability report of all companies on scene. PAR checks will be utilized as a confirmation that each crew member in a company is accounted for.
- H. The Division/Group Supervisor is responsible for maintaining visual, physical or verbal contact with the crew in which they are supervising and will report a PAR at appropriate

times. Commanders should request a PAR if:

1. There is a report of missing or trapped personnel.
 2. There is a change from offensive to defensive fire attack.
 3. There is a sudden event such as a flashover, backdraft, collapse, etc.
 4. An emergency button is activated or emergency traffic received (MAYDAY).
 5. At (20) minute intervals when the incident is not under control.
 6. There is a change in the Incident Commander.
- I. Upon completion of the assignment, the person that took the apparatus identification tag to the Incident Command Post shall be responsible for retrieving the apparatus identification tag from the Incident Commander. The same person will be responsible for accounting for all personnel that have passport tags affixed to the apparatus identification tag.

Enforcement

It is the responsibility of each agency under the direction of Franklin County Department of Public Safety to implement and enforce this guideline to ensure safe operations. This commitment involves the following:

- **Personnel** are responsible for staying with assigned crew at all times and ensuring individual passport name tags are on the apparatus identification tag
- **Company Officers** are responsible for constantly keeping the company intact and insuring all accountability tags/reports are accurate.
- **Incident Commanders** are responsible for tracking the location of all companies, assigning personnel and overseeing accountability tracking of personnel on scene.