**Accountability**

**Adopted** May 2019 **Updated:**

The Polk County Fire Chief’s Association has adopted a standardized procedure for Rapid Intervention Crews (RIC). The intent is to have each fire department respond in a like manner for the safety purposes of all personnel in the event of a mutual aid call.

**Definition** See the Glossary of Definitions.

**Purpose** The purpose of this SOG is to provide a system of incident site personnel accountability. The

purpose is to account for all personnel, at any given time, within a small geographic area,

within the “hazard zone” of an incident. Use of the system will provide enhanced personnel

safety for the individual fire fighter/medic, and will provide the IC Organization staff with an

improved means to track and account for all personnel working in the hazard zone.

**Guidelines** The hazard zone will be defined as any area that requires an SCBA or in which personnel are

at risk of becoming lost, trapped, or injured by the environment or structure. This would include entering a structure reported to be on fire, operating in close proximity to the structure during exterior operations, confined space entry, trench rescue, etc.

Each person on the apparatus shall place their nameplate on the primary (white) and secondary (red) accountability passport.

The engineer’s tag shall be placed upside down at the bottom of the passport, if the Driver/Engineer remains with the apparatus.

On-duty shifts shall have their name tags placed on the appropriate apparatus passport at the

beginning of their shift.

Upon arrival at the scene, the Company Officer shall give the primary (white) passport to the

IC or Accountability Officer, unless they are immediately directed to firefighting operations.

The secondary (red) passport is a backup and shall remain with the apparatus.

The IC shall have an aide retrieve secondary passports from any Company that was assigned

to a task prior to giving their passport to the IC or Accountability Officer.

When a Team has finished an assignment, the Company Officer shall notify the IC that they

have “completed assignment”, and await further assignment.

When a Team is assigned to the Rehab, the Company Officer shall ensure that the team is

complete and report to the Rehab Group Supervisor.

Upon receiving a new assignment, the Company Officer shall acknowledge the assignment

and report as a complete team.

The IC, Safety Officer, and/or Accountability Officer shall call for a PAR (Personnel Accountability Report) at the following events:

* Any report of a missing or trapped firefighter/medic
* Any change from offensive to defensive attack.
* Any sudden hazardous event at the incident, such as flashover, backdraft, collapse, etc.
* At 20-minute intervals.

Any request for a PAR shall be responded to with:

* If all fire fighters are accounted for – “PAR”, the number of fire fighters, and the Team location. (Example – “Engine 321 is Par 4 in the basement”)
* Officers should confirm their Driver/Engineer is still at the rig before responding with PAR if they are not with the rest of the crew.
* If any firefighters are NOT accounted for – Clearly state that you are missing a firefighter.

Assignment of Accountability Officer(s)

* An Accountability Officer shall be assigned on any structural fire or significant hazardous materials incident.
* An Accountability Officer shall be assigned as needed on any significant event, particularly any event requiring multiple units and personnel.
* Large incidents may require the use of multiple Accountability Officers.