1.0 PURPOSE

Provide a countywide standard for tracking and accounting for Fire Department Personnel on emergency incidents where an IDLH atmosphere exists.

2.0 PROCEDURE

This Policy covers the responsibilities and expectations of the Fire Department Members to establish and implement this accountability system.

It shall be the responsibility of the Incident Commander to ensure the establishment and implementation of the accountability system.

Each person involved in an incident whether at the strategic, tactical, or task level of an incident must make a strong personal commitment to follow all policies and procedures regarding accountability.

3.0 DEFINITIONS

A. Pass Tag Accountability Systems: A procedure that utilizes Unit/Command Accountability Boards, Unit Tags, and Personnel Tags to track the assignment and location of fire department members operating at an emergency incident.

B. Unit Tag: Plastic Tag with 3 letter agency designator and unit radio designator.

C. Personnel Tag: Plastic Tag with fire department members first initial and last name.

D. Accountability Collection Point: A location designated by the first arriving Company Officer during their report on conditions where Pass Tags are collected.

E. Helmet Magnets/Passports: A set of unit identifiers with the unit designator that is attached to the fire helmet magnet/passport panels. At all times these magnets/passports shall reflect the member's current apparatus assignment.

F. A PASS device (Personal Alert Safety System) also known as a Distress Signal Unit (DSU) or ADSU (Automatic Distress Signal Unit), is a personal safety device used primarily by firefighters entering a hazardous or Immediately Dangerous to Life and Health (IDLH) environment.

G. Immediately Dangerous to Life or Health (IDLH): An atmosphere that poses an immediate threat to life, would cause irreversible health effects, or would impair an individual's ability to escape from a dangerous atmosphere.

H. Personnel Accountability Report (PAR): PAR is the process of conducting a head count of units and personnel operating on the fire ground. A PAR shall be initiated at the discretion of the Incident Commander, after significant fire ground events, and considered at incident time stamp intervals.

4.0   ACCOUNTABILITY SYSTEM COMPONENTS

A. To enhance accountability and to improve tracking of personnel on emergency incidents the Pass Tag System will be used. The Pass Tag System is comprised of four components:

1. Personnel Tag
2. Unit Tag
3. Unit Accountability Board
4. Command Accountability Board

B. Each Fire Department member is assigned personnel tag(s). Each tag is imprinted with the members' first initial and last name, i.e. J. Green. When assigned to an apparatus, the personnel tag will be affixed to the corresponding Unit Tag.

C. Each apparatus will have a Unit Tag imprinted with the OES three letter agency identifier and radio unit designator.

D. Each apparatus will have a Unit Accountability Board.

E. Each Command Vehicle will have a Command Accountability Board.

F. The term "Pass Tag" will refer to a Unit Tag affixed with the Personnel Tags for the assigned members of the apparatus.

5.0   ACCOUNTABILITY SYSTEM IMPLEMENTATION

A. It shall be the responsibility of the Company Officer to status the Pass Tag and Apparatus Roster to reflect the members assigned to the apparatus at all times. When a personnel change occurs on the apparatus the Company Officer shall status the Pass Tag / Apparatus Roster accordingly.

B. The Pass Tag Accountability System shall be expanded and contracted to accommodate all assigned fire department personnel and equipment operating at the incident scene. This shall be under the control and responsibility of the Incident Commander or designee.

6.0   <u>PASS TAG SYSTEM ON EMERGENCY INCIDENTS</u>

A. The initial arriving Company Officer, during the report on conditions, will communicate the Accountability Collection Point for the incident.

B. Unit Accountability Boards can be utilized to track resources during initial attack and on smaller incidents. On large, complex incidents, a Command Accountability Board will be utilized.

C. The Incident Commander can delegate an Accountability Officer for the incident. The Accountability Officer will work closely with the Incident Commander, Operations, and Division / Group Supervisors to track and maintain accurate accountability for all personnel operating at the emergency incident.

D. Incidents involving large commercial and wide rise buildings may require the use of multiple Accountability Collection points. Division / Group Supervisors shall work closely with the Accountability Officer to track members.

E. During High Rise Incidents, accountability will be tracked on the RCFCA SOG 203 High Rise 203.04 Form.

F. If it is not operationally feasible to drop off the Pass Tags at the Accountability Collection Point, the Company officer will communicate their location, assignment and number of personnel to the incident Commander or designee. Example: "Truck 1 will be operating on the C side of the structure, assigned to ventilation, going to the roof with 4".

7.0   <u>PERSONNEL ACCOUNTABILITY REPORT (PAR)</u>

A. The Personnel Accountability Report (PAR) is a roll call procedure initiated by the Incident Commander to confirm that all personnel assigned to an emergency incident are physically accounted for. A PAR will be required but not limited to the following situations:

1. Any significant event of the fire ground.

2. Any report of missing or trapped firefighters.

3. Declaration of a MAYDAY.

B. In the event a Company officer cannot account for a Fire Department Member, he / she shall declare, "MAYDAY-MAYDAY-MAYDAY – all crew members are not accounted for"

8.0　ACCOUNTABLIITY SYSTEM COMPONENT SPECS

A. Personnel Tag: Made from rigid plastic, size is 3/8" tall x 1 ¾" Long, with Velcro on the back side. First initial and last name. ARIAL Font size 12

B. Unit Tag: Made from rigid plastic, size 1 ¾" Wide x 3" Tall, with Velcro on front and back side with White Lettering.

C. Unit Accountability Board: Made from rigid plastic material, size is 8 ½" x 11", with Velcro on the front side to receive Pass Tags. Top of board is for incident information, can utilize grease pencil to write information on the board.

D. Command Accountability Board: Made from rigid plastic material, size is 36" x 24", with Velcro on the front side to receive Pass Tags. Incident information and incident functions/assignments may be recorded with a grease pencil on the board.

E. Helmet Magnets/Passports: per respective agencies specifications / colors