

SOG # : 500.004

Title: Personnel Accountability System

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Date: August 20, 2008

PURPOSE

1. To establish a coordinated system of monitoring and tracking personnel and units for both single and multi-company operations (actively engaged in functional work).
2. To enable the Incident Commander to identify, locate and account for the function of all fire/rescue personnel operating on the scene of an emergency incident.

SCOPE

This procedure applies to all emergency response personnel operating at incidents within Lancaster County.

RESPONSIBILITY

1. All fire department chiefs are responsible to comply with and ensure that personnel under their direction are adequately trained, fully understand, and comply with this guideline.
2. All personnel have the responsibility to learn and follow this guideline.
3. All personnel shall use proper terminology identified in this SOG when functioning in the Incident Command System.
4. This guideline will be adopted by the Lancaster County Fire Chief's Association and should be adopted by all fire agencies dispatched by Lancaster County-Wide Communications (LCWC).

PROCEDURE

1. General

- a. Each member shall be issued two (2) personnel identification (I.D.) tags.
- b. At the time of alarm, personnel who are boarding apparatus or other vehicle shall place one I.D. tag on the collector ring (larger ring) located in the cab of the apparatus/vehicle. The apparatus driver shall also place his/her tag on the large collector ring.
- c. Personnel, after returning to the station from the alarm, shall remove his/her tag from the collector ring.
- d. Temporary I.D. Tags: Each command vehicle should carry extra blank I.D. Tags to be utilized as temporary tags by persons (utility personnel, city officials, etc.) not permanently issued tags. All temporary tags should be filled in with grease pencil by the issuer.

2. Operations

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- a. Level I Accountability – During single company operations, the collector ring(s) and tags remain with the apparatus unless otherwise instructed by the Incident Commander.
- b. Level II Accountability – During multi-company operations of sufficient duration or complexity, the Incident Commander will have a designated person (as soon as possible) gather the collector rings from each unit on the scene, including those companies/units in staging, and bring them to the Command Post where the Accountability Group Supervisor (Accountability) and/or the Incident Commander will organize them on the Accountability board. The Accountability board records the status of each unit on scene and is continually updated. Each unit's collector ring will remain on the accountability board until the unit is released from the incident with all assigned personnel accounted for. The unit's officer is responsible for retrieving the collector ring and tags prior to leaving the scene of an incident.
- c. Once Level II Accountability is established, additional arriving companies, unit(s), other fire/rescue personnel or other individuals shall report to the Command Post to be checked-in (tags collected or issued) Accountability Group Supervisor and given an assignment. No personnel, unit or company will perform any operations including staging until they have completed the check-in process.
- d. The second I.D. Tag will be utilized for areas where a separate controlled point of entry has been established. If a control point has been established, members will place their tag in/on the collection device, or give their tag to the person assigned to the control point. Upon exiting the controlled area members will be responsible to reclaim their tags from the collection device or person at the control point.

3. Personal Accountability Report Check Procedures

- a. Personnel Accountability Report (PAR): A PAR is a roll call of units to determine if anyone is unaccounted for during an emergency incident. At designated intervals or after certain unusual or catastrophic events, the Incident Commander or Accountability Group Supervisor will perform a PAR check of only the engaged units. Units in Staging or Rehab should not be roll called. The PAR Check will be preceded by the following announcement on the fire ground frequency, "All Units on the fire ground stand by for a PAR Check". A roll call will then be initiated by announcing the unit, division or group supervisor designation first, and then waiting for a response. Once a response is received the status board will be the marked indicating a positive PAR check was received for that unit, Group or Division.

Example: Command - "Engine 100 from Command"
 Engine 100's response – "Engine 100"
 Command – "Engine 100, do you have PAR?"
 Engine 100 – "Engine 100 has PAR"

If a unit fails to respond to the PAR check, or responds with less than full accountability, then the Incident Commander will immediately activate the RIT Company and consider activating the Mayday SOG.

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4. Crew Integrity

- a. Companies shall remain intact and all personnel shall operate in the same area. If a company must be divided to perform required functions, the company/unit officer or division/group supervisor must maintain accountability and awareness of all members assigned to them. When personnel are relieved for rehab, the entire company shall be relieved. If a member’s Self Contained Breathing Apparatus low pressure alarms sounds, all members of that company shall exit together.
- b. Company/Unit officers must know the location of all personnel in their company at all times. There shall be no transfer of personnel from one company to another on the emergency scene without positive communication between the two (2) affected company officers and the Accountability Group Supervisor. The Incident Commander must also be notified of any personnel being treated at a medical station and/or being transported to a medical facility.

5. Splitting Crews

- a. If a crew must be split to maintain the span of control, or perform two separate tasks, separate designations will be given to each crew and a Company/Unit Officer will be designated for each crew.
- b. At no time will crew members operate on the scene of the incident without having a direct leader or supervisor.
- c. Crews may **Divide** to perform multiple task as long as they are under the supervision of only one Unit/Company Officer, and that Unit/Company Officer maintains accountability of the crew. An example would be a Truck Company dividing into the inside and outside teams to perform needed tasks.

6. Personnel Responding in Personal Vehicles

- a. Any member that responds to the scene of an incident in a Personally Owned Vehicle (POV) shall Check-In at the Command Post.
- b. During the Check-In, the member will either be assigned to a Company or formed into crews and report to that Company/Crew officer.

7. Check Out Procedures

- a. All Units/Companies leaving the emergency scene shall check out at the Command Post. to retrieve their Accountability Tags.
- b. All unclaimed tags shall be kept at the Accountability Group and returned to the host fire department’s station after the incident.