

2.11 FIREFIGHTER ACCOUNTABILITY

The purpose of this procedure is to ensure that accountability of all firefighters is maintained at all emergency incidents and live training evolutions. This procedure will hopefully eliminate and/or deter free lancing, leading to reducing the risk of fire fighter injuries and deaths. In order for this system to work, it is imperative that all responding members stay with the apparatus and/or officer when they arrive, unless specifically detailed to another unit or function. This SOP enhances Section 6.7 of the Incident Management System SOP.

2.11.1 General

- 2.11.1.1 The Washington Township Fire District will operate with a two (2) tag system.
- 2.11.1.2 The tags will be yellow in color and will be approximately 1" x 4".
- 2.11.1.3 The tag will consist of the Department name and the name of the individual firefighter.
- 2.11.1.4 Mutual Aid tags will be Red in color and will be the same size.
- 2.11.1.5 The tag will have <WTFD Mutual Aid> and will allow space for a name to be placed on to it with a grease pen.
- 2.11.1.6 All WTFD Apparatus will carry 10 mutual aid tags as well as an apparatus tag.
- 2.11.1.7 The apparatus tag will be referred to as an Apparatus Collection Ring.
- 2.11.1.8 The ACR will be 2"X 8" and Blue in color. Each tag will be engraved with the Unit #.

2.11.2 Storage

- 2.11.2.1 One Tag will be .axed to the rear D-ring of the helmet when in the station. The second will be affixed to the front of the turnout coat on a D-ring or strap.
- 2.11.2.2 When boarding the apparatus, the ring from the helmet will be placed onto the Apparatus collection ring located in the cabs of the apparatus.
- 2.11.2.3 It will be the responsibility of the officer or firefighter riding the officer seat to ensure that all Accountability tags are collected prior to arriving on the scene.

2.11.3 Use of Tags

- 2.11.3.1 Upon arrival at scene all apparatus collection tags must go to the Incident Commander or an assigned accountability officer (Large incidents). In the event an apparatus is first due with no on scene IC, the operator/driver shall initiate Accountability until relieved.
- 2.11.3.2 Any firefighter who, enters any established "Hot Zone" shall give their tag to an Entry officer. The entry officer is responsible for keeping

accountability of those entering the hazardous areas to perform a function. The entry officer is also responsible for ensuring that some type of time keeping is maintained when firefighters are operating within the area.

- 2.11.3.3 When a firefighter exits the "Hot Zone" or leaves a structure he/she is responsible for retrieving their tag from the entry officer.
- 2.11.3.4 Entry officers can be located at strategic locations around the incident, preferably at points of entry. It is also recommended that points of entry be kept to a bare minimum.
- 2.11.3.5 In the event that first due companies must go in service and there is insufficient personnel, an entry bucket or basket shall be utilized until an entry officer can be established.
- 2.11.3.6 The entry officer must be documenting time of entry and location where they were ordered to perform work.

2.11.4 Accountability Officer

- 2.11.4.1 All incidents require an accountability officer when a company or apparatus is placed into service.
- 2.11.4.2 The incident commander may also assume this role as long as the span of control is within acceptable limits.
- 2.11.4.3 At complex, large scale or multiple alarms incidents the IC shall appoint an on-scene accountability officer.
- 2.11.4.4 The A.O. shall be located at the Command post, so if the need arises for a Personnel Accountability Report (PAR), the IC can obtain information rapidly.

2.11.5 PAR (Personnel Accountability Report) or Role Call

- 2.11.5.1 PARs shall be conducted at the following benchmarks or emergency situations, and will consist of a on-scene roll call of personnel :
 - 1. Every thirty (30) minutes
 - 2. Any change from offensive to defensive operations
 - 3. Incident placed under control
 - 4. Upon leaving the scene
 - 5. Any emergency evacuation or withdraw
 - 6. Any explosion, back draft, flashover, structural collapse, etc.
 - 7. "Mayday", lost or missing firefighters, reports of trapped firefighters
- 2.11.5.2 In the event an emergency situation arises the Accountability officer or IC shall immediately forward the information of location and names of missing or trapped personnel.

2.11.6 Large Scale or Complex Incidents

2.11.6.1 At all large scale or complex incidents, accountability will report to logistics

2.11.7 Rehabilitation & Accountability

2.11.7.1 All personnel entering rehab, must turn over the accountability tag to the rehab officer. This will avoid returning to work without proper rehab.

2.11.7 Miscellaneous

2.11.7.1 Equipment

- Accountability Boards (Maintained in command vehicles) - Provides areas where apparatus tags can be affixed and allows the Accountability officer to write areas and times
- Entry Boards (Apparatus) - Provides areas where the entry officer can document who and here Firefighters are going through a check point system

2.11.7.2 Accountability Board

WASHINGTON TWP. FIRE DEPARTMENT Accountability Board				

2.11.7.3 Entry Board

WASHINGTON TWP. FIRE DEPARTMENT Entry Board	