

Alton Fire & Rescue Department

Standard Operating Guidelines (SOG)

SOG 1.2.3 Personnel Accountability System (Reference SOP 1.2.3)

PURPOSE: To provide for a system to account for all emergency personnel, at any given time, within the "Hazard Zone" of an incident. To provide for enhanced personal safety for the individual member and to provide Incident Command with a means of tracking and accounting for all personnel in the "Hazard Zone," which presents as Immediately Dangerous to Life or Health (IDLH) of the member..

SCOPE: Any member entering a "Hazard Zone" defined as an area that requires a Self-Contained Breathing Apparatus (SCBA), or in an area in which a member is at risk of becoming lost, trapped or injured by the environment or of a structure. (This would include entering a structure reported to be on fire or containing hazardous material, operating in close proximity to the structure during exterior operations; or entering a wide area such as in a forestry search and rescue operation).

SPECIFICS: All members shall provide for the safe operation at an incident inclusive of providing for ongoing accountability of their whereabouts in a defined work crew.

- Command will maintain an accurate tracking and awareness of where resources are committed at an incident.
- Command will be responsible for including accountability as a major element in the strategy and attack planning.
- Sector Officers will maintain an accurate tracking and awareness of crews assigned to them.
- All crews will work for Command or a Sector Officer. Any member not assigned will report to **Personnel Staging**.
- Crews arriving on scene shall remain intact and shall report to **Personnel Staging**. A crew size shall consist of two or more members with radio communication.
- All crews entering the "Hazard Zone" shall be supervised by a Sector Officer.
- Each crew will enter the "Hazard Zone" together, will stay together, and will exit together.
- Each crew shall have at least one radio. If radio communication is lost, the crew will exit the "Hazard Zone."

DATE: Approved November 17, 2008

Alton Fire & Rescue Department

Standard Operating Procedures (SOP)

SOP 1.2.3 Personnel Accountability System

PURPOSE: To provide for detailed specifics for a system to account for all emergency personnel, at any given time, within the "Hazard Zone" of an incident.

SCOPE: Any member entering a "Hazard Zone" as defined by SOG 1.2.3.).

SPECIFICS:

All members shall provide for the safe operation at an incident inclusive of providing for ongoing accountability of their whereabouts in a defined work crew.

- Command will maintain an accurate tracking and awareness of where resources are committed at an incident.
- Command will be responsible for including accountability as a major element in the strategy and attack planning.
- Sector Officers will maintain an accurate tracking and awareness of crews assigned to them.
- All crews will work for Command or a Sector Officer. Any member not assigned will report to **Personnel Staging**.
- Crews arriving on scene shall remain intact and shall report to **Personnel Staging**. A crew size shall consist of two or more members with radio communication.
- All crews entering the "Hazard Zone" shall be supervised by a Sector Officer.
- Each crew will enter the "Hazard Zone" together, will stay together, and will exit together.
- Each crew shall have at least one radio. If radio communication is lost, the crew will exit the "Hazard Zone."

Work Crew Tag System Implementation.

- A **crew tag system** shall be used to define a crew within the hazard zone. Each crew tag will identify the crew (eg, 1E1, 1L1, etc), and individual crew member ID tags attached to it. The crew tag with the affixed crew member ID tags shall be turned over to Command or an Accountability Officer prior to entry into the hazard zone.

- **Crew tags** shall consist of a 3" x 3" plastic card attached to a snap hook. Each crew tag shall accommodate the attachment of crew member ID tags and display a crew identifier (eg, 1E1, 1L1, etc).
- The crew member ID tag shall bear department information and a photograph of the person it is issued to. When not in use, each member's crew ID tag shall be affixed to either the rear ring of the issued helmet or attached to the user's turnout coat.

Tactical Implementation and Benchmarks – the Personnel Accountability Report (PAR)

- Implementing accountability involves maintaining certain time related benchmarks.
- The PAR involves a roll call of personnel assigned. For the crew officer, a PAR is a confirmation that members assigned to that crew are accounted for. For Sector Officers, a PAR is an accounting for all crews assigned to their sector.
- A PAR **shall be required** for the following situations:
 - Any report of missing or trapped members.
 - Any change from offensive to defensive mode.
 - Any sudden hazardous event – flashover, backdraft, collapse, etc.
 - After 20 minutes of elapsed time.
 - Any situation in which the Incident Commander deems necessary.
- **Accountability Officers:** may be driver/operators, sector officers, or personnel assigned to sectors to serve as accountability officers for the sector officer.
- The **first apparatus** to arrive at the scene of the incident will serve as the initial accountability location. The driver/operator will serve as the initial Accountability Officer. This may be supplanted with the creation of a Personnel Staging Officer.
 - All crews entering the incident will deliver their **crew tags** to the accountability location prior to entering the "Hazard Zone."
 - As sectors are implemented, Sector Officers will manage crew tags only if accountability locations are established at the points of entry and the Sector Officer is not entering the "Hazard Zone" (eg, defensive operations). When the Sector Officer must enter the "Hazard Zone," crew tags will remain at the initial accountability location.

Levels of Accountability:

- **LEVEL I** – Basic level to be used during all fire/rescue operations. Crew member ID tags shall be removed from their helmet or coat; and attached to the Crew Tag. The Crew Tag with each member's ID will

be left with the Accountability Officer. (This level is used when a minimum number of companies have responded).

- LEVEL II – Multiple company response with an established command and identified “Hazard Zone,” Crew Tags should be collected and placed on a status board to track the location and status of all personnel.
- Crew Tags never enter the “Hazard Zone.”
- Crew Tags must be maintained at the point of entry to the “Hazard Zone.”
- Crew Tags must reflect only those personnel in the “Hazard Zone.”
- Crews must turn in their Crew Tag upon entering and must retrieve their Crew Tag upon exiting the “Hazard Zone.”

Terminating the Crew Tag System:

- Crew Tag accountability should be maintained through the benchmark of “Under Control,” at which time a PAR for all crews should be obtained.
- Command will determine at that time, based on the situation and risk, as to whether to continue with the Crew Tag System.
- Upon termination and release from the incident, officers and crew members should insure that the Crew Tag is returned to the specified location on the apparatus and that all crew member ID tags are returned to each member.

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