Operations

Subject: Personnel Accountability System
Revised: 7-1-09
Effective: 10-20-09
Approved: 9-24-09 (Fire Chief)
Section: 405.00

405.01   Purpose
A. To establish a coordinated system of monitoring and tracking members and units for both single and multi-company operations (actively engaged in functional work).
B. To enable the Incident Commander to identify, locate and account for the function of all members operating in the scene of an emergency incident.

405.02   Policy
All members shall operate under these procedures at all emergency incidents.

405.03   Responsibility
It is the responsibility of all members to understand and follow the procedures outlined in this policy.

405.04   Procedure
A. General
1. Each member shall be issued two (2) personal identification tags. Both tags may be attached to the turnout coat.
2. Each member shall make sure that their tag is present with their turnout Gear. If not, the member will have their tag replaced. The member will have their tag replaced if it becomes unserviceable.
B. Operations
1. Arriving companies, unit (s), and/or other members shall report to the Command Post to be tagged in and given an assignment.
2. Personnel Accountability Report (PAR): This is a roll call of units, which is done to ensure all units operating on an emergency incident are accounted for. Communications will prompt the Incident Commander (IC), at twenty (20) minute intervals, to conduct a PAR. The IC or designee may also request a PAR at any other time during the incident. A PAR shall also be conducted after an emergency evacuation and after the transmission of a MAYDAY. Any company failing to give a PAR shall be considered missing and the Rapid Intervention Team shall be deployed.

3. Companies shall remain intact and all personnel shall operate in the same area. If a company must be divided to perform required functions, the sector officer must maintain control of all members assigned to them. When personnel are relieved for rest and rehab, the entire company shall be relieved whenever possible.
4. The OIC must maintain an accountability system of all personnel at all times. There shall be no transfer of personnel from one company function to another on the emergency scene without positive communication between the two (2) affected Officers and Incident Command.
5. Command must also be notified of any personnel being treated at a medical station and/or being transported to a medical facility.
6. No personnel or apparatus will clear the incident scene without approval of the incident commander.
7. All personnel leaving the emergency scene shall depart through the Command Post for verification and to pick up their I.D. tags.
8. All unclaimed tags shall be forwarded to the on duty Officer for distribution.

405.05   Accountability Levels
A. Level 1
1. All incidents will operate at level 1 unless the incident commander upgrades to a level ll incident.
2. The first apparatus on the scene will become the accountability engine,
3. All personnel will report to the accountability engine.
4. Personnel will leave their PAS tag at the accountability engine prior to entering the scene.
5. Personnel from mutual aid companies will be advised to report to accountability engine.
6. Personnel leaving the building will retrieve their PAS tag upon exiting the scene.

B. Level ll
1. The incident commander will upgrade to level ll accountability when the incident progresses to a level where the incident commander can no longer maintain accountability.
2. The incident commander will designate an accountability officer and personnel staging area.
3. The accountability officer will track the personnel and their assignments at the scene.
4. Personnel will report to the personnel staging area to receive assignments and report to the personnel staging area upon leaving the scene.