Cedarville Township Volunteer Fire Department
Incident Site Accountability Standard Operating Guideline
2017

Purpose
This standard operating guideline describes a system of incident site accountability. The purpose is to account for all personnel, at all times during an incident. Use of this system will provide enhanced safety for the individual member, and will provide the incident command staff an improved means to track and account for all personnel working at the incident.

Scope
This standard operating guideline shall apply to all members of the department and any mutual aid personnel during emergency incidents as detailed within this standard operation guideline as well as any other time deemed necessary (training burns, etc.). Other department's accountability systems (passports, collar tags, etc.) will be integrated on scene into our system.

Responsibility
Accountability requires a commitment from all members to work within the safety system of an incident.
1. Command will always maintain an accurate tracking and awareness of where resources are committed at an incident
2. Command will always be responsible for including accountability as a key element in the development of the incident action plan, and must consider and react to any barriers to effective accountability.
3. Line officers will always maintain an accurate tracking and awareness of crews assigned to them. This will require the officer to be in their assigned area and to maintain close supervision of crews assigned to them.
4. Commanders, officers, sector supervisors, and firefighters will maintain an awareness of each others physical condition and will use the command structure to request help, relief, and reassignment of fatigued or injured members.
5. Company officers, sector supervisors, and individual firefighters are accountable for the safety of themselves and other members of their team sector. Personnel will maintain a constant awareness of the position and function of all members working with them. Remember, all crews go in together, stay together, and come out together.
6. Members must stay in contact with each other by voice, vision, or touch.
7. The minimum crew size required to enter the exclusion zone is two members, with at least one member having an operating portable radio. If the radio fails while working in the exclusion zone, the crew will exit unless they have another operating radio.
8. All crews will work for command, branches, or sectors –**no freelancing!**

Personnel Accountability System (PAS) Equipment
PAS equipment shall consist of three items. The first of these are the individual members PAS tags. These ID tags are located on the underside of the back of the member's helmet, Velcro in place, and contain their first and last name. There should be four PAS tags on each helmet. Two tags will be placed on the apparatus ID pad with the other two remaining on the helmet. If an accountability officer is established at an entry point, the third PAS tag will be given to him/her upon entry and returned back upon exit from the area. The fourth PAS tag will always remain on the helmet.

The next item in the PAS is the apparatus ID pad. This is also held in place by Velcro and contains the vehicle unit number (e.g. Engine 11). During incidents requiring use of the accountability system, individual PAS tags will be placed on the appropriate apparatus ID pad, one on each pad in the apparatus. The drivers PAS tag will be placed upside down with all other occupants PAS tags placed right side up. One apparatus ID pad will be brought to command or the accountability officer while the other apparatus pad remains in the vehicle. The company officer/OIC on each piece of apparatus shall be responsible for ensuring that the apparatus ID pad is brought to the incident commander or accountability officer.

The third item in the PAS is the accountability board. There is an accountability board on Engine 11 and Command 11. An apparatus ID pad from each vehicle on scene should be placed in its corresponding area on the accountability board. Apparatus ID pads will be returned to the company officer/OIC when their unit has been placed in service by command.

The company officer/OIC on each piece of apparatus shall be responsible for ensuring that the PAS is utilized on every appropriate response.

Personnel Accountability Reports (PAR / Roll Call)
The roll call (PAR) provides for rapid accounting of all personnel at the scene as well as for those in staging. When roll call (PAR) is requested by the incident commander, the sector supervisor shall take immediate roll call of all members in their sector and report in to command. An example of this is as follows:

"Main Street command to all units on scene, initiate a roll call (PAR)."
"Command from division 1, we have a PAR"

A roll call (PAR) is required in all the following situations:

1. A report of a missing or trapped firefighter.
2. A change from offensive to defensive operation.
3. A sudden hazardous event at the incident – flashover, backdraft, collapse, etc.
4. At a report of fire or incident under control.
5. After an evacuation alert.
6. At any time the incident commander is in doubt of the accountability of all crews.

PAS Officers / Accountability Officers

The PAS Officer / Accountability Officer is responsible for maintaining an accurate tracking of personnel on scene. The incident commander may serve in this manner as well until a PAS Officer / Accountability Officer can be established. The Safety Officer should not serve as the PAS Officer / Accountability Officer.

PAS Implementation at Incidents

The PAS shall be implemented at every incident except single medic unit responses and medic assists.

The PAS is divided into three levels of accountability; Level 1, Level 2, and Level 3.

1. Level 1: During level 1 accountability, members will place their PAS tags on the apparatus ID pads with one pad always remaining with the apparatus. Level 1 shall be used on every response, with the exception of single medic unit responses and medic assists. The use of level 1 shall be automatic since command will not instruct members to do so. Members should place their PAS tags on the apparatus ID pad as they board the apparatus.

2. Level 2: The incident commander initiates level 2 accountability on incidents in which there is significant potential for a firefighter to become lost, trapped, or injured. Such calls include but are not limited to: wilderness areas rescue, special rescues, structure fires, wildland fires, smoke in structure calls, gas leaks, and any other time the incident commander desires. During level 2 accountability, the incident commander assigns a PAS Officer / Accountability Officer to collect the apparatus ID pads from the apparatus company officer/ OIC and bring them to the command post.

3. Level 3: This is also known as point of entry accountability. This is most often implemented during haz-mat, confined space, collapse, and other special rescue incidents. During level 3 accountability, a PAS Officer / Accountability Officer assigned by command is placed at every entry point. The PAS Officer / Accountability Officer collects and maintains the PAS tags at the point of entry for any member operating in the exclusion or "hot" zone. The PAS Officer / Accountability Officer, in conjunction with the Safety Officer, monitors operation time for members within the exclusion zone. All members not operating in the exclusion zone at these incidents will operate under level 2 accountability.

Rapid Intervention Crew

A rapid intervention crew shall be assembled at all working structure fires, special rescue incidents, and whenever deemed necessary by the incident commander as soon as adequate staffing is available. This crew shall consist of at least two members and shall be available for rescue of a member or teem if the need arises. These crews shall be equipped with the appropriate clothing including SCBA, portable radio, and tools.

Lost / Missing Members
An absent member of any crew/team/sector will automatically be assumed lost or trapped in the exclusion zone until otherwise determined safe. Crew leaders and sector supervisors must immediately report any missing personnel to command. For any report of missing personnel, incident command must request the next greater alarm assignment (i.e. first alarm goes to a second alarm). Incident command must next initiate a roll call (PAR) for all companies and personnel on scene and in staging. Command must also send the rapid intervention crew to the last reported working area of the lost firefighter(s) to begin a search.

Terminating PAS
The use of PAS will be terminated by the incident commander when the situation is contained and all units go in service.

Effective January 1, 1998
Revised January 1, 2003
Revised June 30, 2005
Revised April 28, 2008
Revised March 20, 2017

_____ Date: _____

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