

Standard Operating Guidelines

Guideline 209.0 Accountability



Purpose:

The purpose of this Standard Operating Guideline is to provide for the accountability of emergency personnel at emergency scenes, and training exercises. This system shall be used during training, emergency responses, or when the accountability of personnel is necessary.

Guideline:

Firefighter Identification -

All personnel shall have a brass tag, with their name on it, which will be attached to their personal protective clothing. Additionally, all personnel shall have a Personnel Accountability Tag with photograph and emergency data. Personnel Accountability Tags shall be attached to the back of the firefighter's helmet when not in use.

Vehicle Identification and Personnel Accountability Tag Placement -

Every vehicle shall have a vehicle collection ring. An engraved tag with the name and number of that vehicle shall be on the collection ring. Every vehicle shall have a hook for the placement of the collection ring. Personnel Accountability Tags shall be attached to the collection ring.

Accountability Officer-

The driver/operator on first in apparatus is designated as the Accountability Officer, unless the Incident Commander appoints another person to that position. If another person is appointed as the Accountability Officer, they shall notify the driver/operator on first in apparatus of that fact.

Accountability Levels -

Level 1 Accountability - Activated while en route to or returning from any emergency or training.

Personnel shall place their Personal Accountability Tag on the hook in the vehicle in which they are riding, while en route to or returning from any emergency or training.

Firefighters arriving at the scene of emergencies in their personal vehicles, shall immediately report to the Incident Commander for an assignment and leave their Personnel Accountability Tag with the Accountability Officer.

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Level 2 Accountability - Activated on all working fires, rescues / emergencies or multiple department operations (Mutual Aid's).

Personal Accountability Tags **shall** be placed on the vehicle collection ring. The vehicle collection ring and personnel accountability tags are to be turned over to the Accountability Officer. The officer of each vehicle is responsible to assure that the vehicle collection ring and Personal Accountability Tags are turned in.

Level 3 Accountability - Personnel Accountability Report (PAR)

A Level 3 Accountability or Personnel Accountability Report (PAR) will be required for the following situations:

- At the discretion of the Incident Commander.
- Any report of a missing or trapped firefighter.
- Any change from offensive to defensive firefighting.
- Any sudden hazardous event at the incident, such as a building collapse, emergency evacuation, back-draft, flashover, explosion, etc.

If a Level 3 Accountability or PAR is called for, all crew officers will report the status of their assigned personnel to the Incident Commander or other designated person. A check will be made of the accountability tags to account for and verify the safety of all personnel at the event.

Personnel Accountability Safety System Devices (PASS devices)-

All SCBA packs are equipped with integrated PASS devices. The PASS device is activated when the SCBA bottle is opened. The PASS device shall be active before entering the hazard area. Failure of a PASS device is an emergency requiring the firefighter to exit the hazard area.

The PASS device will automatically activate if you are motionless for 20-30 seconds.

To manually activate your PASS device, push the red button located on the control module located on the right shoulder strap.

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To silence your PASS device, simultaneously press both side buttons on the control module.

To shut off your PASS device, depressurize the SCBA pack then simultaneously press both side buttons on the control module. The control module will power down.

Declaring a Mayday

At anytime during an emergency or training exercise, should a firefighter or a crew become lost, trapped, or injured, they shall immediately declare a Mayday over the radio and activate their pass device(s). The term Mayday shall be repeated three (3) times on the fire ground frequency. This shall be followed by the firefighter/crew location, unit/name, air supply and resources needed for rescue (LUNAR).

The Incident Commander (IC) shall announce Emergency traffic only and activate the Rapid Intervention Team (RIT). (see Rapid Intervention Team S.O.G.) Other fire ground units should continue operations unless otherwise directed by the Incident Commander (IC). The Incident Commander (IC) may direct radio traffic to move to a different radio channel. The RIT and MAYDAY should remain on the original radio channel.

Lost or trapped fire fighters should attempt self-rescue procedures, if possible. Firefighters should remain calm, and conserve air. Crews are to stay together as much as possible and as close to a wall as possible. Firefighters should give as much information as possible to the Incident Commander (IC) and the RIT team.

Example of a Mayday call:

MAYDAY, MAYDAY, MAYDAY, Engine 24's crew, we are in the basement, the ceiling has collapsed, we cannot reach the stairs, we have heavy smoke and fire conditions, we have ¼ tank of air remaining, we need another hose line.

Firefighter Injuries -

If a firefighter is injured and requires transportation to the hospital, their Personnel Accountability Tag shall go with them. This serves two purposes; first, the Incident Commander knows the status of all personnel and secondly, Personnel Accountability Tags have all the emergency data necessary for hospital personnel to start treatment on the injured firefighter.

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Staging-

Firefighters assigned to staging should deactivate PASS devices to prevent unwanted alarms.

Firefighter Rehabilitation (Rehab) -

Firefighters assigned to Rehab shall deactivate their PASS device while in the Rehab area to prevent unwanted alarms.

Mutual Aid -

Personnel responding on mutual aid calls shall turn in their Personnel Accountability Tags to the Incident Commander or other designated person of the mutual aid department upon arrival at the scene of the emergency.