



## PERSONNEL ACCOUNTABILITY SYSTEM

These guidelines were adopted by member departments of the Essex County Fire Chiefs Association in accordance with NFPA 1500 Section 8.4 to maintain a level of safety of all personnel during an emergency event.

Personnel Accountability begins with the Company Officers attendance and Daily Logs. Each on duty member and the position they fill shall be listed in the daily log. Additionally, each member's attendance must be recorded on the attendance sheet. From this point on, accountability will be maintained using the Passport type accountability system described below.

### **PURPOSE:**

The Standard Operating Guideline identifies a system of incident firefighter accountability. Accountability procedures enhance the safety of all fire personnel operating at emergency incidents by providing the Incident Commander (IC) with a system to track the number or personnel on scene and their specific areas of operation. This information is vital, especially when an evacuation occurs or a serious event takes place that requires immediate accountability of all incident personnel through a Personnel Accountability Report (PAR) to be conducted by the Incident Commander.

### **SCOPE:**

In accordance with NFPA 1500 Section 8.4 2007 Edition, it is the recommendation of the ECFCA to initiate a Passport type Personnel; Accountability System when the first fire department unit arrives on scene and continues until the IC determines it is no longer necessary. Accountability procedures shall be strictly followed to ensure the effectiveness of the system and the safety of all personnel.

### **GENERAL:**

- Accountability involves a personal commitment to operate within the system at an incident.
- Command will always maintain an accurate tracking and awareness of when resources are committed to an incident.

- Command will always be responsible for including accountability as a major element in strategy and attack planning, and shall consider and react to any barriers to effective accountability.
- Officer shall always maintain an accurate tracking and awareness of all personnel assigned to them.
- All personnel will have a specific assignment. No freelancing.
- Crews arriving on scene shall remain in contact with the Incident Commander either by face-to-face communications or by radio. A minimum crew size will be three or more personnel with a radio.
- All crews entering the “Hot Zone” shall be supervised by a Company Officer or higher ranking Officer.
- All crew personnel shall enter together, stay together, and return together. Reduced visibility and increased risk will require crews to operate in close proximity to one another.
- If radio communications fail while in the “HOT ZONE”, the entire crew will exit unless there is another working radio within the same crew.

### **SYSTEM COMPONENTS:**

Name Tags – Every member of each fire department within Essex County shall be issued four (4) name tags. The tags shall have the member’s name and department radio identification number engraved on them. The name tags shall be color coded as follows:

White – Chief Fire Officers

Red – Company Officers

Black – Firefighters

Blue – Paramedics/EMTs that are assigned to providing on scene EMS only.

Functional assignments shall be posted on Command Center boards themselves.

Personnel shall store their name tags under the brim of their helmets when not in use.

### **PRIMARY PASSPORTS**

Primary Passports shall be white 2” X 4” pieces of hard back Velcro that are attached to either the dashboard of the apparatus or the Company Officers door on every unit. It will have the name of the department and unit designator engraved on the top (Example “Andover Engine 1”. The Primary Passport will contain the names of all personnel who are assigned to staff that specific piece of apparatus. The name tags of personnel shall be placed on the Passport below the Unit ID in order of assigned seated position beginning with the Company Officer, the Driver/Operator and then the

firefighters. The Driver/Operator's nametag shall be placed upside down if they are remaining with the apparatus. If they are participating as part of an assigned crew, then the name tag shall remain correct side up. The Passport shall be given to the Incident Command Post.

### **TACTICAL BOARDS:**

The Tactical Board contains the Incident Command Worksheet on the front, and the back shall have Velcro strips for the collection of the Passports. Tactical Boards, which will be carried on all first due Engines, are for use when operating as an initial IC or Division/Group leader.

### **ACCOUNTABILITY KITS:**

Accountability Kits shall be carried in all Command Vehicles. Items for these kits shall be used for replacements during active incidents, if necessary. Accountability Kits shall contain the following supplies:

- Blank name tags
- Passports
- Appropriate writing implements
- Spare Velcro strips.

### **IMPLEMENTATION:**

The Personnel Accountability System shall be implemented on all emergency incidents when personnel are operating in a IDLH atmosphere, an atmosphere that could become hazardous, when personnel are utilizing SCBA, or at the discretion of the Incident Commander. Personnel reporting for duty shall take one of their name tags and place it in the following area:

- The Primary (White) passport is located on the dashboard/door of their assigned apparatus
- The Unit Officers name tag (when assigned) shall be attached to the top of the Primary Passports, underneath the unit designator. The Driver/Operator's name tag shall be placed under the Company Officers name tag. All other assigned personnel shall place their name tags below the Driver Operators name tag.
- Shift crew members will be responsible for immediately updating the Passports as they report for duty, including overtime shifts, stand-bys, or any additional duty situation.
- Arriving personnel will ensure that their name tag is on the Passports of their assigned piece of apparatus. Company Officers are responsible for ensuring that the Passports are always accurate and kept current.

### **EMERGENCY OPERATIONS:**

Incident Command Responsibility: - The initial arriving officer shall establish command in accordance with the Incident Command System. The Officer shall then voice pertinent command information to other responding units. The IC is responsible for ensuring the Primary (white) Passports are collected from on-scene apparatus Officers. Passports shall be placed at a designated Passport collection area at the Command Post. Unit designators will be utilized on the appropriate Tactical Board.

**DIVISION/GROUP OFFICER RESPONSIBILITY:**

The Division/Group Officer shall maintain accountability of the units assigned to their area(s) of responsibility.

It is the responsibility of the Division/Group Officer to advise Command when the units are moving to other assignments or between Groups and Divisions.