

Purpose:

To provide a personal accountability system that readily identifies the location and function of all members operating at an incident or training.

Administration:

The Deputy Chief of Health and Safety will have primary responsibility for administration of this policy. The duty officer/officer in charge will have responsibility for ensuring this policy is adhered to at all incidents. This Personnel Accountability system shall be used at all incidents and training exercises.

Definitions:

Accountability Tag: Refers to one of the three Berks County Total Visibility Tags that are issued by the fire department.

Tag 1: Personnel that will be working in a potentially hazardous environment shall affix this tag to the Scene Accountability Board or to the incident accountability officer. This tag shall remain affixed to the outside of the individual's coat until it is to be utilized.

Tag 2: This tag will be utilized during large incidents or incidents that present special hazards to perform division level accountability (example high rise fire). This tag should be kept in an exterior pocket of an individual's coat where it shall be protected from heat and physical damage.

Tag 3: This tag will remain with the individual and is to be used to provide an official form of photo identification. This tag shall be located in the inside coat pocket.

Auto-Pilot Mode: Refers to a method of performing accountability prior to an individual being assigned as an Accountability Officer. Under this mode, each individual crew leader shall be responsible for placing and removing their crew accountability tags on a scene accountability board.

Personnel Accountability Roll Call (PAR): A procedure used to verify the accountability of all personnel at the Incident Commander's discretion, periodically during an incident or will be utilized following an unexpected event. When a PAR is ordered, all incident supervisors will report to incident command or the accountability officer the number of personnel assigned to them and the number of individuals they are able to physically account for at the specific time. The incident commander shall address any discrepancies in PAR statistics as appropriate.

Potentially Hazardous Environment: Environments where personnel operating inside a structure that is on fire, operating at an incident where personnel may become lost or disoriented, in a position that presents an immediate danger of injury in the event of equipment failure or collapse, or when operating at special situations such as hazardous materials incidents and technical rescues

Scene Accountability Board: Refers to the yellow 12 ring collector board that is located in the cab of each apparatus within reach of the individual riding in the officer's seat of the apparatus. This board is used to track information relating to the location and function of crews and other information. This board shall be pre-labeled with specific fire suppression activities.

Policy:

All personnel in the department shall be issued one set of three accountability tags per set of turnout and brush gear.

Enroute to an incident scene, the individual riding the officer seat of the apparatus shall collect accountability tag #1 for personnel on the apparatus that will be entering the potentially hazardous environment.

The accountability process will begin immediately upon arrival of the first apparatus, prior to any personnel entering a potentially hazardous environment and continue throughout the incident.

The individual seated in the officer seat of the first arriving apparatus shall be responsible to place the Scene Accountability Board on the front bumper of the apparatus prior to engaging in any firefighting activities. The accountability tags for individuals who responded on this first on-scene apparatus shall be affixed to the Scene Accountability Board on the appropriate task ring.

The accountability process will function in auto-pilot mode until an Accountability Officer has been appointed by the Incident Commander.

The individual riding in the officer's seat of additional units shall collect an accountability tag from each crew member who shall be entering the potentially hazardous environment and affix it to the Scene Accountability Board on the appropriate task ring.

Personnel to the scene in their private vehicle shall be responsible to check in with the incident commander/manpower officer, obtain an assignment, and place their accountability tag on the appropriate task ring on the scene accountability board.

The accountability system will continue to run in auto-pilot mode until the appointment of an accountability officer or the termination of the incident. Once an accountability officer has been established the individual riding in the officer seat of the apparatus shall be responsible to provide an accountability tag for each individual that will be entering the potentially hazardous environment to the accountability officer.

At no time shall personnel be permitted to operate in the potentially hazardous environment prior to placing their accountability tag on the Scene Accountability Board. At no time shall personnel be permitted to freelance on the fire ground.

After crews have completed their assignment they shall exit the potentially hazardous environment. The crew leader shall be responsible to immediately report to the Scene Accountability Board or the Accountability Officer to retrieve the crew's accountability tags.

Personnel shall be responsible for the care and maintenance of each set of their accountability tags.

NOTE:

This is a Governor Mifflin Fire Committee Joint Policy. Any changes to this policy must be review by the Committee.