

<p style="text-align: center;"><b>DAVIE COUNTY, NC</b>  <b>FIRE MARSHAL'S OFFICE</b>  STANDARDS OPERATING GUIDELINES</p>	REVISION DATE  6/4/2018
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**1. Purpose:**

- 1.1. This policy establishes a safety procedure which will enable an Incident Commander in Davie County to account for the presence, location and assignment activities of individual fire, rescue and EMS personnel operating on the scene of an emergency incident.
- 1.2. The Personnel Accountability System (PAS) will be used to specifically identify and keep track of members operating at an emergency scene.
- 1.3. The Incident Commander (IC) is responsible for implementing the right level of accountability to ensure each operation is handled safely.
- 1.4. Accountability of personnel on the emergency scene is a basic safety requirement and an essential component of effective scene management.
- 1.5. This accountability guideline is an integral part of the RIT and ICS guidelines which serves to reduce the risk to personnel and promote the safe outcome of an event.
- 1.6. Proper Accountability is critical in facilitating a timely rescue of lost or downed fire-rescue personnel working in a hot zone. This guideline should be understood and utilized by all personnel who manage and work on emergency scenes.

**2. Scope:** All personnel

**3. Definitions:**

- 3.1. **Accountability Board** - A status board used by the Accountability Officer in conjunction with the Personnel Accountability System.
- 3.2. **Accountability Kit** - A small kit box carried on apparatus that contains the necessary components for using the Accountability System. Includes grease pencils, dry erase markers, paper towels, temporary PAS tags, etc.
- 3.3. **Accountability Officer (or Branch)** – The individual designated by the IC to manage the accountability system and to assign personnel to tasks so identified by the IC and Branch/Group Officers.

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- 3.4. **Command/Status Board:** Carried on select vehicles. This board is used for establishing command and used to collect the vehicle rings or individual tags to track personnel locations.
- 3.5. **Cone:** Any personnel entering the building shall give one tag to the IC or to the functional commander, the second tag shall be clipped to the ring on the orange cone at the entrance to the building.
- 3.6. **Crew/Team** – A group of two or more fire fighters who are assembled to complete a specific task or function.
- 3.7. **Group or Division:** A group (function) or division (location) of two (2) or more Firefighters who work together and are responsible for each other's safety. No freelancing by individuals is allowed. Each group or division must be equipped with a portable radio.
- 3.8. **Group Leader/Division Supervisor:** Usually a Company Officer or member assigned or selected as the Group Leader or Division Supervisor.
- 3.9. **Hazard Area (or Hazard Zone)** – The area of the fire ground where conditions that are immediately dangerous to life or health (IDLH) are, or may be present, or may rapidly become present. For example the hazard area at a structure fire would include the interior of the building, roof, and collapse zone.
- 3.10. **PARS:** Personnel Accountability Reports: A poll of all Groups and Divisions at an emergency incident to account for all personnel at that incident.
- 3.11. **PAT:** Personnel Accountability Tag
- 3.12. **Temporary PAS TAG** – A PAS Tag that is made on the scene of the incident and issued to personnel who have lost or forgotten their PAS Tag.
- 3.12.1. A Temporary PAS Tag may also be issued to utility department personnel or building owners who may have a need to be escorted into the hazard area.
- 3.12.2. A Temporary PAS Tag is made simply by writing with a grease pencil on a blank plastic card.
- 3.12.3. The Temporary PAS Tag will contain the individuals name and department.

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3.12.4. Blank Cards for temporary PAS Tags are kept in the Accountability Kits.

3.13. **Unit Collector Ring** – A ring carried in the cab of each apparatus. Used to collect the PAS tags of all personnel who responded on or were assigned to that apparatus.

3.13.1. All members, upon boarding apparatus, shall attach one of their PAS Tags to the ring on the board for the position which they are riding.

3.13.2. If a member responds in their POV, they shall attach one of their PAS Tags to the ring of the apparatus position from which you assumed by taking that SCBA; or Give one PAS Tag to IC. (i.e. Chief Officer, Officer, Senior Member on scene, Mutual Aid Officer, Pump/Aerial Operator)

3.13.3. A Firefighter or an Officer should be posted at the entranceway to any building where our personnel are operating within any hazardous conditions. This person is responsible for maintaining an accurate count of personnel inside.

**4. Procedure:**

**4.1. Accountability Tags**

4.1.1. Each Fire Fighter will be issued 2 Personal Accountability Tags ( PAT) with snaps, one will be attached to out side of turnout gear either on helmet or coat front for level I accountability. The second shall be kept in right hand jacket pocket for level II accountability.

4.1.2. Each Fire Fighter shall be issued a hard ID tag with qualifications and medical bar codes for use in your wallet.

4.1.3. The first arriving unit on an emergency scene whether apparatus or POV is responsible for accountability until it is formally established.

**4.2. STAGING**

4.2.1. There are two levels of Staging:

4.2.2. **Level I Staging:** This procedure will apply to all multiple unit responses.

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- 4.2.2.1. The first responding unit or officer will respond directly to the scene and will operate to best advantage. (establish command, etc). All other units will stage in their direction of travel, uncommitted, approximately one block from the scene until given an assignment by command. All units arriving at Level I Staging will advise Communications on Davie Fire Dispatch and advise Command on the assigned fireground frequency “On Scene, Level I Staging”.
- 4.2.2.2. Note: Do not ask Command what you should do! The Incident Commander will make assignments and call up resources as needed.
- 4.2.3. **Level II Staging:** Level II Staging will relate to large complex-type field situations requiring an on-scene reserve of companies and will involve formal staging in an area designated by Command.
- 4.2.3.1. The Staging Area should be away from the Command Post and away from the emergency scene in order to provide adequate space for assembly and for safe and effective apparatus movement.
- 4.2.3.2. When Command announces a formal Staging Area, all responding units and their personnel will report to and remain in the Staging Area until assigned.
- 4.2.3.3. When going to Level II, Command will formally announce “Level II Staging” and will give the approximate location of the Staging Area.
- 4.2.3.4. Units already at Level I Staging will remain at Level I Staging until assigned.
- 4.2.3.5. Command will designate a Staging Officer; the radio designation for the Staging Officer will be “Staging”. Command will inform the Staging Officer on how much equipment is needed and it will be up to the Staging Officer to contact communications if more units are needed.
- 4.2.3.6. POV’s should respond to the designated staging area and report to their apparatus unless otherwise directed. All POV’s shall park in a safe location clear of the event scene. When practical POV’s shall meet up with their apparatus and form crews.

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**4.2.3.7.** Automatic and Mutual Aid companies shall stage at Level I or Level II staging areas as designated by command. Their accountability tags will be collected there and placed on apparatus Passport tags and given to the staging officer. When command calls for manpower from Level II Staging the Passport tag will be taken and given to the accountability officer or to the individual as directed by command.

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### 4.3. Level I Accountability

- 4.3.1. Level I accountability will be used at all incidents, where the incident can be controlled within 15 minutes or one bottle of breathing air. The Incident Commander must be able to track all members at an incident without the aid of a tracking board. This Level I will only be used when no more than one division officer is required.
- 4.3.2. All personal will attach their first tag on the collection ring located in the riding area of each apparatus. During the initial stages of the incident the collection rings may remain in the apparatus. (working command, and limited time operations)
- 4.3.3. Upon arrival to a scene where a fixed command is established and operational, the collection rings with one PAT (personnel accountability tag) will be attached to the Status Board. It is the function of the officer in charge of the apparatus or the driver of the apparatus to present the tags to the Incident Commander. These tags will stay with the accountability officer until the firefighter is relieved of fire ground operations.
- 4.3.4. If a firefighter is assigned to an IDLH (Immediate Danger to Life and Health) area then the second tag will be, clipped to the ring on the orange cone at the entrance to the building.
- 4.3.5. Immediately after leaving the IDLH area the firefighter will retrieve his second tag from the cone at the entrance to the building.
- 4.3.6. When a firefighter is relieved from fire ground operations, he/she shall retrieve their first tag from the Incident Commander or the collection point.

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#### 4.4. Level II Accountability

- 4.4.1. Level II accountability will be used at incidents that require more than one bottle of breathing air, last longer than 15 minutes, or require more than one division officer. This level can also be used anytime an Incident Commander believes they need a stronger tracking of firefighter's on scene operations.
- 4.4.2. During Level II accountability, the Incident Commander shall notify all operational commanders via radio that we are operating under Level II accountability. A tracking board must be used in Level II accountability either by the Incident Commander or his/her designee. (IC should delegate this function when ever it is possible, limited resources would dictate the IC's ability to delegate this task)
- 4.4.3. Davie County Emergency Management Officials can assist with Accountability as the incident escalates and electronic accountability supplements status boards.
- 4.4.4. The Incident Safety Officer shall **not** be responsible for accountability.
- 4.4.5. Exterior supervisors must be responsible for all firefighters entering a structure or IDLH area. The second tag will be, clipped to the ring on the orange cone at the entrance to the building. Immediately after leaving the IDLH area the firefighter will retrieve his second tag from the cone at the entrance to the building.
- 4.4.6. When firefighters leave the structure or IDLH area for a bottle change or at the direction of the Incident Commander, they shall change their bottles and report to level II staging to await reassignment. Firefighters shall report to "Rehab" after their second bottle of breathing air has been exhausted. Depending on weather conditions and at the discretion of the rehab officer, this two bottle rule may be reduced to one bottle prior to rehab.
- 4.4.7. Firefighters reporting to "Rehab" shall report to the Rehab Officer. The Rehab Officer shall keep track of all firefighters in Rehab. Once firefighters are complete in Rehab, they shall report to staging and await reassignment. The Rehab Officer is to keep the Accountability Officer informed of all personnel entering and leaving Rehab.
- 4.4.8. Level II Accountability shall last until the incident is declared under control by the Incident Commander and resources are demobilized.

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#### **4.5. Personnel Accountability Report (PAR) or Roll Call**

- 4.5.1. Personnel Accountability Report (PAR) will be initiated at standard intervals or when the IC deems it necessary.
- 4.5.2. The designated Accountability Officer may at the directions of the IC perform a PAR.
  - 4.5.2.1. Supervising Officer responds via radio, with a "PAR" if they can account for all of the personnel in their crew.
  - 4.5.2.2. This only includes members that are in voice or visual contact of the Supervisor giving the report.
  - 4.5.2.3. Supervisors should also report members currently not in voice or visual contact, in order that the PAR Officer may confirm their status separately.
  - 4.5.2.4. PARs are given using ICS designation - example: "Fire Attack has PAR of \_\_\_".( number of personnel including themselves ) This is done systematically and routinely throughout an incident.
- 4.5.3. Any report of a missing or trapped firefighter (initiated by Command).
- 4.5.4. Change from offensive to defensive operations (initiated by Command)
- 4.5.5. Any sudden hazardous event at the incident- example: flashover, collapse, etc. (initiated by Command).
- 4.5.6. By all crew(s) reporting an "all clear" of a primary or secondary search. Company officer/crew leaders responsible for search and rescue will ensure that they have accounted for their crew(s) at the time they report an "all clear" to Command.
- 4.5.7. At 20-minute intervals during an incident (initiated by Command).



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**4.6. General Fire ground Accountability Rules:**

- 4.6.1. All teams (at least 2 members) will enter, work and leave the hazard area together. If crews must be divided to accomplish objectives, the personnel tags must also be divided and properly identified.
- 4.6.2. All teams must work for a Branch/Sector officer or report directly to COMMAND.
- 4.6.3. All Teams must have a radio.
- 4.6.4. If the radio fails, the team must leave the hazard zone.
- 4.6.5. Issuing Temporary PAS Tags
  - 4.6.5.1. Any person on the scene who has a need to enter the hazard area but does not have a PAS tag will be issued a Temporary PAS tag.

**4.7. Injuries**

- 4.7.1. If a fire fighter is injured, one PAS tag will be kept with the fire fighter and taken to the hospital. The Accountability Officer must note the fire fighter's name, department, type of injury and the facility to which the injured fire fighter was transported. The fire fighter's commanding officer must be notified.
- 4.7.2. The second PAS tag will stay at the Accountability Sector.

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**4.9. Leaving the Scene/Terminating the Incident**

- 4.9.1. If a fire fighter must leave the scene before an incident is terminated, he/she must return to the Accountability Branch and notify the Accountability Officer.
- 4.9.2. The PAS Tag must be returned to the individual and the Accountability Officer must keep a list of the name and department of all individuals who have been dismissed.
- 4.9.3. Fire fighters must also notify their department commanding officer to gain permission to be dismissed.
- 4.9.4. When the incident is being terminated, the Accountability process should work in reverse.
- 4.9.5. As personnel are released from the Accountability Sector back to their apparatus, they should be given their PAS Tag and they should return immediately to their apparatus.
- 4.9.6. When apparatus is released, the Unit Collector Ring will be returned to the apparatus before leaving the scene.