Scarborough Fire Department
Scarborough, Maine

Standard Operating Guidelines

Book:	**Emergency Operations**
Chapter:	**Command Operations**
Subject:	**3210 – Fire Ground Accountability System**
Revision Date:	**6/17/2009 revised 10/28/2019**
Approved by:	*B. Michael Thurlow*

PURPOSE

To establish a procedure to identify, locate and account for all firefighters operating at an emergency incident or training ground. The use of this system is designed to increase firefighter safety and provide Incident Command, Division Officers, and Company Officers or Crew Leaders a means to track the location and function of firefighters on the scene of an emergency or training session.

POLICY

All members operating at an incident or training scene shall be accounted for at all times using the procedures outlined in this policy. The use of an accountability system will commence upon arrival of the first unit on the scene. When two apparatus or less are responding the Incident Commander (IC) has the option of implementing the tag up procedure or maintaining accountability of all staff at all times mentally. When three or more units are responding the tag up procedure MUST be used.

The Department's accountability system is a "tag-up" system that provides for rapid accountability regardless of what units are on scene. It is also designed to work in concert with many of our mutual aid partners.

SCOPE

Accountability is a critical element in maintaining the safety of all fire fighters working at an incident or training. Each person involved in an incident whether at the strategic, tactical, or task level must make a strong personal commitment to follow all policies and procedures regarding accountability.

PROCEDURE

Tag-Up Procedures

A. Each member will be issued an Accountability Tag. Red colored tags are issued to non-officers and white tags are issued to officers.
B. Each member shall store his/her Accountability Tag on the front of their turn-out coat when not in use.
C. As members arrive on scene they shall tag-in at the initial collection point (ring) which will be located on the front bumper of the 1st on scene apparatus until the IC or accountability officer collects them.
D. The IC may initially maintain the Accountability Officer responsibilities, but whenever possible the IC should appoint a Deputy Chief, department officer, mutual aid Chief, or other qualified member as the Accountability Officer.
E. The Accountability Officer will place the tags on the large Resource Tracking Board, organized by crew under an officer/crew leader.
F. Only one (1) Accountability Officer will be established per incident unless the Incident Commander determines the need for additional Accountability Officers based on the size or nature of the incident. All Accountability Officers will report to the IC, or Operations Branch Leader in large scale incidents.
G. Crew members will 'tag-in' to their crew leader's tag ring which in turn will be tagged to the ring on the front bumper of the 1st in apparatus or on the Accountability Tracking Board of the IC or Accountability Officer.
H. No member shall engage in activities on the incident/training scene until he/she is properly 'tagged-in' and given an assignment.
I. Using the large Resource Tracking Board the IC or Accountability Officer should;
    a. Work for the Resource Chief
    b. Manage personnel awaiting assignment
    c. Establish crews of personnel with an officer/crew leader ready to be deployed as an on-deck crew through the Entry Control Chief or IC.
    d. Track personnel assignments including returning from the hazard area to Rehab and back to Resources (manpower pool).
J. The Officer/Crew Leader is responsible for crew integrity, and to ensure that the Accountability Officer is adequately informed as to the status of each crew so that the Resource Tracking Board can be kept current and accurate.
K. Upon completion of an assignment, crews will report to Entry Control/IC to give a PAR report, then report to the Accountability Officer to be put back in the rotation for reassignment or release.
L. Upon release from the incident or training scene, each member shall retrieve their Accountability Tag.
M. Entry Control Chief
    a. Works with the Operations Chief to maintain accountability for the crews assigned to the IDLH environment. The Entry Control Chief utilizes the small accountability board to track crew assignments.
    b. Requests on-deck crews from the Accountability Officer and relays tactical assignments from the Operations Chief
    c. Upon completion of tactical assignment(s), personnel will return to the Entry Control Chief to retrieve tags and report to Rehab or Resource.

Personnel Accountability Report (PAR)

A. The Personnel Accountability Report or "PAR" involves a roll call of companies assigned a task on the fire or training ground. For the Company Officer or Crew leader, a PAR is a confirmation that members assigned to his/her crew are visually accounted for. For the Division Officer, a "PAR" is accountability for all crew members of all companies assigned to his/her division.

B. A PAR, will be required for the following:

    a. Any report of a missing or trapped firefighter, Command will initiate a PAR of all crews working the incident.

    b. Any change in strategy from offensive to defensive, Command will initiate a PAR of all crews working the incident.

    c. Any sudden hazardous event at the incident – (flashover, back draft, collapse, etc.), Command will initiate a PAR of all crews working at the incident.

    d. The Company Officer or Crew Leader shall report a PAR at the time of completion of any assignment.

    e. The Incident Commander may at any time initiate a PAR of all crews working at the incident. This can be based on elapsed time and/or severity of the incident.

    f. If a requested PAR is not returned, the Incident Commander will immediately deploy a RIT team to locate the crew that has not given a PAR.

    g. An example of proper radio terminology for a request of a PAR report from a division would be, "Command to Division 1, requesting a PAR". The Division 1 Officer would perform an accountability check of their personnel and communicate that information back to Command. "Division 1 to Command, Division 1 has PAR".

RESPONSIBILITY

A. It is the responsibility of all Scarborough Fire Department members to adhere to this policy.

B. It is the responsibility of the Incident Commander to:

    a. Assume responsibility for fireground accountability or assign an Accountability Officer as outlined in this policy.

    b. Address the strategic and tactical level of accountability by the tracking of all crews, divisions, or sectors by location and function.

    c. Obtain personnel accountability reports (PAR) from Division and Company Officers or Crew Leaders.

C. It is the responsibility of the Division Officer to:

    a. Addresses the tactical level of accountability by tracking crews assigned to their division.

    b. Be in his/her assigned area to maintain supervision and crew integrity.

    c. Obtain PARs from the officers/crew leaders of all crews assigned to his/her division.

D. It is the responsibility of the Company Officer / Crew Leader to:

    a. Address the task level of accountability and know where each firefighter in his/her crew is located, and what they are doing.

      b. Keep their crew intact and maintain an awareness of the crew's exit air supply.

E. Individual Firefighter accountability responsibility:
      a. Tag up as outlined above upon arriving on scene
      b. Stay with his/her crew at all times.
      c. Maintain a constant awareness of his/her exit air supply.

F. All members accountability responsibility:
      a. Immediately respond to the member's truck as they arrive for duty, and await instructions unless a man power pool has been established.
      b. The manpower pool will be divided into "structural" and "non-structural" members. Members are expected to advise the Manpower Pool officer which category they belong to.
      c. It is the responsibility of all Scarborough Fire Department members to retrieve their tags prior to clearing the incident.
      d. It is the responsibility of all Scarborough Fire Department members to report to their supervisor when their 'tag-up" tag is missing or damaged.

REFERENCES

A. NFPA 1500
B. NFPA 1982