

	Hampton-Valley Forge Vol. Fire Dept. Standard Operating Guidelines	
	Subject: Personal Accountability System	SOG # 1-08
		Initiated 01/01/2019
Approved: Fire Chief Chris Isaacs	Revised 01/01/2019	

A. PURPOSE

1. To establish guidelines and procedures for personnel accountability on emergency incidents.
A Personnel Accountability System is required in accordance with NFPA 1561, Standard on Fire Department Incident Management System and NFPA 1500, Standard on Fire Department Safety and Health Program.

B. GENERAL

1. Accountability procedures enhance the safety of firefighters operating on emergency incidents by providing the Incident Commander with a system to track the number of personnel and their areas of operation. This information is vital; especially when an evacuation occurs or a serious event happens that requires immediate accounting for all personnel involved.
2. The Personnel Accountability System is initiated when the first unit arrives on the scene and continues until the Incident Commander determines it is no longer necessary. Accountability responsibilities expand within the Incident Management System (IMS). Accountability procedures shall be strictly followed to ensure the effectiveness of the system and the safety of all personnel.
3. The Accountability System in no way reduces the Company Officer's primary responsibility to supervise crewmembers, provide for their safety and maintain communication with Command.
4. When working in an IDLH atmosphere or hazardous environment, Fire Department personnel shall always operate as a minimum crew of two people with a portable radio. Crews shall always go in and come out together. Personnel operating as a crew shall be in contact with the crew leader by voice, touch or sight.
5. PAT's shall be considered an issued item of personal protective equipment. All personnel are responsible for these items. Each individual's Pat Tags shall be inspected when that individuals' personal protective clothing is inspected.

6. A minimum of three temporary Pat Tags shall be kept on all apparatus at all times.

C. SYSTEM COMPONENTS

1. PAT (Personnel Accountability Tag)

- a. Every Firefighter attached to a Fire Department will be issued a PAT as part of their standard issue of protective equipment
- b. The PAT will consist of a snap fastener with personnel identification card attached. (See attachment #1)
- c. PAT's will be color coded as follows; (see attachment #1)
Red - Firefighters
White – All Officers
Green – Temporary Issue
- d. Certification Identification Bars to identify personnel with particular skills and levels of training will be affixed to the front and back of the PAT when applicable. Certification Identification Bars will be as follows;
EMT-B/First Responder – Blue bar with white lettering
Safety Officer – Green bar with white lettering
Hazmat Levels – Orange bars with black lettering to indicate
“Awareness”, “Operations”, “Technician”, or
“Incident Commander”
Rescue Levels – Light green bar with white lettering to indicate
“Technician”, “Specialist”, or “Old Advanced”.
- e. Each firefighter shall keep their PAT attached to the “D” ring on their structural helmet when not operating on an emergency incident.

2. Unit Command Board

- a. The Unit Command Board is a 12”x16” dry erase board.
- b. Each suppression unit shall carry a Unit Command Board with dry erase markers to use when its Company Officer is assuming Incident Command or operating as a Sector Officer.
- c. Personnel shall use Unit Command Boards when operating Sectors such as Rehab.

3. Chief Officer's Command Board

- a. The Chief Officer's Command Board is a large dry erase board (3'x4') with large writing areas designed to track units and assignments throughout an incident and shall have a means to attach collector rings from responding apparatus to correspond with their assignment.
- b. The board may be used in a vehicle such as a Command Unit or may be carried to another location such as a fire control room or area designated as the Command Post.

4. Collector Ring

- a. Each emergency apparatus shall be equipped with a PAT collector ring.
- b. The collector ring will consist of a large ring with an apparatus identification tag attached. (See attachment #2)
- c. The collector ring shall be maintained in the cab of each apparatus and shall be removable.

5. Apparatus

- a. An eyebolt or similar fixed-point attaching device shall be located near each riding position so that each firefighter has a suitable place to attach their PAT. Two or more firefighters may use the same attachment point provided it is accessible to all when seated.

D. IMPLEMENTATION

1. The Personnel Accountability System shall be implemented on all emergency incidents when personnel are operating in a hazardous area, when using SCBA or at the discretion of the Incident Commander.
2. All emergency personnel shall attach their PAT to the collector ring once they are seated and belted in their riding position on the apparatus.

E. PROCEDURES

1. First Arriving Unit

- a. When there is no immediate need to establish a command post, the Officer-in-Charge (OIC) shall:
 - leave the PAT collector ring on the apparatus
 - maintain command
 - investigate the situation

- b. If the OIC establishes Incident Command, the OIC shall use the Unit Command Board to begin managing the incident.
 - This Incident Commander (IC) shall remove his/her PAT from the collector ring and attach it to the Unit Command Board.
 - Arriving units shall deliver their collector rings to the IC, who will attach them to the Unit Command Board, then write in their assignments and deployment locations.

2. Transferring Command

- a. When transferring command to a higher-ranking Officer, the current IC may transfer the collector rings and information from the Unit Command Board to the Chief Officer's Command Board.
 - This procedure should be performed face to face and shall include information about unit location and assignments, what tactics have been implemented and any recommendations to the new IC.
 - The transfer of command is not complete until the Officer assuming command says, "I have it" and the locations and actions of assigned personnel are updated on the appropriate Command Board. ECC shall advise all units if there is a change in the Command Post location.

3. Sector Officers

- a. When Command assigns an Officer to a sector position, that Officer should use the Unit Command board to track units, personnel, assignments and locations.
- b. If Command chooses to assign sector responsibility to a Company Officer previously assigned a task, Command must confirm acceptance by that Company officer.
- c. Assignments and appropriate pat tags should be placed on a Unit Command Board and if necessary, arrangements made to deliver the board to the Sector Officer.
- d. The Sector Officer shall then track and assign units in the sector using that Unit Command Board.
- e. To effectively manage the activities and movement of personnel, Sector Officers should be located in a safe environment whenever possible...one that does not require the use of SCBA.
- f. Occasionally the Sector Officer may be assigned to operate in a hazardous environment and use SCBA.

NOTE: This assignment is the exception, not a rule, and may require pat tag tracking to be done by someone outside the hazard area.

- g. The Sector Officer shall advise Command when units are moving between sectors; for example,

“Rescue Sector to Command”...Engine-301 is leaving the fire floor and going to Rehab.”

Command shall advise the Rehab Sector Officer, and then move the Unit Designator to the area on the Command Board marked “Transit”. This action shows that units are in transit from one sector to another. The rehab Sector Officer shall note this change and advise Command when Engine-301 arrives. As Engine-301 leaves their Sector, the Company Officer and crew shall report to the Sector Officer and crew shall report to the Sector Officer and pick up their PATS. They shall then deliver their PATS to the Rehab Sector Officer.

4. Remote Entry Point

When Command determines that the incident requires more stringent accountability, an Entry Control Sector shall be established.

When units must enter a structure remote from Side A, Company Officers shall establish the remote entry point and notify Command or ECC.

- a. The remote entry point shall be announced by ECC.
- b. Other units entering at that point shall place Pats on the designated units driver side door.
- c. Unit PATS and the tracking of units through the remote entry point shall become the responsibility of Command or the Sector Officer, as soon as possible. For example, Engine-301 entered the shopping mall at a remote point on the opposite side of the mall, Side D.

“Engine-301 to Command...Remote entry is Side D lobby entrance, the drop off point is Engine-300”

“Command is direct. Command to all units on the scene...Remote entry is on Side D lobby entrance, the drop off point is Engine-300”

5. Entry Control

- a. Command shall then advise ECC to implement Entry Control, naming the point(s) of entry.
- b. ECC shall sound an *extended alert* tone and announce that Entry Control has been established, naming the entry location(s); for example,

((((((((((((((ALERT TONE SOUNDED))))))))))))))

“Attention units operating at Lincoln Road CommandEntry Control has been established. All units shall enter or exit the main lobby, located on Side A or Side D lobby entrance.”

- c. Once Entry Control is established, all units shall enter and exit through the entry control point(s) unless an emergency evacuation is announced.
- d. An Entry Control Officer shall track all personnel entering or exiting through Entry Control.

F. ROLL CALL PROCEDURES

- 1. To ensure personnel safety, ECC will announce the duration of an incident every 20 minutes.
 - a. The event timer will be started when the first unit arrives on the incident scene and declares a working incident or Command is established.
Example at 20 minutes:
“Fireboard to Three Notch Road Command... You are 20 minutes into your incident” or “Fireboard to Three Notch Road Command.... 20 minute duration check”
 - b. Time notification shall continue until Command advises that the incident is under control and the duration check is no longer necessary.
- 2. Command shall account for the welfare of personnel operating in **hazardous areas** at 20-minute intervals. The term used for this procedure is *Roll Call*. This tally may be taken visually or via radio, if necessary.
 - a. The Incident Commander shall acknowledge ECC’s 20-minute notification and initiate a roll call; for example,

“Three Notch Road Command to all Sectors.... stand by for roll call.”
 - b. Sector Officers and Company officers shall account for all personnel under their commands and prepare to report this information when requested by the Incident Commander.
 - c. Company Officers shall report the total number of personnel assigned to their

units, including the number of people operating outside the hazard zone. This tally is required for the unit's initial roll call or Personnel Accountability Report (PAR). For example, Engine 301 responds to an incident with a total of three people. The Company officer and a firefighter enter the hazard zone, while the driver remains outside with the engine. At the first roll call, 20 minutes into the incident, the Company Officer will say,

“Total of three, driver is outside. Engine-301 is PAR.”

The proper response for additional roll calls will be:

“Engine-301 is PAR.”

3. At 20-minute intervals all personnel on the incident scene shall be roll-called by the appropriate Sector Commander(s) or the Incident Commander.
4. The Incident Commander shall be responsible for the welfare of units not assigned to a sector and for personnel operating outside the hazard zone; for example, the engine driver.
5. After all sectors have been roll-called, the Incident Commander shall document the time and write *PAR* on the Command Board for accounted for units. Also, personnel or units not accounted for will be noted.
6. During roll call, if units do not answer or if someone is not accounted for, continue the roll call. When roll call is completed, recall those who did not respond or who responded and were not PAR.
7. If any personnel cannot be accounted for, the Company or Sector Officer shall report the status of missing personnel as *unknown* and give the incident Commander their last known location(s).
 - a. Company Officers and units operating in all other sectors on the incident shall maintain their current positions and/or assignments (unless otherwise directed by the Incident Commander).
 - b. The Incident Commander will then implement RIT procedures.
8. The Incident Commander may initiate a roll call to check the status of personnel anytime deemed necessary. Some situations where this shall be done include, but not limited to:
 - a. Report of an individual or crew missing or trapped.
 - b. Report of a unit or crew that cannot be contacted in a hazardous area after

three consecutive attempts at radio contact.

- c. Sudden, hazardous change on the incident scene such as vapor release, collapse, etc.
- d. Incident conditions deteriorate to a point that evacuation is ordered.
- e. A change from offensive to a defensive mode of attack.