**PIERCE COUNTY**

**TACTICAL OPERATIONS MANUAL**

**OPERATIONAL GUIDELINE**

**ACCOUNTABILITY**

**PURPOSE**

This procedure identifies a system of incident site accountability. The purpose of this procedure is to account for all fire fighters operating in the hot zone. The hot zone will be defined as any area that requires the use of an SCBA or protective equipment. This system will increase firefighter safety and provide the Incident Command Team, Division / Group Supervisor, and Company Officers a means to track the location and function of firefighters on the scene.

**ACCOUNTABILITY RESPONSIBILITIES**

Accountability is a critical element in maintaining the safety of all fire fighters working at an emergency scene. 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.

1. **Command / Strategic** – addresses the strategic level of accountability by the tracking of all crews and divisions/groups by location and function on a tactical worksheet.
   1. Command must know who is in charge of each division/group, crews assigned to each division/group, where each division/group is located, and what each division/group is assigned to do.
   2. Command will include accountability as a major element in strategy and attack planning, and must consider and react to any barriers to effective accountability.
   3. Command will consider air supply when making tactical assignments including rotation of crews.
   4. Command must obtain personal accountability reports (PAR) from Division/Group Supervisors and crews.
2. **Division/Group Supervisor / Tactical** – addresses the tactical level of accountability by tracking of crews assigned to their assigned areas.
   1. Division/Group Supervisors must know the location and function of assigned crews.
   2. Division/Group Supervisors must be in their assigned area to maintain close supervision of assigned crews.
   3. Division/Group Supervisors must obtain PAR’s of all crewmembers of all companies assigned to their division/group.
3. **Company Officer / Task** - address the task level of accountability and must know where each firefighter is located, and what each firefighter is doing.
   1. Company officers shall maintain a current PASSPORT of personnel responding on the apparatus at all times.
   2. Company officers must ensure that all crewmembers have proper helmet company ID.
   3. Company officers must obtain PAR’s for their crews, which is a confirmation that all members assigned to their crew are accounted for and have an adequate exit air supply.
   4. Company officers must keep crew intact and maintain an awareness of the crews exit air supply.
   5. Company officer must ensure that their passport is delivered to their accountability location prior to entering the hot zone and retrieved upon exiting the hot zone.
4. **Fast Attack Engine**– Shall be the initial accountability location unless otherwise directed by the Incident Commander.
   1. Passports from crews entering the hot zone shall be placed on the Fast Attack Accountability board located on the officer’s door.
5. **Firefighter –** must have proper company ID on their helmet.
   1. Ensure that nametag is placed on passport.
   2. Stay with their crew at all times.
   3. Maintain a constant awareness of their exit air supply.
6. **All members** – immediately update the company passport as they arrive for duty.
   1. Ensure that helmet ID’s are accurate and in place on helmet.
7. **All crews -** work for command or division/groups no free lancing.
   1. Crews arriving on the scene should remain intact. A minimum crew size will be considered two or more members.
   2. Each crew shall have a radio, each crew member should have a radio.
   3. All crews entering the hot zone must have a supervisor.
   4. All crews will go in together, stay together, and come out together.
   5. Reduced visibility and increased risk will require close supervision by the company officer.
   6. The entire crew will exit if a SCBA, radio, or any equipment that could compromise safety fails while in the hot zone.

**ACCOUNTABILITY EQUIPMENT**

The Passport Accountability System will be used to effectively track firefighters in the hot zone. Accountability equipment for each piece of apparatus consists of:

1. Materials

A. The passport system utilizes removable helmet shields, primary, back-up,

or reserve passports, name tags, portable status boards, and make-up kits.

B. Helmet Shields

(1) Each company or apparatus shall have a helmet shield

for each assigned member on duty.

The purpose of the helmet shield is to identify the member as being

a responder within the accountability system, and the type and

number of their assigned unit.

(2) Helmet shields must be in place on the member’s helmet before

participating as an in-service company member.

(3) Make-up kits shall utilize blank orange or white shields, identification markings will be black grease pencil or some reasonable facsimile that is erasable.

C. Passports

1. The purpose of the passport is to provide accountability of individuals and unit members after entering the emergency incident perimeter.
2. Passports are a two part card that contains the following

information:

1. Top Portion:

* Unit Designator or Unit/Team Designator
  + E 170 or E 170 “Team A” E 170 “Team B”

1. Middle Portion holds the unit members name tags with Velcro.

(3) Passport Color Codes

(a) White Primary – Normally used to track everyone at the incident.

* There shall be one primary passport (flexible center) which shall normally be attached to the officers’ portable radio until used as a passport for entrance into an emergency incident perimeter.

(b) Red Back-up – used when the primary passport is lost or the primary is unavailable.

* One red back-up passport (rigid center is an exact duplication of the primary passport and is used as follows: identification of unit members when the primary passport is unavailable, and is normally stored on the Officers door of all vehicles.

1. Green – reserve passport

* Reserve passports (green) are identical to primary and back-up passports except in color. Reserve passports are used to replace lost primary or back-up passports. These passports may be used by members reporting for shift change at the incident. They will normally be kept in a secure location at the station where its unit is based (normally the vehicle response board) Blank green passports are carried in make-up kits in command and staff vehicles. They may be used for:

(d) Temporary replacement of reserve passports that have been placed in service.

(e) Additional make-up companies for individuals or crews responding to incidents without passports.

D. Name Tags

(1) Each responder shall maintain a minimum of four (4) Velcro name tags. A minimum of two (2) name tags are attached to the underside of the responder’s helmet and shall be used for the following purposes:

1. Placement on the primary and back-up Passports of their assigned apparatus.
2. Placement on the primary and back-up Passports for the company assigned when arriving from home at the emergency scene.

Name tags shall be placed in the following order on each Passport;

Company Officer or Team Leader will be placed in the first position on the Passport. Apparatus operators are placed second and may be placed upside down as a further indicator that the apparatus operator is operating the pump or operating turntables and are separate from their assigned crew. Additional crew members follow. The unit designator shall be in the last position on the Passport. No gaps shall be present on the completed Passport. A gap may indicate a missing name tag.

**ACCOUNTABILITY HARDWARE USE**

Each Company officer will be responsible for ensuring that the Passport reflects only the members presently assigned to the company.

The use of the accountability system will commence as the first unit arrives on the scene. The first arriving company will give an on the scene report by radio and assume command. In follow up report, their accountability unit identification and geographic location, north, south, east, or west will be announced. As staged units are assigned, Command will give assignments, which will include their respective accountability unit identification and geographic location. As assigned each crew will deliver their passport to the accountability location.

**TERMINATING THE PASSPORT SYSTEM**

Passport accountability will be maintained throughout the entire incident. Upon termination and release from the incident the company officer will ensure that the passport is accurate and returned to the company.

**PASSPORT RULES**

1. Passports will be delivered to the assigned accountability location prior to entering the hot zone.
2. “Fast Attack” Passport accountability location is the engine where crew deployed hoseline or began operations from.
3. Second arriving IC may collect the “Fast Attack IC Accountability” Passports from the attack engine and relocate the accountability location to the command post, confirmation and/or a PAR of all previously assigned units operating at the emergency is recommended.
4. ALL Passport Accountability will occur through the designed accountability location to enter an incident.

**EMERGENCY INCIDENTS**

1. **Reporting to the Incident**
2. When a company reports to an incident, staging, manpower, they will transfer their primary passport(s) to that commander, except as defined below.

(1) Primary passport(s) will remain with the company officer (usually on the portable radio)

(a) When they are the only unit at the incident.

(b) They are a committed first arriving unit(s) at an incident before the establishment of a command post. In this case, the “Fast Attack IC Accountability” process shall be utilized.

(c) They are directed to a remote side of an incident before the establishment of a division command for their area.

(2) When first arriving units, that have not transferred their passports to a command function, leave a hazardous area they will report their team status to the incident commander. The commander will:

(a) Direct the unit to a command function or new assignment

where they will transfer their passport(s) or;

(b) Confirm roll call of all members before placing in service

and releasing from the scene.

1. **During Emergency Incidents**

A. Commanders will require the transfer and use of passports at every incident with established staging, division, or group commander, or multiple alarms. The incident commander may call for the implementation of the passport system at any time they determine the need.

1. Base area commanders will record the time that units report to base.
2. When a commander (incident, division or group) relieves a company, the commander will:

(1) Confirm with the company officer that all members are accounted for.

(2) Return the company’s passport to the officer.

(3) Direct the company officer to staging, rehab, manpower, or another command function and;

(4) Advise the designated commander that the specific company has been directed to report to him/her. The receiving commander will acknowledge and record that information on their status board. The receiving commander is responsible to maintain awareness of the unit enroute and assure that the unit arrives within a reasonable time period.

**3. Personal Accountability Report – (PAR)**

1. Commanders and company officers will conduct an emergency incident PAR using the passport system as follows:

(1) When a company is relieved of an assignment and transferred to a different command, commanders will confirm that company officers or assigned leaders have conducted a PAR or accounting for their personnel.

(2) When a commander presumes that an individual or company is missing or trapped, the commander will start rescue efforts as soon as possible at the last known location. The incident commander will then conduct a PAR of the emergency incident to confirm the status of all personnel.

The PAR will be conducted with orderly radio traffic or face to face between the Incident Commander and each command function at the scene, after each commander has communicated with the individual companies within their direct span of control.

NOTE: Whenever possible, PAR will be conducted without use of the radio to keep channels clear.

(3) Before there is a change of strategy from offensive to defensive operations:

(a) The Incident Commander will instruct all interior and roof companies to withdraw and complete a PAR.

(b) The companies will acknowledge the withdraw order.

(c) Once all companies have withdrawn, their commanders will confirm with the Incident Commander, conduct a PAR, and report to the Incident Commander when finished.

(4) When there is a catastrophic change in the incident, such as a collapse or explosion:

(a) The Incident Commander will initiate the transmission of the proper emergency tone via Dispatch.

(b) Give the appropriate orders to withdraw and perform PAR.

1. Confirm with all commanders the status of all personnel.

(5) A PAR may also be required for these scenarios;

1. As the IC reports an all clear.
2. As the IC reports under control.
3. At every 30 minutes of elapsed time.
4. Any time Command feels it is necessary.

**4. Going In-Service**

1. All companies assigned to return to service will confirm with their command function that all members are present before retrieving their passport from the commander and leaving the scene.

B. All make-up companies, individual responders that have been temporarily assigned to a regular company, or other responders that acquired helmet shields at the scene, will remove them and return them to their assigned command function before leaving the scene.

C. Volunteer or off-duty responders, who return to stations with vehicles or apparatus, shall remove their helmet shields and take name tags off of the vehicle passports prior to leaving the station.

**MULTI-STORY UNITS or HIGH-RISE**

The use of an accountability system will commence as the first unit arrives on the scene. Local policy shall dictate the Accountability process for these incidents.