Bath Township Fire Department			Standard Operating Guideline	
Section **Safety**	**Referral No.** **S-14**	**Subject:** **Accountability**	**Date Issued** **10/03**	**Date Revised** **4/11**

Purpose:

- To provide guidelines for fireground accountability operations.

Scope:

- This standard operating guideline shall apply to all personnel.

Responsibilities:

- Officer
  - Ensure that personnel are properly accounted for.
  - Once personnel have arrived on scene, officers will provide direction based on the Incident Management System.
- Personnel
  - All personnel have the responsibility of checking in with the Incident Commander for an assignment and providing the IC with their Personal Accountability Tag (**PAT**) at an emergency incident.
  - All personnel have the responsibility of wearing proper personal protective equipment.
  - All personnel have the responsibility of following the direction of Incident Command at an emergency scene.

Guidelines:

- **Safety is always our first priority**

STRUCTURED RISK MANAGEMENT PLAN

- WE MAY RISK OUR LIVES A LOT TO PROTECT SAVABLE LIVES
- WE MAY RISK OUR LIVES A LITTLE TO PROTECT SAVABLE PROPERTY
- WE WILL NOT RISK OUR LIVES AT ALL TO SAVE WHAT IS ALREADY LOST

Personnel Accountability Tag (PAT):

Each member will be assigned 3 PATs if EMS only and 4 if firefighters only or Firefighter / EMTs. They will be engraved with their name and badge number and will be color-coded as follows:

Black:	Senior Command Staff
Green:	Firefighter / Paramedics
Blue:	Firefighter / EMTs
Red:	Firefighter Only
Orange:	EMS Only

2 PATs will be secured under the brim of the firefighter's helmet with Velcro.

One PAT will be placed on each Medic Unit on the inside of the oxygen compartment door

EMS only will carry one PAT on their EMS vest or jacket

Passport:

The passport is a 2"x4" plastic card with the apparatus type and number engraved on it

Passports will be secured via Velcro to the driver's door of the apparatus or on the dashboard depending on the apparatus.

The operator of the apparatus will place his PAT first on the Passport. It will be upside down if the operator will be staying with the apparatus. If the apparatus will be staged and the operator will be part of the operating crew, his PAT will be right side up.

The first crewmember will give his apparatus's Passport to the Accountability Officer.

Accountability Board:

Large accountability boards will be carried on Ladder 1, Tanker 1303 and Car 10.

The Captain's will carry small accountability boards.

Personnel Accountability Report (PAR):

Every 10 minutes, Dispatch will ask the IC for Personnel Accountability Report (**PAR**)

The IC will ask his Sector Officers for PAR. Once they have accounted for the personnel in their group, they will report to the IC that they have PAR

Once the IC has accounted for all personnel, he will notify dispatch that IC has PAR

PAR allows the Incident Commander, Dispatch and Sector Officers to account for all personnel and have a record that personnel are accounted for every 10 minutes

Guidelines:

Due to the inherent hazards of the fire or incident scene, efforts must be made by Command to limit the number of personnel on the fireground to those assigned to a necessary function. All personnel shall be:

- Positioned in Staging.
- Assigned to a task or operating within a sector.
- Having completed an assignment and no other assignment is available within that sector, crews should be assigned to a Staging, or Rehabilitation Sector until such time as they can be reassigned to an operating sector or released to in-service status.

Individuals or crews shall be restricted from wandering about the fireground or congregating in non-functional groups. If personnel have not been assigned to a sector or do not have a necessary function to perform, they shall remain outside the fireground perimeter.

When it is necessary to engage personnel in exceptionally hazardous circumstances (i.e., to perform a rescue), Command will limit the number of personnel exposed to an absolute minimum and assure that all feasible safety measures are taken.

ALL FIREFIGHTERS WORKING IN A HAZARD ZONE SHALL BE IN CREWS OF A MINIMUM OF TWO PERSONNEL. THE ACCOUNTABILITY SYSTEM WILL BE IN PLACE.

The safety of firefighting personnel represents a major reason for fireground sectorization.

Sector Officers and Company Officers shall be able to account for the whereabouts and welfare of all crews/crew members under their assignment.

Sector Officers shall insure that all crewmembers are operating within their assigned sector only. Crews will not leave their respective sectors unless authorized by the Sector Officer.

The Incident commander will designate an Accountability Officer.