



# PRINCE GEORGE FIRE AND EMS

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**Date:** June 20, 2019

**Title:** Personnel Accountability

**Authorized By:** 

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## **Purpose:**

The purpose of the Personnel Accountability System (PAS) Policy is to provide an accurate and efficient system to account for all members of Prince George Fire and EMS and other authorized personnel operating at an incident or event and to confirm their safety and location. The PAS should be utilized on all incidents and may be expanded by the IC as deemed necessary.

Accountability is a critical element in maintaining the safety of all personnel working at an emergency scene. Each member involved in the incident must make a strong personal commitment to follow all accountability procedures and practices.

## **Scope:**

1. This policy shall apply to the members of the fire, rescue, and EMS agencies that provide such services in the jurisdictional boundaries of the County of Prince George.
2. The system described in this policy shall be employed for all response to incidents, including fire, haz-mat, EMS, technical rescue, and other emergencies to which we may respond.

## **General:**

1. It shall be the responsibility of the Chief of each Fire or EMS Company to ensure that all members of his/her Company are adequately equipped and trained to follow the procedures described in this policy.
2. It shall be the responsibility of the shift supervisors to ensure that all employees and system volunteers are adequately equipped and trained to follow the procedures described in this policy.
3. All members shall function within the incident management system and participate in the system described in this policy.
4. Freelancing on incidents scenes shall not be permitted.
5. All members shall be responsible to know who they report to, their assigned location, and their assigned function.



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## **System Components/Equipment:**

### **Accountability Tags**

1. Each member shall be provided five (5) Accountability Tags, which shall:
  - a. Measure 2 inches by ½ inch and have hook and loop fastener backing. With the hook side on the tag and the loop side for storage.
  - b. Provide the personnel's last name and first name on the face.
  - c. The Accountability tags shall be color coded as follows:
    - i. Chief Officers – White with black letters
    - ii. Line Officers – Red with white letters
    - iii. Firefighters – Yellow with black letters
    - iv. Uncertified – Orange with white letters
    - v. EMS only – Blue with white letters
    - vi. Blank/makeup – Gray

### **Blank (Make up) Accountability Tags**

1. Each Department will be provided with a quantity of blank (Gray) Accountability Tags.
2. Blank tags shall be utilized for personnel that report to the scene and are not in possession of their Accountability Tags.
3. Blank tags will also be issued to outside agency personnel (i.e. Utility Company reps, Government Officials, ride alongs, etc.) The tags will have the person's name written on them.

### **Unit Collector Tags**

1. Every response vehicle shall be provided one (1) Unit Collector Tag
2. The collector shall measure 2 ½ inches by 4 inches.
3. Each tag shall have hook and loop fastener on the front and back. With the hook side on the back and the loop side on the front. This will allow the Accountability Tags to be placed on the face and allow the Unit Collector to be affixed to its assigned apparatus.
4. The Unit Collector Tags shall be color coded as follows:
  - a. Fire units – Red



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- b. EMS units – Blue
- c. Support units – Green
5. The tags shall have Prince George on the top line and the unit identifier on the second (Engine 2, Tanker 4, Medic 8, etc.) Down the left side of the tag will be a designation for Driver, Officer, and crew.
6. The Unit Collector Tags shall be placed in a location that is conspicuous to, and within easy reach of the driver and right front passenger riding positions of the vehicle.

### **Command Boards**

1. Each station will be provided First Due Collector Boards for their primary response apparatus. These boards will be used by the IC to begin collection and organization of the accountability and unit collector tags at an incident.
  - a. One board shall be kept on the 1<sup>st</sup> out engine at each station
  - b. Additional boards shall be located on apparatus at each station as deemed necessary by the company chief and/or director.
2. Each station shall be provided one (1) command board. The command board shall be carried on the station's unit that will be utilized at larger incidents to establish and Incident Command Post (ICP) or on a unit deemed appropriate by the company chief and/or Director.

### **Accountability Responsibilities:**

It shall be the responsibility of the incident commander (IC) to ensure the locations of all members operating at an emergency incident scene are tracked for the duration of the incident. The location of units/crews on the incident scene shall be continuously tracked, from the time of arrival to the time of departure from the scene. This task may be delegated, at the discretion of the IC, to allow the IC to focus on the overall management of the incident operations.

Members who are arriving in personal or staff vehicles must report to staging, or the IC to be assigned and properly accounted for.



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1. All Crews
  - a. Each crew must have at least one (1) portable radio. Although one (1) radio for each crew member is recommended.
  - b. All crews must have a designated crew leader.
  - c. All crews will be assigned together, stay together, and be demobilized together.
2. All members
  - a. Must ensure that their Accountability Tag is placed in the proper riding position on the Unit Collector.
  - b. Must know who their unit/crew leader is at all times on the incident scene.
  - c. Must maintain situation awareness, awareness of his/her exit air supply, and emergency escape route (if operating in an IDLH atmosphere).
  - d. When reporting to the station for duty, must ensure the officer in charge is aware of their arrival so they will be properly accounted for and assigned to units.
  - e. When responding directly to the scene of an emergency, must immediately report to the IC or designee (accountability officer, staging officer, etc.) and provide their accountability tag. The IC or designee will assign the volunteer to a crew.
3. Incident Commanders
  - a. Addresses the strategic level of accountability by tracking all incident resources; branches, divisions/groups, and crews/units by location and assignment on a command status board.
4. Unit and Crew Leaders
  - a. Addresses the task level of accountability and requires knowledge of the location of each firefighter and what they are doing at all times
  - b. Unit/Crew leaders shall maintain a current unit collector tag of all personnel responding on the unit. Unit/Crew leaders must obtain Personnel Accountability Report's (PAR's) for their crew, which is a confirmation that all members assigned are accounted for and have an adequate exit air supply (if operating in an IDLH atmosphere).
  - c. Unit/Crew leaders must maintain crew integrity and situational awareness.



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- d. Unit/Crew leaders must ensure that their Unit collector is delivered to the IC or designee.

## **Levels of Accountability:**

### **Personal Accountability**

1. It will be each personnel's responsibility to maintain the issued Accountability Tags in serviceable condition and in their designated locations.
2. All personnel shall be personally responsible to know who they report to, where they are supposed to be, and what they are to be doing at all times. Freelancing is strictly prohibited.

### **Unstaffed Units**

1. Personnel boarding unstaffed units shall be responsible to attach their accountability tag to the appropriate position of the unit collector on every response prior to leaving the station.
2. The officer/AIC of each apparatus should verify that all personnel have placed their tags on the unit collector in the correct position prior to arrival on scene.
3. Upon returning to the station after a response, personnel shall be responsible for removing their tags from the unit collector and returning them to their proper locations.

### **Staffed Units**

1. Personnel manning a staffed unit shall place one accountability tag on the unit collector in the appropriate position at the beginning of a duty shift.
2. The unit officer/AIC should verify that all personnel have placed their accountability tags on the unit collector correctly.
3. Personnel on a staffed unit shall ensure that at the end of a duty shift their accountability tags are removed from the unit collector and returned to their proper place for storage.



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## **POV Response**

1. Personnel that arrive on scene of an incident by any means other than County apparatus shall be responsible to report to the appropriate personnel (Incident Commander, Staging Officer, Accountability Officer, etc.) and communicate their presence at the scene, give their accountability tag or have a make-up tag created and receive and assignment prior to engaging in any function on the fireground.
2. Once personnel receive an assignment, they shall immediately report to the officer directing the assignment and notify them of their presence.
3. Upon completion of the incident all personnel not leaving on apparatus shall check out and have their accountability tags returned or their makeup tags removed from the accountability system.

## **Single Resource Accountability**

Most of the incidents are handled by one or two response resources and the command structure does not extend beyond an Incident Commander (IC) and single resource units, these incidents will be defined as the incidents that should utilize this level of accountability.

1. All incidents shall have a designated Incident Commander (IC) who shall maintain a proper Unity of Command.
2. The officer in charge of a unit, upon arrival on scene, shall have verified that all personnel have placed their accountability tags on the unit collector.
3. The officer shall from that point on be responsible for the personnel arriving on that unit under his/her direction.
4. The unit shall be tracked for the incident as a single resource or company.
5. The unit collector shall be left on the unit unless directed otherwise.
6. The IC may collect the unit collectors from the units as deemed necessary and place them on a first due collector board.
7. The IC may conduct a PAR.
8. If a PAR results in a missing personnel or Company, the IC shall immediately implement corrective actions.



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## Scene Accountability

Incidents that grow beyond the single resource incident as defined above shall utilize scene accountability. The IC is still located in close proximity to the incident, however, due to the complexity of the incident they are no longer able to effectively manage personnel accountability.

1. The IC can appoint an Accountability Officer who shall collect all first due boards in use and/or all Unit Collectors that arrive on scene. Units arriving at these incidents shall bring Unit Collectors to the Incident Command Post (ICP) or the designated Accountability Officer upon arrival on scene.
2. The IC or Accountability Officer shall set up and maintain a Command Board in close proximity to the ICP.
3. All personnel who arrive via POV to a scene shall report to the Accountability Officer to give them their Accountability tags or receive make up tags and be directed to staging or command to receive an assignment.
4. The Accountability Officer or IC shall may conduct a PAR
5. If a PAR results in a missing personnel or company the Accountability Officer shall immediately notify the IC who shall initiate corrective actions.

## Point of Entry Accountability

At incidents where there are extreme hazard zones (Haz Mat, Technical Rescue, Industrial incident, etc.) or areas where additional accountability is needed Point of Entry Accountability can be instituted in addition to the Scene Accountability.

1. The IC or the Accountability Officer shall appoint an Entry Control Officer who shall be responsible to maintain the integrity of the identified hot zone.



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2. The Entry Control Officer shall utilize a First Due Collection Board to collect the Second accountability tag from each personnel entering the hot zone.
3. The Entry Control Officer shall be responsible to ensure that all personnel entering and exiting the hot zone are closely monitored and any discrepancies shall be immediately reported to the IC.

### **Functional Accountability**

Functional Accountability shall be utilized on major incidents where the expectation is that other local, state, federal and private resources will be utilized at the incident.

1. The IC shall establish a Unified Command.
2. Resource Accountability shall be established as a function under the Incident Command System and shall be staffed with personnel and resources needed to effectively manage the incident resources.
3. The IC shall make the Incident Action Plan (IAP) available to those responsible for Resource Accountability.
4. The IC shall also make resource information available to the local Emergency Operations Center (EOC).

### **Demobilization**

1. Personnel are not to collect or manipulate any accountability tags without the expressed authorization from the IC or designee
2. All units/Crews are to remain on scene until properly released by the IC
3. As units are released from the incident, the unit/crew leaders will retrieve the accountability tags/unit collectors from the IC or designee.
4. The IC shall ensure all accountability tags/unit collectors have been retrieved and all resources have been demobilized.
5. If accountability tags remain following demobilization, the IC shall initiate corrective actions

### **Personnel Accountability Reports (PAR)**

1. Personnel Accountability Reports shall be conducted in the following situations:





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- a. At any report of missing or trapped personnel
  - b. At any major shift of incident tactics (Offensive to Defensive)
  - c. After any sudden hazardous event on scene (flashover, collapse, etc.)
  - d. After any evacuation order of a hazard area
  - e. Periodically during the incident (minimum of every 20 minutes with shorter intervals for high risk incidents)
  - f. Dispatch shall notify the IC every 20 minutes until the incident is marked under control.
  - g. At any point the IC deems necessary
2. PAR will be conducted by the IC or designee (accountability officer).
  3. The IC will announce over the assigned incident radio channel for "All units stand by for a Personnel Accountability Report (PAR)".
  4. All on scene units shall hold all non-emergency radio traffic until the PAR is complete and all personnel shall listen to the complete roll call if possible.
  5. The IC or designee will begin roll call of the incident by unit(s), Group, Division or IC Position. The assigned officer or leader of each shall answer the roll call with their personnel status.
  6. If personnel cannot be accounted for the officer or leader shall report the name and last known location.
  7. Upon completion of the PAR the IC shall announce that the PAR is complete and incident radio traffic can proceed.

## **Missing or Trapped Personnel**

Any member who is absent from any unit, crew, division, group, or branch should be presumed missing until he/she is otherwise determined to be safe.

1. In the event of any missing or trapped personnel, initiate the Mayday procedure as outlined in Ops 2.8.