

Purpose:

The purpose of this Health and Safety Program is to provide a Personnel Accountability System that readily identifies the location and function of all members operating at an incident scene. It is intended to comply with the requirements of NFPA 1500, Standard on Fire Department Occupational Safety and Health and NFPA 1561, Standard on Fire Dept Incident Management System.

Administration:

The Deputy Chief of Health and Safety will have primary responsibility for administration of this policy. The duty officer will have responsibility for ensuring this policy is adhered to at all incidents. This Personnel Accountability system shall be used at all incidents and training exercises.

Definitions:

Accountability Control Board (yellow total visibility board) - A board provided for all CTFD vehicles that provide space to attach Apparatus Collector Rings and Personnel Accountability Tags (total visibility tags). This board is intended to track information relating to the location and function of crews and other information relating to the duties of the Accountability Officer and crew.

Accountability Officer and Crew- A crew designated to work with the Incident Commander and tactical level management unit officers to assist in the on-going tracking and accountability of members.

Apparatus Collector Ring- A ring and vehicle identifier maintained in the cab of the apparatus, used to secure personnel accountability tags (total visibility tags). they are color coded as follows: Engines (yellow), Tower (orange), Rescue (red), Brush/Utilities (green), tankers (blue), officers (white), extra/blank (tan).

Auto-Pilot Mode- The operation of the "accountability control board" before an Accountability Officer/Crew is assigned the accountability function. Under this mode, each individual crew is responsible for placing and removing his/her own "apparatus collector tag from the accountability control board. Individual crew information on the board is not tracked.

Command Tactical Work Board- A board maintained in the Duty Officer vehicles used to document an incident management system including functional assignment of crews.

Crew- For the purpose of personnel accountability, this is a general term used to describe any size or type of group of individuals equipped with a portable radio and assigned a common task under a single supervisor. The intent of the definition is to reinforce the need to maintain "crew integrity" with particular emphasis on its relation to accurate accountability.

Crew Integrity- Personnel assigned to a particular company or crew shall remain together throughout the incident. This does not prohibit the Incident Commander from combining companies to form one company/crew with a Company designation deemed appropriate by the incident commander.

Full Function mode- The operation of the "Accountability Control Board" after an "Accountability Officer and Crew" are assigned.

Interior Structural Firefighting- The physical activity of fire suppression, rescue or both inside buildings or enclosed structures which are involved in a fire beyond the incipient stage.

Hazardous Environments- include, but are not limited to:

- IDLH environments (including CO levels in excess of 35 ppm)
- Interior Structural Firefighting (see definition above)
- Any incident that poses the possibility those personnel might become lost or disoriented
- Whenever personnel are in a position that presents an immediate danger of injury in the event of equipment failure or collapse
- Special Operations (see definition below)

Make-up Apparatus Collector Ring- A ring maintained in the Duty Chiefs vehicles containing a blank assignment tag, used for other vehicles or out of county vehicles that may not have an apparatus collector ring.

Personnel Accountability Roll Call (PAR) - A procedure used in conjunction with the incident organization chart and personnel accountability system to verify the accountability of all personnel on the scene of an incident. A PAR is required for Level 3 accountability and for Level 2 accountability when crews are not within visible contact of the Incident Commander or the Accountability Officer and Crew.

Personnel Accountability Tag (total visibility tag) - A personal identification card issued by the department, attached to snap fasteners. These tags identify an individual's name, rank, and certifications.

Remote Accountability Points- Locations designated as accountability points when necessary to physically locate such points somewhere other than near the Command Post.

Special Operations- Those operations that require specific and advanced training and specialized tools and equipment. Examples include technician level work for water rescue, extrication, hazardous materials, confined space, high-angle rescue, trench operations, aircraft rescue and other similar operations.

Stand-Alone PASS- A pass device that is not an integral part of any other item of protective clothing or protective equipment.

Tactical Worksheet- A worksheet used to document an incident management system, including the location and function of personnel.

Responsibilities:

All Personnel:

- It shall be the responsibility of all members operating at an Emergency incident to actively participate in the Personnel Accountability System.
- Freelancing or the performance of any task outside of this accountability system shall not be permitted.
- Members shall be responsible for following personnel accountability system procedures.
- Where assigned as a company, members shall be responsible to remain under the supervision of their assigned company officer/crew leader. "Crew Integrity" as defined in the definitions section shall be strictly enforced.

Supervisors:

- Supervisors assigned the responsibility for a specific tactical level management unit at an incident shall directly supervise and account for the companies operating in their specific area of responsibility.
- Company Officers/Crew Leaders shall maintain an ongoing awareness of the location and condition of all company members.

Incident Commander:

- The Incident Commander shall be responsible for overall personnel accountability for the incident.
- The incident commander shall maintain an awareness of the location and function of all companies or units at the incident scene.
- The Incident Commander and members who are assigned a supervisory responsibility for a tactical level management (Division/Groups) that involves multiple companies or crews under their command shall assign a member(s) to facilitate the on-going tracking and accountability of all assigned companies.
- The Incident commander shall provide the use of additional accountability officers based on size, complexity, or needs of the incident.

Accountability Officers and Crew:

- The Accountability Officer/Crew shall work with the Incident Commander and tactical-level management unit officers to assist in the on-going tracking and accountability of members.

ACCOUNTABILITY TOOLS – CARE AND MAINTENANCE

Accountability Control Boards (total visibility boards):

- Accountability Control Boards shall be stored in a location on the apparatus where they are protected from scratches or other damage. The standard storage location for apparatus shall be within reach of the officer's seat.
- At least one (1) black "Dry Erase" Marker or Grease marker shall be attached to each board. It is preferable that the markers be a smaller "pencil" sized version. Only Dry Erase or grease markers shall be used on the boards. Markers shall be checked for functionality during vehicle preventive maintenance checks.
- Accountability boards shall be thoroughly cleaned after each use.
- Request for repairs or replacement shall be made to the Deputy Chief of Health and Safety.

Command Tactical Work Boards:

- Duty Officers having command tactical work boards shall be responsible for their maintenance.
- Requests for repairs or replacement shall be made to the Deputy Chief of Health and Safety.

Apparatus Collector Ring:

- Station Captains shall ensure that a color coded Apparatus Collector Ring is provided for each piece of apparatus in the station. This should be verified during preventive maintenance checks.
- Lost or damaged apparatus Collection rings shall be reported to the on duty, Duty Officer. The Duty officer shall notify the Deputy Chief of Health and Safety, so a temporary ring can be put in its place until a new ring can be made.
- The Deputy Chief of Health and Safety shall investigate the circumstances surrounding the lost or damaged Apparatus Collector Rings and ensure the following is completed;
 - Issue a make-up Apparatus Collector Ring
 - Have a replacement made up as soon as possible.

Personal Accountability Tags (P.A.T.) (total visibility tags)

- Each Volunteer and Career member shall be issued a set of Personal Accountability Tags (total visibility tags). These tags shall be considered an item of issued P.P.E. and attached to your turnout coat, preferably in the area of the chest. These tags shall be included in any inspection of your P.P.E. During an incident or training one tag shall be attached to the accountability control board and one tag shall be kept on your person, preferably in a pocket. A permanent brass tag with the individuals CTFD I.D. number and name shall also be a part of your PPE.
- Personnel not possessing Personal Accountability Tags shall be restricted from participation in any emergency operations.
- Personnel retiring, resigning, or deleted from the department shall surrender their Personnel Accountability Tags.
- Strict accountability is paramount to firefighter safety. In the event of a lost, stolen or damaged tag, immediate replacement is necessary. Therefore the following shall apply.
 - The Deputy Chief of Health and Safety shall be notified as soon as possible, so a temporary tag may be issued.

Tactical Worksheets (paper version)

- Station Captains shall ensure that an adequate supply of tactical worksheets is maintained on each vehicle. This should be verified during apparatus preventive maintenance checks.
- Replacements can be obtained by making copies or from the Deputy Chief of Health and Safety.

Tactical Worksheets (laminated version)

- Personnel issued a laminated version shall be responsible for their maintenance.
- Requests for replacements shall be made to the Deputy Chief of Health and Safety.

ACCOUNTABILITY AND INCIDENT COMMAND:

In addition to other techniques that follow this policy, our Incident Command System is explained elsewhere. As explained in any Incident Command System, the basis for Personnel Accountability is mentioned. The nature of an ICS helps us organize our efforts into small manageable groups which can be more easily tracked. An important aspect of ICS is communications. As resources are sent and returned from a management unit, it is imperative that effective communication is utilized.

ACCOUNTABILITY LEVELS AND TECHNIQUES – Personnel Accountability can be maintained through a variety of techniques. The simplest form is fulfilled when the incident commander can see the location and function of all personnel. Some incidents may warrant nothing more than this. Other incidents will warrant the use of a tactical worksheet, while others will require the use of Personnel Accountability Tags and Personnel boards. It is important to understand that more than one accountability technique may be required on the same incident. For example, persons operating within a “Hazardous Environment” may warrant one or more accountability techniques while those assigned to water supply or some other non-hazardous environment may require a different technique. Accountability level requirements may also change during an incident. If this does occur, the incident commander must announce the new level. The following sections attempt to explain the various levels of accountability and describe instances where their use would be appropriate. It is not possible to describe every situation and the level or combination of levels of accountability necessary. If questions remain after taking part in the required initial departmental training, questions should be forwarded in writing to the Deputy Chief of Health and Safety

- Level 1- Accountability is maintained by visual contact with each other. This is appropriate when the total number of personnel on an incident is six (6) or less, and no one is operating in a “Hazardous Environment.” Examples include most local alarms and medical calls. However this level is not appropriate for local alarms where personnel enter a “Hazardous Environment as may be the case during some vehicle fires, CO detectors where an entry is made requiring “2 out, etc.
- Level 2 - Accountability is maintained by a “Tactical Worksheet” or and/or “Command Tactical Work board.” This is appropriate when the number of personnel on an incident exceeds six (6) or visual contact with each other is not possible, and no one is in a hazardous area. In these instances, the incident commander shall initiate a tactical worksheet at the very beginning of operations and shall maintain that system throughout operations (NFPA 1500). Examples include alarm calls, rescue calls, and structure alarms. This level is not appropriate for personnel who may enter a “Hazardous Environment” as may occur while crews staff an attack line at a rescue call. Under this particular circumstance, those individuals would be under level 3 accountability. This level might also be appropriate for some calls such as a pile of debris where the operations are completely defensive and no one is in a “Hazardous Environment.”
 - Based upon the Incident Commander’s span of control, an “Accountability Officer/Crew” shall be utilized to maintain the Tactical Worksheet/Command Tactical Work board.
 - Although unlikely, remote “Accountability Points” may be required for level 2 Accountability. If required, separate Tactical Worksheets/Command Boards shall be used for each location.
 - PARs shall be required for those personnel not within sight of the Incident Commander or “Accountability Officer and Crew” per the procedure outlined in Level 2 Accountability.
 - If Staging and Rehab are required; they shall be established as described under Level 3 Accountability.
- Level 3- Accountability is maintained by “Tactical Worksheets and/or “Command Tactical Work boards,” and “Personnel Accountability Tags,” and “Accountability Control Boards.” This is appropriate when persons are operating in a “Hazardous Environment.” Examples include

structure fires, brush fires, and special team's responses. Accountability for those personnel that are not within a "Hazardous Environment" shall be maintained by Level 2 techniques.

- The "Tactical Worksheet" or "Command Tactical Work board" described and illustrated above shall be maintained by the Incident Commander. It shall be maintained throughout operations. In addition, "Personnel Accountability Tags" and "Accountability Control Boards" shall be utilized as explained below:
- Upon arrival at the incident, the crew leader of the 1st arriving unit shall secure the PATs from each member who will be working as a crew and attach them to the Apparatus Collector Ring. Note- if the pump operator will be staying with the vehicle, their P.A.T. shall not be placed on the Apparatus Collector Ring with the other crew members. It should stay with the pump operator. This also applies to Turntable Operators.
- In instances when the use of a stand-alone pass is necessary:
 1. Crew leaders shall locate 'stand-alone" pass devices on the apparatus and distribute one to each crew member.
 2. Crew members shall place the pass device on their turnout gear or belt or another secure location on their person so it is easily reached by the member.
 3. Crew members shall activate their "stand-alone" pass after they have been assigned to a task in a hazardous area.
 4. Ensure that the "stand-alone" pass of each crew member is activated.
 5. Provide PATs and apparatus collector ring to the pump operator/driver who shall locate the "Accountability Control Board" and clip the apparatus collector ring and PATs on the board in the appropriate position. The standard locations for accountability control boards on the apparatus will be the pump operators compartment or in the passenger compartment behind the driver.

Upon establishment of a "Two-Out" or a RIT Crew, its crew leader shall:

- Secure PATs from each member who will be working as a crew and attach them to the "Apparatus Collector Ring." Note- If the pump operator will be staying with the vehicle, their P.A.T. shall not be placed on the apparatus collector ring with the other crew members. This also applies to Turntable Operators. In instances when the use of a stand-alone pass is Necessary, the same procedures shall be followed as described in this policy.
- Ensure that the P.A.S.S. device of each crew member is activated.
- Take possession of the "Accountability Control Board" from the pump operator/driver of the first arriving unit and clip the apparatus collector ring and PATs on the position designated for the RIT.
- The Crew Leader shall be responsible for maintaining a constant awareness of the number and identity of members operating in the IDLH, their location and function, and time of entry. (NFPA 1500)
- Place the "Accountability Control Board" near the area where the "Two-Out" or RIT will be located. Note- Although not responsible for the maintenance of the "Accountability Control Board" the "Two-Out" or RIT Crew shall be cognizant of the Apparatus Collector Rings and PATs on the board so they can be better prepared to perform their functions in the event of a mayday or emergency.

Subsequent Units assigned a task. Crew leaders shall:

- Secure the P.A.T. from each member who will be working as a crew and attach them to the "Apparatus Collector Ring."
 - If the pump operator will be staying with the vehicle, their P.A.T. shall not be placed on the apparatus Collector Ring with the other crew members. It should stay with the pump operator/driver. This also applies to Turntable Operators
- Ensure that the P.A.S.S. device of each crew member is activated.
- Locate the "Accountability Control Board" with the "Two-Out"/ RIT Crew and place the Apparatus Collector Ring on the position directly beneath the first arriving crew; Additional crews are placed in order beneath them on the left side of the board. If more than four crews are utilized, the right side of is utilized.
- Crews reporting to Staging. The crew leader shall report to the Staging Officer, provide their apparatus collector ring and advise the number of persons in their crew. The PATs shall stay with the individual.

Staging Officer:

- The Staging Officer shall place two (2) traffic cones near where he/she intends to check crews in/out.
- He/she shall obtain an "Accountability Control Board" and attach the "Apparatus Collector Rings" of the crews in staging. Obtain a dry erase marker and complete the "unit #" "time-in" and "# of personnel" on the individual crew portion of the board.
- Crew integrity shall be maintained in Staging.
- Before a crew leaves staging, the staging officer will return the apparatus collector ring to its crew leader and erase the individual crew information from the Accountability Control Board.

Remote Accountability Points:

- Should be established any time it is inappropriate for a unit to deliver their "Apparatus Collector ring/PATs" to an established collection point. For example, if a unit is assigned to "Division-C," and the distance between their unit and the original collection point was established is excessive, they should advise Command and establish a collection point.
- When Remote Accountability Points have been established, identification must be established. Example: "Division A Accountability", Division C Accountability", etc. Where multiple accountability points are established, an Accountability Group and supervisor should be established.
 - The person/crew having this responsibility will have the radio designation of "Accountability."
 - Many Special Operation incidents require the establishment of Hot, Warm, and Cold Zones. If that situation exists, a Remote Accountability Point should be established for the Team(s) involved in that operation.

Assignment of Accountability Function:

- As soon as possible, command MUST assign an "Accountability Officer and Crew" within the incident command structure. If personnel are not available to do this, additional resources must be requested. When an incident requires additional resources such as a first alarm and or RIT Team, additional personnel may be used to function as Accountability Officer(s) and crews.
- Care should be exercised when assigning this function to any Special teams or special operations services when they are responsible for their own functions. Initially, there may be no other option, but have this function transferred to another, more appropriate crew as soon as possible.
- Until this function is assigned, the "Accountability Control Board" is maintained in the "Auto-Pilot Mode." Once assigned, it functions under the "Full-Function Mode" where the individual crews no longer place or remove their own Apparatus Collector Rings/PATs on the Accountability Control Board.

- The responsibilities of a person/crew performing the “Accountability” function and other aspects of the “Full-Function Mode” includes the following:
 1. Obtain a portable radio, dry erase marker and go to the “2-Out/ RIT and locate the accountability Control Board.
 2. Conduct a PAR for the units appearing on the board.
 3. Determine the best location to position yourself outside of the 75’ perimeter. The most effective position is close to the “Two-Out/RIT and where the crews can see the accountability point as they enter/exit the “Hazardous Environment.” Guard against operating from within a vehicle. This is frequently a poor location.
 - a. If moved from the original location, announce the position over the tactical channel.
 4. Place two (2) traffic cones at the accountability point. This will serve as a visual cue to identify your location.
 5. Place the “Accountability Control Board” on a tripod or other suitable place so it is not knocked over and can function during the entire incident.
- As additional crews report, place their “Apparatus Collector Ring’ and PATs on the “Accountability Control Board” and add the individual crew information. It requires the additional information: unit number, task, and location, number of personnel, replacement crew, and division/group assignment. Note, in order to complete the name of the replacement crew, you will need to contact Staging or Rehab. If there are insufficient crews to replace those who will soon be exiting, advise Command.
- Occasionally, people from multiple companies are used to establish one crew. When this is done, their tags are clipped together, a crew leader is identified and they are treated as one (1) crew.
- The manner in which “Apparatus Collector Rings” and PATs are placed on the board is up to the person performing the accountability function. Initially, crews will be attached in the order they arrive. However, you may re-organize them if it enhances your ability to track their location and function. For example, you may want to place crews near one another on the board based on their group or division assignment.
- Crews exiting the “Hazardous Environment” are required to report to you. Upon their arrival, conduct a PAR and return the Apparatus Collector Ring and PATs to the crew leader. Also, advise Command that the crew has exited and is relocating to rehab. Advising Command is very important. You are only tracking crews in the “Hazardous Environment” but Command is tracking them on the entire incident. Use of a Command channel may be necessary to transfer this information.

Conduct a PAR when:

- Assuming the duties of “Accountability.”
- Every twenty minutes as indicated on the “Accountability Control Board.”
- Anytime you are unaware of the function and location of a crew in the “Hazardous Environment.”
- As directed by Command.
- As directed by any subordinate level of Command.
- Upon the report of a missing or trapped firefighter.
- A change from offensive to defensive operations.
- A sudden event such as a flashover, back draft, explosion, collapse, etc.
- When the “Life Hazard” is eliminated after entry into a hazardous area without a backup crew in place.
- Any MAYDAY signal.
- An activated PASS device alarm that cannot be immediately identified.
- When crews exit a Hazardous condition

When conducting a PAR, use the following format:

- Request permission to conduct a PAR from Command/Operations.
- Provide the following Pre-PAR announcement. "Accountability to all units, standby for a PAR."
- Call each crew with tags on your "Accountability Control Board" and ask them for a PAR. Example: "Accountability to Tower 42, give me a PAR." Their response should indicate the number of people they have, their group/division, and if the crew has sufficient SCBA air to escape before anyone's alarm will begin to sound. Example: "Tower 42 has PAR with 4 in division 1, air supply OK."
- Upon completing a PAR for a crew, check the "Completed PAR" (PAR *) in the individual crew section on the "Accountability Control Board."
- Upon completing a PAR for all crews on the Accountability Board, write the time in the appropriate area on the board. Note when your next 20 minute PAR is due, advise Command that PAR is complete.
- If multiple accountability points have been established, or if the incident is unusually large, it may not be appropriate to conduct a PAR with each individual crew. It may be necessary to conduct it by accountability point, branch, division, group, etc. The Accountability Supervisor, in conjunction with command should determine the most appropriate method to be used. If done by subordinate levels of command, those supervisors must be in a position and be provided with additional personnel who can track their individual crews. For example: Division 1 should be provided with an aid that would use the "Tactical Worksheet". The Accountability Point with the "Apparatus Collector Ring" and PATs would remain outside the 75' perimeter where the crews enter and exit. When a PAR is due, Accountability calls Division 1 for a PAR. The appropriate response would be "Division 1 has PAR with E42, 69, and 64. Total of 9. Air supply OK."

In the case of a MAYDAY, complete responsibilities located on any accountability board in the MAYDAY section.**Crews operating in a "Hazardous Environment":**

- Where assigned as a crew, members shall be responsible to remain under the supervision of their assigned crew leader.
- Crews shall maintain an ongoing awareness of the condition and location of all company members.
- When asked for a PAR by "Accountability," respond with your number of personnel, the division or group that you are operating and if your crew has sufficient air to escape before anyone's alarm will begin to sound. Example: "Engine 42-1 has PAR with 4 in Division 2, Air supply is OK"

Crews exiting the "Hazardous Environment":

- The crew leader shall look for the two (2) cones indicating the location of the Accountability point and proceed to that location with their entire crew. If individual members of the crew must leave the "Hazardous Environment" sooner than others, the entire crew must leave together. Crew integrity must be maintained.
- Upon arrival at the accountability point, the crew leader conducts a PAR, obtains their Apparatus Collector Ring and PATs. He/she distributes the PATs to the individual members of the crew and the PASS devices are turned off.
- The crew leader and crew reports to REHAB or other location as directed by COMMAND.
- Crews reporting to Rehab. The crew leader shall report to the Rehab Officer, provide the Apparatus Collector Ring and advise the number of personnel in their crew. The PATs stay with the individual. Note- When leaving rehab, the rehab officer will return the apparatus collector ring to its crew leader.

Rehab Officer:

- The rehab Officer shall place two (2) cones near where he/she intends to check crews in and out.

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- He/she shall obtain an accountability board and attach the "Apparatus Collector Rings" of the crews in rehab. Obtain a dry erase marker and complete the "unit #, "time in", and "# of personnel" on the individual crew portion of the board.
- As each crew reports, the assignment portion of their Apparatus Collector Tag shall be updated. An "X" is placed inside each block to indicate the number of trips to rehab.
- Crew Integrity shall be maintained within Rehab.
- Before a crew leaves Rehab, the Rehab Officer will return the apparatus collector ring to its crew leader and erase the individual crew information from the accountability board.

Training:

- The Deputy Chief of the Training Division shall be responsible for ensuring all new members of the department are knowledgeable in this Personnel Accountability procedure through as many training sessions deemed necessary throughout any given year.
- The Deputy Chief of the Health and Safety Division shall administer the training on the departments Personnel Accountability System. He/she shall also oversee the training necessary to accommodate any major changes to the procedure.
- The Deputy Chief of the Health and Safety Division shall be responsible to oversee additional training sufficient to ensure on-going knowledge of the departments Personnel Accountability System as changes in NFPA standards may occur from time to time.

References:

NFPA 1500
NFPA 1561