

# JOINT RESPONSE AGREEMENT

## MODEL STANDARD OPERATING GUIDELINE

**SUBJECT: ACCOUNTABILITY SYSTEM POLICY**

**REVISED: May 18, 2021**

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### ACCOUNTABILITY SYSTEM POLICY

This guideline identifies Department procedures at a scene in which there is an incident or training exercise where personnel accountability is needed. The purpose of this policy is to increase firefighter safety by establishing written accountability systems for keeping track of all personnel operating at the scene of an emergency incident, including reporting guidelines for supervisory personnel (OAC 4123:1-27-07)

This accountability system, which enhances the health and safety of all personnel, integrates incident command and accountability systems to streamline the overall management of safety at a scene beginning with the first arriving company/officer. Fulfills the requirements of NFPA 1500, 1521, and 1561.

#### ❖ Policy

This shall be applied to all emergency operations including training exercises where accountability for all personnel is essential. All personnel will be issued Four (4) nametags with the: person's name, with initials, rank, and the department's Butler County ID name. The additional tag(s) can be used if an exit is used different than the point of entry. The Primary location for the Passport will be located in the cab of the apparatus for officer accessibility. A secondary Passport (white in color) or a second copy of the names of that company on the original Passport shall also be found near the primary Passport. As part of this complete system, each issued helmet will have the ("Loops" trade name of Velcro) "Velcro" secured under the rim to the rear of the helmet.

#### ❖ System Components:

- Helmet identification labels are preferred for company identification, style or type not currently specified.
  - The helmet identification should clearly state the apparatus by type and number (i.e. E81, T113, M31, etc.)
- Name Tags
  - The tags will have specifications that are 2.5" wide and .5" high plastic
  - All tags will be engraved except for newly appointed personnel until engraving occurs
  - The officers are white background; Firefighters are yellow background; and EMS personnel will be in blue backgrounds (indicating that they only provide EMS)
    - "Hooks" Velcro will be attached on the back side.

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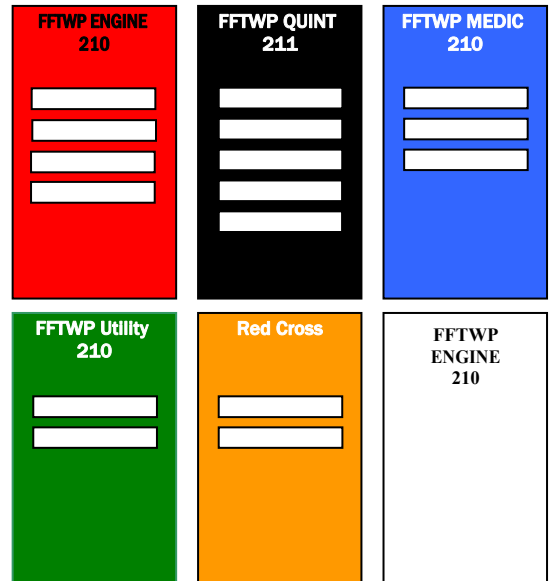
**M. M. Jones      Wchstr**

## ❖ Passports

- The passports will have specifications that are 2.75” by 3.75” plastic minimum; with the department name and apparatus number (MIDTWN Engine 82) and enough Velcro “Hoops” slots to apply their labels for a minimum of four personnel or the maximum the apparatus can safety carry. The passport will also display the classification for the apparatus “type” on the lower portion of the tag, as outline in the BCFCFA communication manual. The apparatus operator, if not assigned to a task in the hazard area will maintain his/her tag until assigned in the hazard area. In the alternative, the apparatus operator tag can be placed upside down on the passport indicating that he/she is not yet a part of the staff assigned a task.

The apparatus passport colors will be as follows:

1. Engine, (Red)
2. Ladder, Tower or Quint (Black)
3. ALS, BLS, Squad or Medic (Blue)
4. Rescue, Utility (Green)
5. Support Agencies (Orange)
6. Spare passport (White)



--- **Responsibilities of the Passport System:**

❖ Personnel

- Are responsible for their labels when not at an incident or training session.
- It is the responsibility of all personnel on the apparatus to apply their nametag to the apparatus passport (The officer is ultimately responsible) or to report to Command with an individual nametag for a call in-response or off-duty detail etc.

❖ Scene

- Passports should remain with the apparatus in staging. If the apparatus is directed into the scene, the crew is responsible to see that the primary passport is delivered to the first in Engine/Quint operator, accountability officer, Command, other unit as designation by the AHJ. The secondary passport (or individual tags) should remain easily visible in the cab of the apparatus in the event a catastrophic event occurs where a back-up plan is utilized. If the Incident Commander is in the situation to handle the accountability board, he/she will do so or designate an accountability officer as soon as possible. Apparatus passports with their respective individual personnel tag identifiers never enter the hazard area. Where possible, mixing of crews should be avoided. **WHEN ESTABLISHED, CREWS ENTER, WORK AND LEAVE TOGETHER.**
- ***An important fact to remember is that a crew size must be two (2) or more when operating in an IDLH atmosphere.***
- ***Apparatus must keep the accountability board on either the driver's door or in the pump operator's compartment.***

❖ Command

- The Incident Commander is ultimately responsible for the safety and accountability of all on-scene personnel.
  - Accountability may be assigned to another crew member on the scene who becomes the accountability officer.
- The Incident Commander should use multiple status boards when multiple entry points are being utilized. These boards will assist in organizing scene accountability and command information.
- **Personnel Accountability Report (PAR)** – The PAR is a periodic accounting of personnel operating at an incident. The Incident Commander may request a PAR of specific unit leaders. When the Incident Commander or Incident Accountability Officer requests a PAR, unit leaders verify accountability for every member of their operational unit and report the results to the Division/Group Supervisor who in turn report to the Incident Commander (or directly to the Incident Commander (Operations) when Divisions/Groups Supervisors are not assigned.)

- A PAR is recommended when:
  1. Any personnel are possibly unaccounted for or trapped;
  2. There is a change from offensive to defensive operations;
  3. There is a flashover, back draft or collapse;
  4. When there is a report of the situation under control or mitigated;
  5. Any time the Incident Commander believes such is necessary;
  6. Whenever a Mayday is announced;
  
- When the PAR is called for, the reply should be from the unit, groups, divisions leaders in the highest hazard areas first, then progressing to less hazardous area.
  
- Crews shall identify their Unit Number (Apparatus assignment), their location, and their current assignment.
  
- An example of a PAR response would be “Command from Ventilation, Ventilation has a PAR on the roof near the Alpha-Bravo corner.” Inherent in such a reply is the understanding that all individuals that have been assigned to “Ventilation” are safe and visually accounted for by the officer/senior member of the crew. Individual companies not given incident command name designations shall reply, “Command from Engine 6, Engine 6 has PAR, on the first floor investigating with SCBA at one half.”
  
- The RIC (Rapid Intervention Crew) Group Supervisor should review the accountability board to identify location and activity of assigned crews.
  
- When a Department is on scene utilizing a particular accountability system, Command shall remain responsible for and oversee personnel operations. Should an agency not covered by this document respond into a participating agencies jurisdiction, they may be given a blank nametag, which can be written on with a grease pencil supplied in the command equipment.