



# Monroe Fire Department

## Standard Operating Guidelines Personnel Accountability System

**Purpose:** Accountability is a critical element in the safety of all firefighters working on the fire ground. The purpose of the accountability system is to establish a coordinated system of monitoring and tracking personnel, and to enable the Incident Commander to identify, locate and account for the functions of all personnel operating on the scene. It also allows for a quick determination of what personnel may be in trouble and missing by virtue of unclaimed tags at the incident scene. Lastly, it assists with the decision-making process by making evident how many members are in staging and available for additional tasks. Each person involved in an incident must make a personal commitment to follow all policies and procedures regarding accountability.

**Level of Performance:** All firefighters participating in training evolutions, or operating at an incident scene within the jurisdiction of the Monroe Fire Department, will actively participate in, and comply with the requirements *The Monroe Fire Department Personnel Accountability System Standard Operating Guideline*.

### ACCOUNTABILITY TAG USAGE

#### LEVEL 1

Upon boarding the apparatus for training or incident response, all personnel will place accountability tags on both the red and white accountability boards in the truck. The Officers tag will be placed in the top position on each board. The Operator tag will be placed upside down on the bottom position on each board. These boards then become the *Passports*. The apparatus will not leave the station until all rider tags are in place. The Officer will then place the passports in the designated location on the dashboard. (***Any person failing to place a tag on the passport will be removed from the apparatus before it leaves the station***), The Officer should always remind all members to place tags on boards immediately upon entering the apparatus to prevent confrontations.

#### LEVEL 2

The passports will remain with the vehicle until *Level 2 Accountability* is announced. At that time the Safety Officer or Accountability Officer (*if assigned*) will collect all White passports and take them to the command post. The red passports will remain with the vehicle.

The Incident Commander, or Accountability Officer, when assigned will place the white passport from each apparatus on the accountability board and write their assignment on the bottom of the passport. This information will be continually updated throughout the duration of the incident or training evolution.

#### LEVEL 3

In the event that the IC, Safety Officer, or Accountability Officer establishes an entry control point because of the presence of hazardous materials, an extended incident scene, or other factors, each person entering the area will provide an additional accountability tag to the Entry Control Officer. The Entry Control Officer, who will check each person's equipment prior to

entry, will maintain these tags and monitor the time that the individual has been in the IDLH area (*hot zone*). These tags will be returned to the respective member upon leaving the hazard area.

Upon completion of an assignment, the officer or member in charge of the team will notify IC that the assignment has been completed and then report back to staging. No member shall freelance. All members assigned to a team will work together, stay together, and come back to staging together. The officer or member in charge of the team is responsible for each member of that team. It is that person's responsibility to report to the Accountability Officer and acknowledge the safe return of all crewmembers. The Accountability Officer will then move each respective tag back into the available manpower or rehab section on the accountability board. The crew should then proceed to the rehab or staging area as directed.

Every effort should be made to keep assigned teams together; however if teams are re-assigned, their accountability tags shall be moved to the appropriate passport for the assigned group or operational area.

Personnel Accountability Reports (*PAR*) shall be conducted as directed by the IC, or as requested by the Incident Safety Officer or Accountability Officer.

PAR's should be conducted in the event of any of the following:

- When Firefighters are missing
- Change of Tactics
- Significant Fireground event
- Change of Command
- At a pre-determined interval of time (*i.e.*; 30 minutes)
- Prior to event termination
- At the discretion of Incident Command

## **TERMINATION**

When the incident is finished and apparatus are being returned to service, or personnel have been released from the scene, apparatus officers are required to retrieve the passport from the Staging or Accountability Officer before proceeding back to the station. All unclaimed tags shall be forwarded to the Incident Commander for follow-up.

## **MUTUAL AID PERSONNEL**

All mutual aid personnel responding to Monroe to assist the department in an incident will report to Incident Command or the Staging Officer as directed. If the mutual aid personnel do not have a tag system established for accountability, the Staging Officer or IC's designee will handwrite each individual's name on a passport and will keep track of the name and associated fire department of the individual. If these members are assigned to tasks, their names will be placed on the Accountability board as well.

## **SUMMARY OF ACCOUNTABILITY RESPONSIBILITIES**

Accountability will work only with a strong personal commitment to the safety system. This commitment involves the following responsibilities:

- **FIREFIGHTER** - Responsible for staying with his/her crew at all times, and ensuring that his/her nametag is placed onto the Passport upon entering boarding the apparatus. Each firefighter shall insure that he/she has a minimum of 4 accountability tags affixed to the underside of the rear helmet brims. If tags are needed, each firefighter will fill out a maintenance request for more tags and place in the maintenance request holder near the officer's room door.
- **OFFICER** – Responsible for ensuring accountability tags are placed onto both the red and white passports prior to the vehicle leaving the station. Responsible for keeping his/her crew intact at all times. Also is responsible for returning crew back to staging upon completion of assigned tasks.
- **INCIDENT SAFETY OFFICER** – Responsible to ensure that the appropriate level of accountability has been implemented and will activate Level 2 or 3, as appropriate if an Accountability Officer has not been assigned. The Safety Officer will continually work with the IC, Accountability Officer, and Staging Officer to track personnel movement on the fireground to insure compliance with this SOG.
- **ACCOUNTABILITY OFFICER** - Responsible for accounting for all crews, maintaining an awareness of their exact location. Must collect all tags. The Accountability Officer works closely with the Staging Officer to ensure accurate tracking of crews in the hot zone as well as in staging.
- **STAGING OFFICER** - Responsible for teaming up with the Accountability Officer and managing all available manpower. The Staging Officer must maintain close coordination with the Accountability Officer.
- **COMMAND** - Responsible for all personnel. Must advise responding equipment of location of command post; announce level of accountability in use; and apparatus placement and initial assignments. Must account for safe return of all members and mutual aid firefighters on the scene.
- **DEPARTMENT HEALTH & SAFETY OFFICER** – Responsible for monitoring usage of, and compliance with, *The Monroe Fire Department Personnel Accountability System*. Report abuses and non-compliance to department leadership. Implement annual and continuous training on fireground safety and accountability. At least semi-annually all personnel tags will be inventoried to ensure that 4 accountability tags are affixed to the underside of each member's rear helmet brim.
- **MAINTENANCE OFFICER** – Responsible for ensuring that all vehicles have one red and one white accountability board at all times. If a board is missing it will be replaced with a yellow back-up board and a maintenance request will be completed for a replacement board to be obtained.

**Implementation:** This policy has been approved by the Officers of the Monroe Fire Department and the Monroe Common Council. This policy, and all adopted procedures, provide a guideline for operations within the Monroe Fire Department. Adoption of these guidelines in no way restricts the incident commander, department administration or the Monroe Common Council from modifying operations or implementing exceptions to policy in the interest of safety, efficiency and harmony within the organization. It shall remain in effect until withdrawn or modified by the department.

**Effective Date:** December 2, 2014

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