City of Belleville Fire Department

Number: **1003**

POLICY:

> It is the policy of the Belleville Fire Department that a Personnel Accountability System be utilized at emergency incidents to assist with command and the control of the incident.

Date S.O.G. Comes Into Effect:	June 19, 1997
Date S.O.G. Revised:	March 8, 2017
Date Committee Approved S.O.G. :	March 19, 1997

Page 1 of 4

GUIDELINE

1:00 Purpose:

1:01 To establish Department Guidelines for the accountability of all personnel at all emergency incidents.

2:00 Procedures:

2:01 **Personnel Accountability System:**
The Accountability System shall consist of the following:

Incident Command Accountability Boards: Located in each of the front line pumps.

Sectoring Accountability Boards: Located in each of the front line pumps.

Apparatus Tags: All blue tags for vehicles in Station 1 will be attached to the I/C Accountability Board in the front line pump of that station.
All blue tags for vehicles in Station 2 will be attached to the I/C Accountability Board in the front line pump of that station.

THIS GUIDELINE IS NOT EXPECTED TO SUBSTITUTE FOR GOOD JUDGEMENT AND EXPERIENCE UNDER UNUSUAL CONDITIONS.

Personal Accountability Tags:	Each Firefighter will have 2 tags affixed to their helmet clip. They will have 1 black tag (on duty) and 1 red tag (sector/entry).
Personnel Accountability Sheet:	Daily roster of all on duty personnel at both stations and vehicles that they are assigned to.

2:02 **On Duty Personnel**

All on duty personnel including Officers shall tag in with their black tag (on duty) to the I/C Accountability Board of the station they are assigned to. They should clip their tag on the blue Apparatus tag that they are assigned to. The red tag (sector/entry) will remain on all helmets until assigned to a sector or upon entering a hazard zone at an emergency incident. All personnel are responsible for their tags at the beginning and end of their shifts.

2:03 **On Duty Officers**

The On Duty Officer is responsible for completing a "Personnel Accountability Sheet" **immediately at the start of each shift**. The on duty Officer at each station shall check the I/C Accountability Board for all the black tags (on duty) against the personnel accountability sheet. Any surplus tags shall be removed and any missing tags shall be located and added. If a personnel change occurs after a normal shift change, the On Duty Officer will be responsible for **immediately updating** the I/C Accountability Board, the personnel accountability sheet and notifying the Officer at the other station of this change.

2:04 **Call Back Personnel**

All personnel who are paged in for a call back alarm shall report to the Incident Commander who will clip their black tag (on duty) to the I/C Accountability Board and assign them to a task or a sector. The Incident Commander shall also mark the name(s) of all "Call Back" personnel on the "Personnel Accountability Sheet".

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2:05   **Use of the Accountability System**

The Accountability System should be used at every emergency incident regardless of size or type. The Incident Commander (or a designate) shall be responsible for the "Accountability Board". The Accountability Board should be used as follows:

- Incident Command shall be established by the first arriving Officer on scene.

- The other arriving Officer (from the other station) shall bring the Apparatus Tag rings and attach them to the Incident Command Accountability Board.

- Upon establishing sectors, the Incident Commander will issue the Sector Boards to each Sector Officer. Incident Command will designate an Entry Sector Officer at all incidents that involve entry into a building or structure and this Entry Sector Officer must remain outside of the building or structure at all times.

- All Fire Fighters shall report to their assigned Sector Officer. Sector Officers shall be responsible for the red tags (sector/entry) until they are required inside a building or structure, at which time the Sector Officer shall transfer their sector board and red tags (sector/entry) to the Entry Sector Officer. When this Sector vacates the building or structure the Sector Officer will re-take possession of the sector board and red tags (sector/entry). The Sector Officer shall give each Fire Fighter back their red tag (sector/entry) whenever reassigned to another Sector and notify Incident Command of the change.

- At the discretion of the Incident Commander, a Personal Accountability Report (PAR) shall be called every 20 minutes or whenever necessary. All unnecessary radio transmissions shall cease when a PAR is called.

- As the emergency incident begins to terminate, all personnel are required to retrieve their red tags (sector) from the Sector Officer and return to Incident Command for further instructions. Call back personnel shall also retrieve their black tags (on duty) and advise the Incident Command they are leaving the scene.

2:06   **Personal Accountability Report:**

-     **P**ersonnel **A**ccountability **R**eport **(PAR)**

-     **PAR** is called every 20 minutes or whenever necessary at the discretion of the Incident Commander.

-     The Incident Commander will radio a warning when calling PAR (**eg.** Command to all Sectors—**PAR** will be called in one minute)

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-        When **PAR** is called all Sector Officers will reply to the Incident
         Commander of their Accountability status.

         i.e.   Sector 1 **PAR** = all Personnel accounted for.
                  Sector 2 plus 1 = Sector 2 has 1 person extra
                  Sector 3 minus 1 = Sector 3 is 1 person short.

2:07   **PAR** will be called for the following examples:

–   Every 20 minutes or whenever necessary at the discretion of the Incident
         Commander.
–   Suspected missing or trapped fire fighters.
–   Change from offensive to defensive attack.
–   Sudden hazardous event.
–   A back draft or flashover.
–   Building collapse.
–   Report of fire under control.

3:00   **Scope:**

3:01   It shall be the responsibility of the Captain/ Officer in charge of each shift to ensure that
        this guideline is explained and followed.

3:02   It shall be the responsibility of **<u>all employees</u>** to understand and adhere to this guideline.

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